

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

947A



FROM: Human Resources Department

SUBMITTAL DATE:
June 9, 2009

SUBJECT: Request approval to renew testing services with PreVisor Incorporated, for a period of one year

RECOMMENDED MOTION: That the Board of Supervisors authorize the Purchasing Agent to sign a one year renewal of services with PreVisor Incorporated.

BACKGROUND: The County of Riverside Human Resources Department has utilized PreVisor Incorporated (PreVisor) for testing services since January 2002. Testing is a critical component of our recruitment and selection process and continues to be utilized by many departments during the hiring freeze. The Human Resources Department utilizes pre-employment testing for 54 classifications across the County. Human Resources tested over 23,000 candidates in 2007 and over 34,000 candidates in 2008.

(Continued)

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 198,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 166,667	For Fiscal Year:	2009/10

SOURCE OF FUNDS: Human Resources General Fund and TAP Fund	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:
APPROVE

County Executive Office Signature BY: Elizabeth J. Olson
Elizabeth J. Olson

FORM APPROVED COUNTY COUNSEL BY: TAMMY V. LIEU 6/11/09 DATE
 Purchasing: M. Seiler Mark Seiler, Assistant Director
 Dept't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3.24

BACKGROUND continued:

Our contract with PreVisor is ending in June 2009 and Human Resources Department requests approval to extend our contract with PreVisor for a period of one year so we have sufficient time to conduct a Request for Proposal in FY 2010-11. The contract renewal is attached.

Seven years of research and refinement has gone into integrating PreVisor's assessments and testing platform into Human Resources' recruitment and selection process. Discontinuing service with PreVisor will require significant work and research to reestablish and re-validate our testing program.

Need for Contiguity of Service

The Human Resources Department requires a one year continuation of service for several reasons. Although the County is experiencing a hiring freeze, there are still many legitimate needs for PreVisor's services as described below.

Closing of the Assessment Center

In November 2008, Human Resources Department eliminated the Assessment Center as part of an organizational restructuring to save cost. The twelve (12) dedicated Assessment Center staff were released or transferred out of their positions. Using PreVisor's technology, the proctored Assessment Center has been replaced by a comprehensive unproctored testing program.

Temporary Assignment Program

The Temporary Assignment Program (TAP) continues to utilize testing to fill job orders for temporary assignments during the hiring freeze.

Bi-Lingual Testing

PreVisor hosts our bilingual certification tests. Human Resources Department is still testing for bilingual. We received 55 requests for bilingual testing in April and continue to receive requests. Additionally, we are in the process of revising our bilingual tests. Discontinuing PreVisor's services would cause significant disruption in the bilingual designation and testing process.

County-wide Validation Study

The Human Resources Test Development Team is in the middle of a county-wide research study with PreVisor to validate five (5) new computer adaptive test batteries. These new tests can be administered in an unproctored environment and will increase our ability to identify highly skilled candidates. Unproctored administration greatly reduces staffing costs associated with proctoring assessments and enables Human Resources to provide unlimited testing services to the public. PreVisor has agreed to perform the validation study and grant us access to these state-of-the-art tests (\$155,000 value) at no additional cost with the agreement that we will provide them with the necessary data to complete the study.

Public Safety Recruiting

PreVisor provides the Law Enforcement Candidate Record (LECR), currently used to test Deputy Sheriff Trainee and Correctional Deputy candidates. The LECR is an online assessment and replaced the old paper-and-pencil Peace Officer Standards and Training (POST) test, which required scantrons to be mailed to a third party vendor for scoring. The turnaround for mailing the scantrons was three to five days. The LECR was instrumental in achieving success during the massive Sheriff Department recruitment effort and continues to be a valuable tool to recruit and select the best candidates for these critical public safety positions.

Custom Assessment Maintenance

Human Resources Department has many custom tests built into PreVisor's system. If we discontinue PreVisor's services, we would be forced to reconstruct all custom tests in paper and pencil format. This would incur significant and recurring staff and material costs. The administration of paper and pencil testing is a slow process and can accommodate a limited number of candidates.

Cost Justification

PreVisor has historically shown unwavering commitment to the County of Riverside. In response to our budget crisis, PreVisor has offered to reduce their price for services by an additional 16% from last year's rate (24% below their standard rate of \$220,000) to \$166,667.

Approval to purchase services from PreVisor for an additional period of one (1) year will allow Human Resources Department to maintain testing services to the many departments that continue to use our tests and continue our research and development of new tests. The Human Resources Department intends to conduct a Request for Proposal to select a test vendor in FY 2010-11. Conducting an RFP before FY 2009-10 would not allow sufficient time to properly evaluate prospective vendors and would create a significant gap in service.

