

TERMS OF REFERENCE

ONLINE ASSESSMENT / PSYCHOLOGICAL TESTING SUBSCRIPTION FOR QUEZON CITY UNIVERSITY STUDENTS

I. RATIONALE AND BRIEF BACKGROUND

The psychological testing helps to assess students' potential and helps them become aware of their personality and ability as part of discovering their strengths and weaknesses. The ratio of guidance counselors or staff to students can be a challenge in the administration, scoring, and interpretation of psychological tests. In addition, the quantity of original answer sheets could cause a storage issue and original booklets are wear-and-tear-prone. Thus, online testing can help to resolve this challenge. Online testing can provide the following benefits: flexibility of assessment scheduling, ease of administration, shorter assessment turn-around time, accuracy of scoring, standardized assessment reports, and online storage of psychometric data and reports.

Quezon City University was accredited by the Association of Local Colleges and Universities Commission on Accreditation (ALCUCOA) in October 2022, and they provided their findings and recommendations. On January 25, 2023, the CHED - Regional Quality Assessment Team (RQAT) conducted an evaluation for the opening of new programs for the College of Computer Studies. Both the ALCUCOA and the CHED-RQAT recommend having a psychological testing subscription to serve the student population.

II. OBJECTIVE AND SCOPE OF WORK

The online assessment subscription will cover the following:

- Administration, scoring and interpretation of the following psychological test:
 - Mental Ability Test (Academic Ability Profiler) for 3,000 students
 - EQ Test (Emotional Stability Profile) for 3, 500 students
- Test results of students
- Test accounts that will be distributed to the students

The deliverables expected from the service / program will entail:

- Test results within 2 days
- Fully automated psychological report that outline the students' numerical scores with adjectival ratings, the interpretation / description of behavioral indicators from each test, and recommendation with summary
- Summary of results for each academic program or colleges
- Client assistance on a working day

III. PROJECT STANDARDS & REQUIREMENT

1. The provider shall provide a digital platform for Remote Online Test Administration that can accommodate multiple test examinees.
2. The service provider shall submit a fully automated psychological report that outline the students' numerical scores with adjectival ratings, the interpretation / description of behavioral indicators from each test, and recommendation with summary within 5 days.
3. The service provider should be in the industry for at least 5 years and can cater schools.
4. The service provider has PRC licensed psychologists and psychometricians.

5. The service provider has a designated relationship manager who will assist on call from Mondays to Fridays, 8:00 am to 5:00 pm.

IV. CONFIDENTIALITY

1. The service provider shall undertake any and all appropriate measures to ensure the confidentiality of all online assessment records and shall not disclose such records without the students' prior written consent.
2. The service provider must be duly registered under the National Privacy Commission.
3. The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT of 2012 to ensure that the personal information is protected.

V. PROJECT DURATION & DELIVERY

Project duration shall be until December 31, 2024 and can be accessed within 15 days upon issuance of the Notice to Proceed (NTP).

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **EIGHT HUNDRED NINETEEN THOUSAND PESOS only (Php 819,000.00).**

VII. TERMS OF PAYMENT

The procuring entity shall pay the provider every month based on actual services rendered upon submission of Billing Statement.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the project or services shall constitute an offense and shall subject the service provider to penalties and / or liquidated damage pursuant to RA 9184 and its revised implementing rules and regulation.

IX. CANCELCATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised implementation of the rule and regulations shall be followed in the termination of any services contract. In the event the City Government terminates the contract due to default, insolvency, or for any cause, it may enter into negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

Prepared by:


RACHEL L. JUNGCO

Head, Guidance and Counseling Unit

Noted by:


MERLY P. DELA CRUZ

Director, Student Affairs and Services Division

Approved by:


THERESITA V. ATIENZA, DEM

University President

COST DERIVATION

SUBSCRIPTION TO ONLINE ASSESSMENT/PSYCHOLOGICAL TESTING for QCU STUDENTS				
NO.	ITEM	QTY/UNIT	UNIT PRICE	TOTAL PRICE
1	Mental Ability Test (Academic Ability Profiler)	3000 students	P 126.00	P 378,000.00
2	EQ Test (Emotional Stability Profile)	3500 students	126.00	441,000.00
TOTAL AMOUNT				P 819,000.00

By:


PIA ANGELINA C. TAN, CPA
OIC, VP for Admin & Finance
