

Oak Park, IL Police and Fire Entry-Level and Promotional Testing

Fire Lieutenant (Estimated 12 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	17	2	56	0	\$9,360
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	2				
Draft 125 multiple choice questions based on exam plan.	5		46		
Review questions internally to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	4		6		
Administer exam on-site.	4				
Score exam.	1	1			
Assist in designing/coordinating appeals process and respond to candidate appeals.	1	1	4		
Assessment Center Development	60	32	0	4	\$18,400
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	38	4			
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3				
Develop efficient assessment schedule and coordinate needs for assessment site.	1				
Recruit assessors and coordinate travel logistics (estimated 9 assessors to create 3 panels)		8			
Administer the assessment center (estimated 12 candidates: 2 days, 2 staff)	16	16			
Compile assessment scores and conduct quality controls.	1	2		2	
Develop candidate feedback reports.	1	2		2	
Structured Oral Interview Development	24	4	0	2	\$6,320
Design 5-7 interview questions based on input from SMEs, including candidate preparation materials and rating criteria/guidelines.	18	2			
Review questions with SMEs to refine details and ensure accuracy of criteria. Provide rater training.	5				
Compile assessment scores and conduct quality controls.	1	2		2	
Candidate Orientation Presentation	4	2	0	0	\$1,200
Prepare and deliver a candidate preparation/orientation presentation.	4	2			
Technical Report	1	5	3	0	\$1,110
Draft summary report to document test development, validation and results.	1	5	3		
Project Expenses					\$8,850
IL Certified Assessor Fees		\$8,100			
Administrative costs (shipping, freight, printing)		\$750			
TOTAL PROJECT INVESTMENT					\$45,240

Project Notes

A job analysis study is recommended. The cost is \$4,590 per rank.
 Client will be responsible for providing a suitable site at which to conduct exams and assessments.
 Client will be responsible for assessor related costs.
 Assessor fees based on an estimated need of 9 assessors for 2 days at \$450/day/assessor.
 Client will be responsible for providing lunch and refreshments for assessors during the assessment center administration.

Schedule of Hourly Rates - IOS 2026

Category	Rate
Consultant/Industrial Psychologist	\$240/hour
Consulting Associate	\$120/hour
Technical Writer	\$90/hour
Administrative Assistant	\$40/hour

Assessment Center Calc.

Est. AC Candidates	Number of Panels	Est. Days*	Est. Assessors
10	1	2	10

*assessment days plus training day

Consulting Cost Calc.

Trip Purpose	# Staff	# Days	Cost
Job analysis	1	1	\$910
Exam plan	1	1	\$910
Orientation	1	1	\$910
Item review and AC Dev.	0	0	\$0
AC review	0	0	\$0
AC admin.	2	3	\$2,730
Total			\$5,460

Airfare	\$615
Hotel	\$135
Car Rental	\$90
Meals	\$45
Airport Parking	\$25

Assessor Costs

Est. Assessors	Est. Days	% Fly-In	Cost
10	2	100.00%	\$11,165.00

Airfare	\$615
Hotel	\$135
Car Rental	\$90
Meals	\$45
Airport Parking	\$25
Mileage Reimb	\$275

Assessment Facility Costs

Written Exam Facility

Facility for XX candidates	
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Assessment Facility	Count	Cost	Variables	Count
Sign-in/Holding	1	\$450	Assess. Day(s)	2
Prep rooms	2	\$350	Lunch/assessor	35
Exercise rooms	3	\$225	Assessors	10
Interim-post holding rooms	1	\$350		
Written exercise room	0	\$450		
HQ	1	\$225	Total	\$5,025
Training room	1	\$350		

Oak Park, IL Police and Fire Entry-Level and Promotional Testing

Fire Battalion Chief (Estimated 5 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	17	2	53	0	\$9,090
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	2				
Draft 125 multiple choice questions based on exam plan.	5		46		
Review questions internally to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	4		6		
Administer exam on-site.	4				
Score exam.	1	1			
Assist in designing/coordinating appeals process and respond to candidate appeals.	1	1	1		
Assessment Center Development	54	26	0	2	\$16,160
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	38	4			
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3				
Develop efficient assessment schedule and coordinate needs for assessment site.	1				
Recruit assessors and coordinate travel logistics (estimated 9 assessors to create 3 panels)		8			
Administer the assessment center (estimated 5 candidates: 1 day, 2 staff)	10	10			
Compile assessment scores and conduct quality controls.	1	2		1	
Develop candidate feedback reports.	1	2		1	
Structured Oral Interview Development	24	4	0	2	\$6,320
Design 5-7 interview questions based on input from SMEs, including candidate preparation materials and rating criteria/guidelines.	18	2			
Review questions with SMEs to refine details and ensure accuracy of criteria.	5				
Compile assessment scores and conduct quality controls.	1	2		2	
Candidate Orientation Presentation	4	2	0	0	\$1,200
Prepare and deliver a candidate preparation/orientation presentation.	4	2			
Technical Report	1	5	3	0	\$1,110
Draft summary report to document test development, validation and results.	1	5	3		
Project Expenses					\$4,550
IL Certified Assessor Fees		\$4,050			
Administrative costs (shipping, freight, printing)		\$500			
TOTAL PROJECT INVESTMENT					\$38,430

Project Notes

A job analysis study is recommended. The cost is \$4,590 per rank.
 Client will be responsible for providing a suitable site at which to conduct exams and assessments.
 Client will be responsible for assessor related costs.
 Assessor fees based on an estimated need of 9 assessors for 1 day at \$450/day/assessor.
 Client will be responsible for providing lunch and refreshments for assessors during the assessment center administration.

