Commission Authority Request
Contract Attachment Form

(Expand Sections as Necessary)

CONTRACTOR NAME: Assessment Systems Corporation, ASC

PROPOSED START/END DATE: 7/1/2022-6/30/2023

REQUESTED MAXIMUM CONTRACT AUTHORITY: $ 324,000.00

SCOPE OF WORK:

1) POST requires a computer-based test (CBT) delivery system hosted in POST's data center and can be easily maintained and enhanced to deliver new tests or functionality.

2) POST requires a CBT system that enforces the use of a secured browser when accessing test-related materials. A secure delivery system will allow elimination of paper-based test materials at test sites. Paper-based testing materials have been compromised and distributed in the past, which represents a threat to our peace officer and dispatcher selection standards and credibility.

3) POST requires a standards-based system that allows both automated and ad-hoc extraction of all testing data collected by the system for reporting and analysis purposes.

4) POST requires an extensible system that will accommodate new tests and test formats over its lifecycle. The new system must be configurable so that it will accommodate an interface to exchange data with another software solution which contains results from our entry-level tests.

5) POST requires a system which provides access based on defined roles.

DELIVERABLES:

Allow user to search test item and test form by their ID number or other key words.
Allow user to sort test Item and test form by their ID number, title, and date created in the order specified by user (e.g. numerical order (ascending or descending), alpha order, or date order based on user preference).
Display a list of what was searched for and display its ID, Title, date created, and whether it's active based on the user's search criteria.

Allow user to select the test item or test form from the list of search results.
Allow user to select edit, clone, archive, or exit when the user selects one of the search results.
Allow user to create test item stem.
Ability to automatically assign and customize a test item ID in sequential order when user starts the process of creating new Test Item. Note: The test item ID must be set up in such a way that allows the test developer to distinguish a test item ID from other IDs.
Automatically assign and display the current date.
Allow user to enter the test item title.
Allow user to enter the test item text.
Allow user to insert and view media files (e.g. video, audio, or diagram) from the available drives on the user's computer, the Internet, and POST Intranet.
Ability to apply different item response types on items with graphics.
Allow user to preview the inserted media/graphic files before saving the item.
Display all competencies and KSAs.
Allow user to select one or more competencies and KSAs.
Display the test item ID, the test item statistics (including the average difficulty level and the average point biserial correlation of the test questions assigned to the test form).
Display the item stem text, the alternatives, the keyed alternative (correct answer) and the item's difficulty level and point biserial correlation when the user selects an item ID.
Must have parent/child item tracking capabilities.
Must have the ability to identify enemy items.
Must have dedicated module for item writing offline.
Allow for creation of fixed (non-scrambled) form/version.
Allow for automated form/version assembly.
Built-in spell check
Track and view item stats by form (non-cumulatively).
Track item stats cumulatively.
Automated interface for export and import of text files and delimited data files.
Support content such as math equations, subscripts/superscripts, diagrams, graphics, etc.
Print out hard copy of a test form.

Allow for test item archiving.
Allow for test form archiving.
Allow user to select to preview, print, or activate test items.
Allow user to select to preview, print, or activate test forms.
Allow user to select a single test form or more test forms to activate.
Ability to upload statistics into the items within the item bank.
POST has rights and access to the item bank.
System has automatic item bank backup.
System has integration of item banking and item analysis.
System has user-defined database fields (or large number of predefined fields).
System has separate fields for references and comments.
System has sufficient reporting for database fields.
System has query capability from database fields.
Allow for split screen when displaying test items.
Allow the Application/System Administrator to search by first/last name, agency, and role to view the following: • Name, role assigned, date activated, agency information   • Number of current users for each role and presenter information or POST bureau name   • Number of users for each role and agency information (including inactive users and date inactivated) or POST bureau name
Display the following information for System and Application Administrators: • Date and time a user signed on   • Date and time a user signed off Users who are currently signed on
Allow the Application/System Administrator to create new users in the system.
Display the roles and allow the Application Administrator to assign appropriate role for users.
Allow the Application Administrator to accept or deny user account setup, assign role, and level of access.
Allow the Application Administrator to indicate the reason for the denial of account setup and send a notification to the user.
Display the test session numbers and titles and allow the Application Administrator to select the session authorized for the Test Coordinator role.
Display all features applicable to the selected role.
Allow the Application/System Administrator to select all or select individually the features.

