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# Request for Information – 13RFI11262013

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Validation of Content and Selection Criteria to  
be Used for the Physical Fitness/Ability  
Assessment of Entry Level Applicants to the  
Position of Correction Officer

Department of Administrative Services

Cindy Milardo, Contract Team Leader

November 26, 2013



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## Request for Information (RFI)

Validation of content and selection criteria to be used for the physical fitness/ability assessment of entry level applicants to the position of Correction Officer .

The State of Connecticut, Department of Administrative Services (DAS) is seeking information on vendors who have extensive prior experience in the validation of physical performance or physical fitness/ability assessment tests for public sector job classifications akin to Correction Officer/Correction Officer Cadet. Correction Officers are screened using a multiple hurdle selection method that includes submission of an application form; written test, physical assessment test, structured employment interview, background investigation, medical evaluation, and successful completion of academy coursework. Several job task analyses have been conducted on large representative groups of Correction Officers by the DAS. The focus here is on the validation of the appropriate fitness/physical assessments to be administered and the establishment of valid and appropriate cut-off scores on which selection decisions will be made to proceed in the employment selection process.

***Please list current contracts held for performing this and similar validation work for other state governments, Connecticut cities or towns, or the federal government.***

DAS is interested in learning more of what can be offered in the validation of content and selection criteria to be used for the physical fitness/ability assessment of entry level applicants to the position of Correction Officer.

Requested Information:

- An overview of your organization
- Details of validation work and strategies offered by your company, Including the success of your firm in upholding the use of your work against discrimination claims.
- References of clients served through these programs.
- General fee structure

DAS welcomes responses from anyone in the industry, government or academia with practical knowledge of means and methods for the validation of content and selection criteria to be used for the physical fitness/ability assessment of entry level applicants to the position of Correction Officer.

Responses to this RFI should be directed to:

Cindy Milardo  
Contract Team Leader

State of Connecticut, Department of Administrative Services  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
Hartford, CT 06106

Responses must include the name and address and contact information of the company responding.

Responses are due on December 16, 2013 by 5:00 PM

The State intends to review all information received in response to this RFI. This RFI is intended for information gathering purposes only. Generally speaking, the RFI process will assist the state in determining if we will pursue Requests for Proposals (RFP's) with the intent to enter into a contractual agreement for such programs or services or not.

**Confidential Information.** The Respondent understands that due regard will be given for the protection of proprietary or confidential information contained in all response received. However, Respondents should be aware that all materials associated with this RFI are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. It will not be sufficient for Respondents to merely state generally that the proposal is proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that a Respondent believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of the FOIA must accompany the proposal, as it may be modified from time to time. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Respondent that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above-cited statute. The State has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. Respondents have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. The State shall have no liability for the disclosure of any documents or information in its possession which the State believes are required to be disclosed pursuant to the FOIA or other requirements of law