

RESOLUTION

No. 25-316

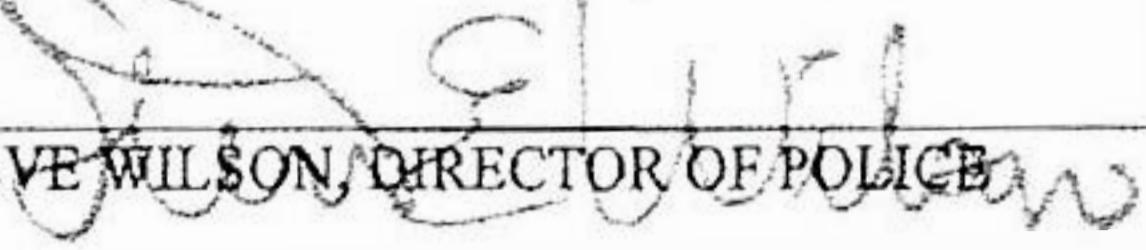
Date of Adoption SEP 04 2025

Approved as to Form and Legality


WESLEY BRIDGES, ESQ., CITY ATTORNEY

Councilman/woman

Factual content certified by


STEVE WILSON, DIRECTOR OF POLICE

presents the following Resolution:

SPONSORED BY:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20 ET SEQ., TO INSTITUTE FOR FORENSIC PSYCHOLOGY FOR A PSYCHOLOGIST FOR RECRUIT AND EXAM FOR THE DEPARTMENT OF POLICE IN AN AMOUNT NOT TO EXCEED \$65,000.00 FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF AWARD - RFP2025-14

WHEREAS, the city has a need for a Psychologist for Recruit and Exam for Trenton Police Department for the City of Trenton, Department of Police for a period of one (1) year from the date of award; and

WHEREAS, a request for proposal was advertised, and one (1) sealed proposal was received on May 20, 2025, at 11:00 AM, by the Purchasing Agent and was evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the sole proposal of Institute for Forensic Psychology, 5 Fir Court, Suite 2, Oakland, NJ 07436 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

WHEREAS, funds in an amount not to exceed \$65,000.00 have been certified to be available in the following account number: 5-01- -50-5000-290 for a period of one (1) year from date of award.

follows: **NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as

1. The mayor is hereby authorized to enter into a contract with Institute for Forensic Psychology, 5 Fir Court, Suite 2, Oakland, NJ 07436 a Psychologist for Recruit and Exam for Trenton Police Department in an amount not to exceed \$65,000.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Police; and
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A Notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

MOTION:						SECOND:								
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	<input checked="" type="checkbox"/>				FRISBY	<input checked="" type="checkbox"/>				GONZALEZ	<input checked="" type="checkbox"/>			
FELICIANO	<input checked="" type="checkbox"/>				HARRISON						<input checked="" type="checkbox"/>			
FIGUEROA KETTENBURG				<input checked="" type="checkbox"/>	WILLIAMS	<input checked="" type="checkbox"/>								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on SEP 04 2025

James J. Stogano
President of Council

City Clerk

PROFESSIONAL SERVICES CONTRACT

**RFP2025-14
RESOLUTION 25-316**

**AWARDED TO INSTITUTE FOR FORENSIC PSYCHOLOGY FOR A PSYCHOLOGIST FOR RECRUIT AND EXAM
FOR THE CITY OF TRENTON, DEPARTMENT OF POLICE**

THIS CONTRACT made this **5TH day of SEPTEMBER 2025** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** A MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY, ("CITY") AND **INSTITUTE FOR FORENSIC PSYCHOLOGY, 5 FIR COURT, SUITE 2, OAKLAND, NJ 07436** ("CONTRACTOR").

WHEREAS, the City has a need **FOR A PSYCHOLOGIST FOR RECRUIT AND EXAM** for the City of Trenton, Department of Police.

WHEREAS, Contractor agrees **FOR A PSYCHOLOGIST FOR RECRUIT AND EXAM** for the City of Trenton, Department of Police in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

FOR A PSYCHOLOGIST FOR RECRUIT AND EXAM, the City agrees to retain **INSTITUTE FOR FORENSIC PSYCHOLOGY, 5 FIR COURT, SUITE 2, OAKLAND, NJ 07436** at the request of and under the general supervision of the City of Trenton, Department of Police.