Allow the System and Application Administrator to edit the role(s) and permissions assigned to users.
Allow the System and Application Administrator to edit user information (e.g. agency name, username, title, email address, telephone number, and POST bureau name).
Allow the System and Application Administrator to remove user from access to PEDS.
Allow the Application and System Administrator to add new roles in the system.
Allow the Application and System Administrator to designate roles for the users.
Allow the Application and System Administrator to select from a list of all features to be included in the new role.
Allow the Application and System Administrator to select from a list of the level of permission/authorization to be included in the new role.
Allow user to self-register on the PEDS.
Allow Application Administrators to confirm the agency's: • Current test security agreement   • Test designees
Allow Application Administrators to approve and complete the agency's registration.
Notify agency once the registration has been approved and completed.
Allow user to create test session no more than seven (7) days prior to test date.
Allow user to define the test session date and start time for the candidate to login to the test session.
Allow search on POST's existing system to find proctor names.
Provide (custom) error messages if the system is unable to schedule a test session due to unmet business rules.
System automatically creates test session ID for each session.
Allow multiple test sessions for the same test form to be administered at the same authorized presenter location with 60-minute window between each test session.
Schedule the required test form based on the sequence of the required tests.
Ability to provide different test form version for each multiple test sessions that are scheduled on the same day.
Automatically update the scheduled tests when POST test developer updates with new test version which replaces the scheduled version.
Ability to provide test sessions in different sized fonts or screen contrasts for candidates with approved ADA accommodations.
Ability to provide test sessions with multi-media capabilities (e.g., video, audio, diagrams) based   on detailed test specifications.
Allow authorized user to select a test session for modification and display Session ID, Test Title,   Agency Name, Test Type, Test sessions must be delivered via safe browsing mode.
Ability to record keystrokes and mouse actions during test sessions.
Ability to record the test session using camera/audio on user's devices.

Ability to record time spent on each item.
Allow the Test Proctor to see the status of the candidate's test session (e.g. the time remaining in the test session for each candidate and which candidate completed the test).
Only allow the Test Proctor to close test session when the allotted test time expires.
Only allow the Test Proctor to score test session when the allotted test time expires or when candidate has completed.
Allow Test Proctors to suspend a candidate's test if cheating has been detected and confirmed.
Allow Test Proctors to pause individual candidate's test session for breaks.
Allow Test Proctors to resume individual candidate's test session after breaks.
Ability to have live-remote proctoring for each candidate.
Ability to have automated proctoring (i.e. record and review for later) for each candidate.
Allow only candidates accepted by the Test Coordinator to login to take a scheduled test.
Only allow candidate to have access to the test session if the candidate was assigned by the Test Proctor for the test session.
Allow candidates to login to testing site if authorized test sessions are available and the test time allotted has not expired.
Automatically save and retain candidate's test responses until session has been closed and scored.
Allow the candidates to start the test from where he/she left off if the facility lost power due to disruption caused by an emergency.
Allow the candidates to start the test from where he/she left off if the Test Coordinator or Test Proctor paused the test.
Display the name of the test, name of agency, test session ID, date, time, and the test form version when the candidate starts the test.
Inform the candidate when the candidate gets to the end of the test.
Allow candidate to review the entire test (or subtest) and change answers before the test time allotted expires.
Inform the candidate of any unanswered questions when the candidate selects to submit the test.
Require candidate to confirm the submission of the test for scoring when the candidate selects submit test.
Create candidate test record after candidate submits test and all questions are answered.
Test sessions must be a secured browser environment.
Allow users to display all reports on-screen upon completion of the test session.
Allow users to send report to a printer upon completion of the test session.

Display the agency name, test session ID, candidate's unique ID, current date, time, and page number on all reports generated.
Allow POST staff to generate all agency specific reports that all agencies can generate.
Only allow authorized users to access reports for their own agencies (i.e. agencies can only generate reports on the performance of their candidates.)
Provide access to reports based on the role and permissions assigned by the System/Application Administrator.
Allow users to generate a single report for a given candidate.
Allow users to generate the report for all candidates in the class with a single command.
Provide user the option of generating a report by category (e.g. test session ID, date, etc.)

REQUIRED DATA IF CONTRACT IS RE-OCCURRING OR AN AMENDMENT:

*If **Re-Occurring:***	Number of previous contracts: 0 Date of initial/first contract: 7/1/2022		
*If an **Amendment:***	Number of previous amendments: 0		
	Current Fiscal Year	**Previous Fiscal Year**	**Previous Fiscal Year + 1**
	FY 21 / 22	FY 20 / 21	FY 19 /20
Date Previously Approved by Commission	n/a	n/a	n/a
Amount Previously Approved by Commission	0	0	0
Final Contract Amount (not Commission approved amount)	0	0	0
Amounts Invoiced or Expended	0	0	0
Number of Courses Completed, if applicable	n/a	n/a	n/a
Number of Students Attended, if applicable	n/a	n/a	n/a

ADDITIONAL INFORMATION THE COMMISSION SHOULD KNOW:

(Ex. Why is the contract being amended? Is the contract or amendment supporting a legislative mandate? Is there dedicated or specialized funding such as: PJ, CIT, De-Escalation, Distance Learning, etc.?