

Procuring an Assessment Tool

In some cases, it may be practical to procure an assessment tool from a vendor rather than develop one in-house. The following list of considerations when procuring a test has been adapted from Appendix B of the [Delegated Examining Operations Handbook](#):

Vendor Criteria

1. Determine the length of time that the vendor has been administering and/or distributing selection assessments.
2. Determine the largest applicant pool the vendor has assessed.
3. Determine if the vendor has ever had legal action taken against it for an assessment that it developed or administered. If it has, determine the nature of the actions taken and the outcome of those actions.
4. Determine the number of individuals with advanced Psychometrics training and/or experience that the vendor has on staff.
5. Request documentation and evidence that demonstrate the security of the vendor's testing environments, applicants' data and information, test information, etc.
6. Request technical and non-technical reports that detail the vendor's progress in delivering the contracted services and/or goods. The length, depth, frequency, and necessity of these reports should be mutually agreed upon prior to the engagement of contractual activities.
7. Request information detailing the typical cost for using one of the vendor's assessments (both per applicant and set-up costs).
8. Ensure that the vendor has validation evidence for each of the assessments it administers, and request these materials as appropriate.
9. Request a summary detailing application reaction data for each of the vendor's assessments (i.e., the perceived fairness and validity of the test by test takers), if obtainable and applicable.
10. Request information summarizing the adverse impact of each of the vendor's assessments, as appropriate.
11. Insure that the vendor's assessments are adaptable for individuals requiring assistance, as outlined in the Americans with Disabilities Act of 1990.
12. Determine the vendor's ability to construct/develop new assessments.
13. Determine the vendor's ability to administer and score multiple forms of the same assessment.

14. Determine the vendor's ability to administer and score essay and short-answer examinations.
15. Determine if the vendor administers assessments in languages other than English. If yes, request evidence demonstrating the comparability of these assessments with the English versions, as appropriate.
16. Determine the average data delivery, scoring time needed by the vendor for a typical assessment (e.g., multiple-choice format).
17. Request information detailing the typical costs incurred for changes made to an assessment once it has been "put into" the vendor's delivery platform.
18. Determine whether the vendor has ever used third parties or ever anticipates using third parties (i.e., outside consultants, sub-contractors) to fulfill contractual obligations. If the vendor has or does anticipate using third parties, request a detailed list specifying the parties used and the (fulfilled/current/anticipated) nature of the scope of the parties' roles.
19. Determine if the vendor has experience with the particular staffing system used and will be able to integrate assessment delivery with that staffing system, if necessary.