1. SCOPE OF SERVICES

SEE ATTACHED SCOPE OF SERVICES

DURATION OF THE CONTRACT:

This contract shall remain in full force and effect for a period of one (1) year from **DATE OF AWARD**, in an amount not to exceed **\$65,000.00**.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION:** **Resolution #25-316** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 5. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.
- 6. GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

MISCELLANEOUS PROVISIONS:

- a. Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code [N.J.A.C. 17:27].
- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
3. An initial employee information report (Form AA #302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4



INSTITUTE FOR FORENSIC PSYCHOLOGY
5 FIR COURT, SUITE 2
OAKLAND, NJ 07436

Lewis Schlosser, Managing Partner

9/30/25

DATE

Seal: _____

Attest: 

Olivia McCullough, Director of Operations

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:



BRANDON L. GARCIA
MUNICIPAL CLERK

DATE

10/9/25

CITY OF TRENTON



W. REED GUSCIORA, ESQ.
MAYOR

DATE

10.7.25

BID PROPOSAL FORM
PROPOSER MUST COMPLETE

We, the undersigned, propose to furnish and deliver the above services pursuant to the scope of services and requirements and made part hereof:

PROPOSER SHALL INDICATE IN THE TOTAL COST, PER SUBJECT OF THE EXAMINATION INCLUDING OF THE RESULTS AND REPORT PREPARATION :

TOTAL COST Full Time Police Officer or Paid Firefighter Candidate
(other positions and pricing listed in proposal document) **\$** 525.00


(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)

The undersigned is a Corporation, Partnership or Individual under the laws of the State of
New Jersey having its principal office at 5 Fir Court, Suite 2, Oakland, NJ 07436

COMPANY Institute for Forensic Psychology

ADDRESS 5 Fir Court, Suite 2

ADDRESS Oakland, NJ 07436

FED. ID # 22-3495735

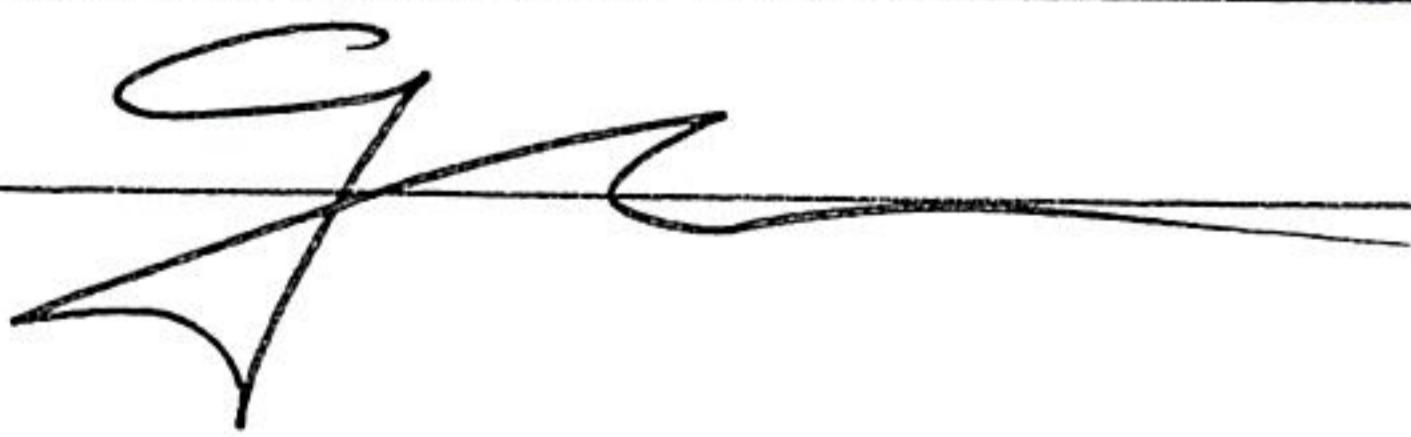
NAME Lewis Z Schlosser, Managing Partner

TELEPHONE 201-749-0556

FAX 201-337-8378

EMAIL staff@ifp-testing.com

DATE 5/19/25

SIGNATURE 

CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. In the event that the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

Check here if you are willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Check here if you are not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

AUTHORIZED SIGNATUREA handwritten signature in black ink, appearing to read "John" or a similar name, is placed over a horizontal line.

