



## United Nations Procurement Division

**REQUEST FOR INFORMATION (RFI)**

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Procurement Division. You are therefore requested to direct all queries regarding this RFI to United Nations Procurement Division using the fax number or e-mail address provided below.

**Title of the RFI:**

Psychological Testing Services pre-employment, fitness-for-duty psychological evaluations

**Date of this RFI:** 10 December 2024**Closing Date for Receipt of RFI:** 23 December 2024**RFI Number:** RFIUNPD23293**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Staff Security & Safety**Address RFI response by fax or e-mail to the Attention of:** Nicha Sandy Bhandhumani**Fax Number:****E-mail Address:** [nicha.bhandhumani@un.org](mailto:nicha.bhandhumani@un.org)**UNSPSC Code:**

85000000 - Healthcare Services

85270000 - Diagnoses of mental and behavioral disorders



## DESCRIPTION OF REQUIREMENTS

### 1. Introduction

The United Nations (UN) is an Organization providing Healthcare Services in Peace Operations, Special Political Missions & Entities across the world.

The Security and Safety Service at the United Nations Headquarters in New York seeks services from qualified Service Providers that can provide licensed forensic psychologists who are competent in conducting pre-employment and fitness-for-duty psychological evaluations, or who provide comparable psychological testing services to employers and managers of armed public safety personnel consistent with local law enforcement standards.

Providers who could put forth a proposal for this requirement are highly encouraged to submit a quotation for an all-inclusive unit price per candidate being evaluated for the requested services to [nicha.bhandhumani@un.org](mailto:nicha.bhandhumani@un.org)

### 2. Scope of Service

This scope of service describes the requirement for the provision of pre-employment and fitness-for-duty psychological evaluations of potential hires or existing staff members in the Security and Safety Service New York.

The vendor will provide the following services:

- a. Pre-employment screening of entry level candidates (between the ages of 22 and 35) assessing applicants who come from diverse national backgrounds with different academic levels and prior work experience, including police, military and armed security employment.
- b. The pre-employment psychological evaluation is an essential component of the recruitment process, and it has direct bearing on the hiring decision.
- c. The number of candidates to be evaluated is to be subject to recurrent staffing needs, and it is estimated to be on average between 25 and 30 psychological evaluations (candidates) per year, depending on vacancy levels, and between 2 to 4 fitness-for-duty evaluations of the incumbents of security officers respectively, as the need arises by the service. It is important to note that these are referential quantities, as the United Nations shall have no obligation to purchase any minimum quantities of services from the vendor, and the United Nations shall have no limitation on its right to obtain services of the same kind, quality and quantity described in the Contract, from any other source at any time.
- d. The scope of work will not only be limited to pre-employment psychological testing for candidates for the position of armed security officers, but it will also entail requesting, on ad-hoc basis, to conduct fitness-for-duty evaluations of incumbent security officers in order to determine whether they are able to safely and effectively perform their essential job functions.

#### 2.1 Provision of Psychologists

The vendor's key personnel must be specialized and board-certified, if applicable, in fields common to the psychological assessment industry, such as, but not limited to, the following:

- Specific disorders (e.g., trauma, addiction, PTSD, sleep, sex, depression, anxiety or phobias)
- Neuropsychological disorders, and other psychological injuries
- Health (for disability determination, emotional functioning)
- Forensic psychology (for civil and criminal matters)

##### 2.1.1 Service Requirements

- a. Only licensed or certified doctoral level psychologists trained and experienced in psychological test interpretation and law enforcement psychological assessment techniques would be acceptable for conducting psychological screening.

### 2.2 Psychological Screening



### 2.2.1 Testing

- a. As part of the Psychological Testing, the vendor will administer to the candidate a written psychological test ("Written Tests") battery relevant to the purpose of the evaluation. The test instruments should have documented reliability, validity, and other empirical evidence supporting their use in the pre-employment evaluation of armed public safety applicants or in the fitness-for-duty evaluations of incumbent security officers.
- b. vendor will be responsible for all aspects of the Written Tests, which includes the following:
  - Making all necessary arrangements to prepare for the screening
  - Make all arrangements to conduct the screening at the United Nations Headquarters in New York for the testing dates;
  - Obtaining and transporting all Written Tests and other required assessment materials to the Screening Facility;
  - Providing sufficient staff to proctor the Written Tests;
  - Assisting Applicants; and
  - Collecting, safeguarding and storing all Written Tests upon completion.
- c. A testing battery including objective, job-related, validated psychological instruments shall be administered to applicants by the vendor. The vendor must be able to score these tests, and arrange for tests to be scored, so that the results are available before a psychologist conducts screening interviews on the same day. The written tests that are used should be validated for use with armed public safety personnel consistent with local law enforcement standards.

### 2.2.2 Interview

- a. Individual face-to-face interviews with applicants should be conducted before a final determination of the applicant's psychological suitability is made.

### 2.2.3 Evaluation

- a. The forensic psychologist will provide written reports to the Security and Safety Service, directly to the Chief of Service for use in making employment and other managerial decisions.
- b. These reports should evaluate the suitability of the candidates for the position based upon an analysis of all psychological material including test data and interview results.
- c. The reports should contain a rating and/or recommendation for employment or fitness- for-duty based upon the results of the screening, justification for the recommendation and/or rating, and any reservations that the psychologist might have regarding the validity or reliability of the results.

## 3. Vendor Minimum Requirements and Qualifications

- a. At least 10 years of experience in provision of conducting pre-employment and fitness- for-duty psychological evaluations, or who provide comparable psychological testing services to employers and managers of armed public safety personnel consistent with local law.
- b. Bidders must provide at least three (3) references related to a contract of similar scope and magnitude as described in this SOW.
- c. Bidders must provide a minimum of 2 Psychologists and a summary of individuals who will be dedicated to performing the Services and evaluators who possess the required forensic psychologist or psychiatrist credentials including the certification and licensing requirements.

## 4. Proposed Price:

The forensic psychologist vendors shall submit an all-inclusive unit price per candidate being evaluated for the requested services to [nicha.bhandhumani@un.org](mailto:nicha.bhandhumani@un.org).

Please include in your response:

- a. The company name
- b. The contact person name, phone number, and email address
- c. The quotation: price per candidate following the requirements provided in no.2 Scope of Service.  
This quotation must be all-inclusive.



### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

The RFI is not a tender document and there will be no recommendation of award under this RFI. The purpose of this RFI is to understand the market about availability of potential products and related services as well as potential vendors. The vendors submitting the RFI responses may be considered for future tender in this regard.

Interested companies should send requested information by email to Nicha Sandy Bhandhumani, email: [nicha.bhandhumani@un.org](mailto:nicha.bhandhumani@un.org). The weblink of the RFI is not accessible for uploading document and the documents needs to be sent by email. Email sizes 10MB or more will not be received by us, therefore please keep the sizes as minimum as possible (weblink of catalogue, brochure can be sent)

### **NOTE**

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

***Vendors interested in participating in a potential future solicitation process should submit the Vendor Response Form of this RFI electronically (through the link available on the next page) before the closing date set forth above.***



# VENDOR RESPONSE

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://ST/SGB/2006/15), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should submit your response to this RFI electronically at:**

<https://www.ungm.org/Public/Notice/255367>

**In case you have difficulties submitting your response electronically, please contact [nicha.bhandhumani@un.org](mailto:nicha.bhandhumani@un.org) directly for instructions.**



## RFI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**IMPORTANT NOTICE:** Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

### 2) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.



