

Metropolitan Washington Airports Authority
PROCUREMENT AND CONTRACTS DEPT.
AMENDMENT OF SOLICITATION

Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-440 1 Aviation Circle, Suite 154 Washington, DC 20001-6000 Telephone: (703) 417-8660	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">1A. AMENDMENT OF SOLICITATION NO.</td> <td style="background-color: #e0e0e0;">1B. DATED</td> </tr> <tr> <td>1-06-C084</td> <td>June 23, 2006</td> </tr> <tr> <td style="background-color: #e0e0e0;">2A. AMENDMENT NO.</td> <td style="background-color: #e0e0e0;">2B. EFFECTIVE DATE</td> </tr> <tr> <td>One (0002)</td> <td>August 7, 2006</td> </tr> </table>	1A. AMENDMENT OF SOLICITATION NO.	1B. DATED	1-06-C084	June 23, 2006	2A. AMENDMENT NO.	2B. EFFECTIVE DATE	One (0002)	August 7, 2006	
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1-06-C084	June 23, 2006									
2A. AMENDMENT NO.	2B. EFFECTIVE DATE									
One (0002)	August 7, 2006									
The solicitation identified in Block 1A is amended as set forth in Block 3. Hour and date specified for receipt of offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and dated specified in the solicitation or as amended, by one of the following methods: (a) by completing Block 4 and returning copy of the amendment; (b) by acknowledging receipt of this amendment on the Solicitation Offer and Award Sheet, Block 13. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.										
3. DESCRIPTION OF AMENDMENT										
The above referenced solicitation, entitled "Psychological Screening and Testing, National and Dulles Airports" is amended as follows:										
A. The deadline for submission of questions is extended to 3:00 PM, August 10, 2006.										
B. The deadline for submission of proposals is extended to 2:00 PM, August 17, 2006.										
C. SECTION X, ATTACHMENTS, ATTACHMENT 01, STATEMENT OF WORK - Remove and replace in entirety with the attached revised Statement of Work. (4 pages)										
D. All other terms and conditions remain unchanged.										
Except as provided herein, all terms and conditions of the document referenced in Block 1A, as heretofore changed, remain unchanged and in full force and effect.										
4A. NAME AND TITLE OF OFFEROR	4B. SIGNATURE	4C. DATE								

STATEMENT OF WORK (REVISED)**PSYCHOLOGICAL TESTING AND SCREENING FOR
THE METROPOLITAN WASHINGTON AIRPORTS AUTHORITY'S
PUBLIC SAFETY CANDIDATES AND EMPLOYEES**

The Metropolitan Washington Airports Authority (Authority) is seeking the services of a psychological evaluation examiner (contractor) delivering services within a 25 mile radius of National or Dulles Airports to conduct psychological evaluations (screening and testing) of Police and Firefighter (Public Safety)/employee candidates and selected employees of the Authority's Office of Public Safety.

The contractor's minimum qualifications and capabilities must include:

- being a Virginia licensed psychologist or psychiatrist with education, training, and experience in the diagnostic evaluation of mental and emotional disorders
- having training and experience in the evaluation of law enforcement and firefighter personnel
- being familiar with the police and firefighter psychology literature and the essential job functions of each
- being familiar with relevant state and federal statutes and case law, as well as other legal requirements related to employment and personnel practices (e.g., disability, privacy, third-party liability)

Psychologists and psychiatrists must adhere to ethical principles and standards for practice established by the American Psychological and Psychiatric Associations.

I. PURPOSE

The contractor will, upon request by the Authority, provide psychological evaluations for pre-employment, special duty assignments, and fitness for duty determinations of Public Safety employee candidates and selected current employees' ability to perform essential job duties. The contractor also will provide training for employees and management regarding mental health/psychological issues as well as consultations with management on applicable mental health topics.

II. BACKGROUND

The Authority is an independent unit of local government created by interstate compact between the Commonwealth of Virginia and the District of Columbia, with the consent of the United States Congress. The Authority's primary function is to develop, manage and operate the Ronald Reagan Washington National and Washington Dulles International Airports.

The Authority employs a workforce of nearly 1,330, including approximately 400 Office of Public Safety employees who are directly involved in protecting the safety and security of the traveling public, Authority and Tenant employees, buildings, equipment, and land at both airports. The Office of Public Safety includes Firefighters, Airport Police Officers, River Rescue Specialists, Traffic Control Officers, and Dispatchers. Additionally, certain members of the Police Department are selected for assignment as members of a "SWAT" team, or for other special assignments.

III. SCOPE OF SERVICES

All services under this contract shall be in accordance with applicable Federal, Commonwealth and local laws governing the practice of medicine and psychological services in the Commonwealth of Virginia.

Prior to the administration of any psychological instruments and interviews, the contractor will ask the candidate/employee to sign an informed consent to the conditions of the evaluation. The informed consent shall clearly state that the Authority is the client. The psychological evaluation's testing battery will include objective, job-related and validated psychological instruments. The individual interview will be face-to-face, semi-structured, job-related and be done to allow for sufficient time to cover appropriate background and test results verification.

The Contractor may be requested to provide training modules on mental health/ psychological issues for Public Safety employees as well as consultations with Authority management on related mental health topics or court appearances related to an assessment/evaluation on an as needed basis both onsite or offsite as arranged by the Authority or mandated by court appearances relating to an assessment/evaluation.