PROJECT FOR
TRENTON POLICE DEPARTMENT
FOR THE PSYCHOLOGIST FOR RECRUIT EXAM AND
FITNESS FOR DUTY EXAMS FOR POLICE OFFICERS

SCOPE:

The following specifications outline the minimum requirements for a Psychological Screening Provider for the City of Trenton, Trenton Police Department.

Specification Requirements:

The provider shall be available for appointments for at least Monday through Friday 7:00 am to 5:30 pm, throughout the year. The provider shall have the ability to evaluate multiple candidates and police officers on a daily basis. The Provider shall have qualifications and experience for the psychological evaluation of law enforcement candidates and in service personnel for fitness of duty.

Psychological Screening for Police Officer Candidates

The provider shall perform a minimum of a four (4) hour psychological evaluation including: The Shipley Institute of Living Scale, The Public Safety Writing Sample, The Speed Completion Form-Sentence Completion Test, The Social opinion Inventory (Locus of Control), The Police Opinion Survey, The Candidate and Officer's Personnel Survey ("Cops Test"), The Police Situation Test (Oral Administration), In-Depth personal interview, The Minnesota Multiphasic Personality Inventory, Rorschach Psychodiagnostic Test, House-Tree-Person Test, Hilson Background Investigation Inventory, Hilson Life Adjustment Profile, Inwald Personality Inventory, or such other tests that appropriately measure the psychological physical fitness for these positions.

The provider shall supply a full, detailed report of the results within five (5) business days. The report shall include a final recommendation of suitability for employment and fitness for duty as a law enforcement officer.

RFP Requirements:

Vendors shall indicate the total cost, per subject, of the examination including evaluation of the results and report preparation.

**Psychological Fitness for Duty Examinations for Police Officers
(Psychiatrist/Psychologist)**

Specification Requirements:

The provider shall be available for appointments for at least Monday through Friday 7:00 am to 5:30 pm, throughout the year. The provider shall be a physician licensed to practice psychiatric medicine in the State of New Jersey, with credentials in psychiatry including certification by the ABPN.

The provider shall examine the employee for the purpose of objectively determining, within a reasonable degree of medical certainty, that the employee is sufficiently free of psychiatric disability to be able to perform the essential functions of his or her position (as described in a written job description), with or without accommodations. Testing on officers will include the following, depending on the nature of the officer's problems: Shipley Institute of Living scale, Candidate and Officer Personnel Survey, Minnesota Multiphasic personality Inventory, Zung Measurement of depression, the "Why Here," Clinical Interview and other testing deemed necessary depending upon the nature of the referral, which may include the Rorschach Psychodiagnostic Test, the Million Clinical Multiaxial Inventory (MCMI), the Revised Beta Examination and the Suicide Probability Scale. The provider shall report the results of the examination with five (5) business days. Reports shall include objective findings, within a reasonable degree of medical certainty, as to: Whether or not the employee presents immediate indicators, based upon history and examination, of imminent threat to safety of self or others. Whether or not the employee is able to perform the essential functions of the without accommodations; What, if any, accommodations may enable the employee to perform the essential functions of the job; or Whether or not the employee is able to perform the essential function of the job with, or without, reasonable accommodations.

RFP requirements:

State total cost, per employee, of examination

The provider's methods and procedures shall conform to the requirements of the International Association of Chiefs of Police (IACP) Psychological Services Section guidelines regarding pre-employment and fitness for duty psychological evaluations of public safety personnel.

The provider shall submit a list of their personnel and a brief description of their staff's qualifications. The provider shall list their experience on comparable projects.

The provider shall submit any legal proceedings related to the evaluation of public safety personnel and the findings in judicial or quasi-judicial forums. The provider shall include whether or not they have been found liable or been disciplined by any court or administrative body.