Date: May 28, 2009
From: Ronald W. Komers Department/Agency: Human Resources Department
To: Board of Supervisors
Via: Purchasing Agent
Subject: Sole Source Procurement; Request for

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: Testing Services

Supplier being requested: PreVisor Incorporated (PreVisor)

Alternative suppliers that can or might be able to provide supply/service: None.

Extent of market search conducted: None.

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: Over seven years of research has been conducted with PreVisor to establish a valid, reliable, and legally defensible testing program. No other vendor can provide alternative testing services with this quality. Our research is specific to PreVisor's assessments and cannot be generalized to other vendors.

PreVisor is the exclusive licensee and sole source of the Law Enforcement Candidate Record (LECR). The LECR meets the requirements of the California Commission on Peace Officers Standards and Training (POST) for peace officer testing.

PreVisor is the exclusive licensee and sole source of the Global Cognitive Index and Total Match assessments. These assessments are computer adaptive tests (CAT) and allow the Human Resources Department to administer the majority of the County's selection testing online, in an unproctored environment.

Reasons why my department requires these unique features and what benefit will accrue to the county: Over seven years of planning and research would have to be redone if the Human Resources Department utilizes testing services from another vendor. This would incur significant cost to the County.

The Human Resources Department requires the LECR in order to reduce the time and cost of testing Deputy Sheriff Trainees and Correctional Deputies while remaining compliant with POST. Additionally, the LECR is web-based and can be scored instantaneously.

The Human Resources department abolished the staffed Assessment Center and moved testing online to an unproctored environment. PreVisor's unique catalogue of CAT assessments allows the County to successfully host testing unproctored and save cost.

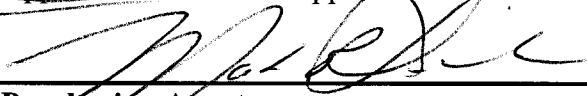
Price Reasonableness: In response to the County's budget crisis, PreVisor has reduced our annual renewal rate 16% from last year to \$166,667 (24% below their standard rate). Additionally, PreVisor's unique and sophisticated testing platform has allowed Human Resources to close its Assessment Center and move the majority of the County's employment testing online to an unproctored environment. By purchasing from the owner and primary distributor of assessments we have chosen to administer, we are getting the best price available by avoiding resellers.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No.



Department Head Signature 5/28/09
Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove


Purchasing Agent 5/29/09
Date

May 27, 2009

Mr. Ronald W. Komers
Assistant County Executive Officer/
Human Resources Director
4080 Lemon Street
Riverside, CA 92502

Dear Mr. Komers:

This is to confirm that all PreVisor tests are proprietary to and are primarily distributed by PreVisor. All resellers would purchase PreVisor tests from PreVisor.

This confirms that the *LECR* (Law Enforcement Candidate Record) test is proprietary to PreVisor. PreVisor owns and is the primary distributor of the *LECR*, and any reseller would purchase this test from PreVisor.

This confirms that the *GCI* (Global Cognitive Index) is proprietary to and is distributed exclusively by PreVisor as a sole source product.

This confirms that the *Total Match* tests are proprietary to and are distributed in California exclusively by PreVisor as a sole source product.

If you have any questions or need additional information, please contact me at 1-800-281-9713 ext. 526.

Sincerely,



Danielle Reid
National Accounts Manager

Change Request Form

This Change Request Form ("CRF") is entered into pursuant to a Master Services Agreement ("Agreement") by and between PreVisor which means PreVisor Inc. and each of its subsidiaries ("PreVisor") and County of Riverside ("Client"). This CRF is governed by, incorporated into, and made part of the terms of the Agreement signed between PreVisor and Client.

1. PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide the Client with details regarding the extension of their current agreement until June 30th, 2010.

2. SUMMARY OF CHANGES

Client has requested that PreVisor extend their contract period until June 30th, 2010. As part of the extended agreement, Client will have access to all of the non-third party existing PreVisor testing categories and solutions previously available to them. The assessment offering is valued at \$220,000 per year.

4. FEES

The following fees shall be paid in accordance with the Agreement.

4.1 Fees and Payment Terms

Deliverable	Fees
Annual extension of existing contract until June 30, 2010	\$166,667
Total Cost	\$166,667

4.2 Invoice Address

Jasmin Loi Lui Ping
Human Resources Services Manager
County of Riverside
4080 Lemon Street
Riverside, CA 92502

PreVisor will invoice the Client for one-hundred percent (100%) of the fees listed above upon execution of this CRF. Payment is due net thirty (30) days upon receipt of the invoice.

5. EXECUTION

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this CRF to be duly executed.

County of Riverside

PreVisor

Authorized Signature

Authorized Signature

Print Name


Print Name

Title

Title

Date

Date

FORM APPROVED COUNTY COUNSEL
BY:  6/1/09
TAWNY V. LIEU / DATE