A. PRE-EMPLOYMENT SCREENING

The Contractor shall provide candidate pre-employment screening/psychological evaluation appointments within three (3) workdays after an Authority request at the Contractor's facility which shall consist of the following:

1. Psychological Testing such as Minnesota Multiphasic Personality Inventory-2™ (MMPI-2)
2. Clinical Interview
3. Review of Candidate's History.

B. PRE-EMPLOYMENT SCREENING REPORT

The Contractor shall develop and utilize a pre-employment screening/psychological assessment evaluation report, in a format approved by the Authority, to be used for persons who have been offered employment with the Authority's Office of Public Safety. The assessment report shall outline testing instruments and results, the clinical interview, a description of any desirable or disqualifying factors and provide recommendations regarding the candidate's ability to perform all duties of a the Public Safety job (including carrying a weapon, if applicable) in a safe and reliable manner. The assessment report shall use a graded scale to evaluate the candidate. Pass/Fail grading shall not be used.

C. EMPLOYEE ASSESSMENT

The Contractor shall provide Public Safety Employee Assessment/psychological evaluation appointments within three (3) workdays after an Authority request at the Contractor's facility which shall consist of the following:

1. Psychological Testing such as Minnesota Multiphasic Personality Inventory-2™ (MMPI-2)
2. Clinical Interview
3. Review of Candidate's History.

D. EMPLOYEE ASSESSMENT REPORT

The Contractor shall prepare an assessment report format and utilize it when assessing an employee's ability to perform the essential functions of his/her job when requested by the Authority. These evaluations shall include a clinical interview, review of relevant department reports, direct consultation

with the supervisor who requested the evaluation, psychological testing as appropriate and a psychological evaluation. Findings shall be reported report on a graded scale. Pass/Fail grading shall not be used.

E. PRE-EMPLOYMENT SCREENING/EMPLOYEE ASSESSMENT REPORTS

1. The Contractor shall submit the proposed format of the Pre-employment screening and employee assessment reports to the COTR before the Initial Project Orientation meeting. Assessments shall not be conducted until the assessment report format has been approved by the Authority.
2. The Contractor will provide verbal assessments of all pre-employment and employee psychological evaluations no more than two (2) workdays after the evaluation. The Contractor shall send the written pre-employment screening and employee assessment reports no more than ten (10) workdays after the examination. The reports shall be furnished in a sealed envelope marked "confidential" and shall be mailed to:

Professional Standards Bureau
MA-310PSB, West Lab Building
Public Safety Division
Ronald Reagan Washington National Airport
Washington, DC 20001-4901

F. MEDICAL RECORDS

The testing materials and evaluation results of all pre-employment screenings and employee assessments shall be securely stored, kept confidential and only released pursuant to applicable Federal and State laws and regulations. Upon written request and signed release, one (1) additional copy of employee a candidate/employee assessment must be made available at no additional cost to the employee. The Authority may also request additional copies of the assessment at no additional cost.

Records generated as a result of an employer-sponsored psychological evaluation program are the property of the Authority. At the end of this contract term, all records shall be transferred to the Contractor who will have the follow-on contract, if it is different than the incumbent Contractor, at the Authority's request without additional cost to the Authority. Transfer to be fully accomplished within thirty (30) days of notification.

G. MANAGEMENT CONSULTATIONS

The Contractor may be requested to provide consultations with Authority management on related mental health topics or court appearances related to an assessment or evaluation.

H. CONTRACT STARTUP PROCEDURES

Prior to commencement of work, the Contractor shall meet in conference with the CO and the CO's Technical Representative (COTR) to discuss and develop mutual understandings related to scheduling, administration of work, and milestones will be established.

I. SCHEDULING EXAMINATIONS

1. The CO will provide the Contractor with a statement identifying Authority Public Safety Department personnel authorized to schedule appointments. Each participant will be given directions and appropriate forms to take the evaluation.
2. For other assessments, such as job-related psychological evaluations and management of other special consultants, the Authority will schedule with the Contractor's representative on a mutually satisfactory basis, usually within three (3) workdays.
3. If cancellation of the test is necessary, the Authority will give notice as soon as possible.
4. If the candidate/employee fails to keep his/her appointment, the Contractor will notify the Authority within twenty-four (24) hours of the missed appointment.
5. The Contractor will maintain a confidential file on all individuals who are evaluated.
6. As described in this SOW, the Contractor shall send the Authority the required assessment reports within the specified time frame.

J. PERFORMANCE

The CO, in consultation with the CO's Technical Representative (COTR) and Public Safety management representatives, shall consider the quality of the work being performed on a regular basis and advise the Contractor in writing of any discrepancies or modifications required to any report format, testing, interview, evaluation or assessment format.

The Contractor shall notify the CO in writing within ten (10) days of any changes in personnel or any change in credentials or duties performed by personnel involved in the assessment testing and reporting aspects of this contract. This notification of changes in personnel or any change in credentials or duties performed by personnel involved in assessment testing and reporting aspects of this contract **MUST INCLUDE** resumes containing the name, title, education, and experience for new person assigned, copies of all licenses, certifications and a brief description of their duties to be performed under this contract.