Schedule of Hourly Rates - IOS 2026

Category	Rate
Consultant/Industrial Psychologist	\$240/hour
Consulting Associate	\$120/hour
Technical Writer	\$90/hour
Administrative Assistant	\$40/hour

Assessment Center Calc.

Est. AC Candidates	Number of Panels	Est. Days*	Est. Assessors
5	1	1	10

*assessment days plus training day

Consulting Cost Calc.

Trip Purpose	# Staff	# Days	Cost
Job analysis	1	1	\$910
Exam plan	1	1	\$910
Orientation	1	1	\$910
Item review and AC Dev.	0	0	\$0
AC review	0	0	\$0
AC admin.	2	3	\$2,730
Total			\$5,460

Airfare	\$615
Hotel	\$135
Car Rental	\$90
Meals	\$45
Airport Parking	\$25

Assessor Costs

Est. Assessors	Est. Days	% Fly-In	Cost
10	1	100.00%	\$10,280.00

Airfare	\$615
Hotel	\$135
Car Rental	\$90
Meals	\$45
Airport Parking	\$25
Mileage Reimb	\$275

Assessment Facility Costs

Written Exam Facility

Facility for XX candidates	
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Assessment Facility	Count	Cost	Variables	Count
Sign-in/Holding	1	\$450	Assess. Day(s)	1
Prep rooms	2	\$350	Lunch/assessor	35
Exercise rooms	3	\$225	Assessors	10
Interim-post holding rooms	1	\$350		
Written exercise room	0	\$450		
HQ	1	\$225	Total	\$4,200
Training room	1	\$350		

Oak Park, IL Police and Fire Entry-Level and Promotional Testing

Police Sergeant (Estimated 15 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	17	2	56	0	\$9,360
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	2				
Draft 125 multiple choice questions based on exam plan.	5		46		
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	4		6		
Administer exam on-site.	4				
Score exam.	1	1			
Assist in designing/coordinating appeals process and respond to candidate appeals.	1	1	4		
Assessment Center Development	60	32	0	4	\$18,400
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	38	4			
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3				
Develop efficient assessment schedule and coordinate needs for assessment site.	1				
Recruit assessors and coordinate travel logistics (estimated 10 assessors to create 3 panels)			8		
Administer the assessment center (estimated 12 candidates: 2 days, 2 staff)	16	16			
Compile assessment scores and conduct quality controls.	1	2		2	
Develop candidate feedback reports.	1	2		2	
Structured Oral Interview Development	24	4	0	2	\$6,320
Design 5-7 interview questions based on input from SMEs, including candidate preparation materials and rating criteria/guidelines.	18	2			
Review questions with SMEs to refine details and ensure accuracy of criteria.	5				
Compile assessment scores and conduct quality controls.	1	2		2	
Candidate Orientation Presentation	4	2	0	0	\$1,200
Prepare and deliver a candidate preparation/orientation presentation.	4	2			
Technical Report	1	5	3	0	\$1,110
Draft report to document test development, validation and results.	1	5	3		
Project Expenses					\$6,150
Assessor honorarium costs		\$5,400			
Administrative costs (shipping, freight, printing)		\$750			
TOTAL PROJECT INVESTMENT					\$42,540

Project Notes

A job analysis study is recommended. The cost is \$4,590 per rank.
 Client will be responsible for providing a suitable site at which to conduct exams and assessments.
 Client will be responsible for assessor related costs.
 Assessor fees based on an estimated need of 9 assessors for 2 days at \$300/day/assessor.
 Client will be responsible for providing lunch and refreshments for assessors during the assessment center administration.

Schedule of Hourly Rates - IOS 2026

Category	Rate
Consultant/Industrial Psychologist	\$240/hour
Consulting Associate	\$120/hour
Technical Writer	\$90/hour
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*assessment days plus training day

Consulting Cost Calc.

Trip Purpose	# Staff	# Days	Cost
Job analysis	1	1	\$910
Exam plan	1	1	\$910
Orientation	1	1	\$910
Item review and AC Dev.	0	0	\$0
AC review	0	0	\$0
AC admin.	2	3	\$2,730
Total			\$5,460

Airfare	\$615
Hotel	\$135
Car Rental	\$90
Meals	\$45
Airport Parking	\$25

Assessor Costs

Est. Assessors	Est. Days	% Fly-In	Cost
10	2	100.00%	\$11,165.00

Airfare	\$615
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Exercise rooms	3	\$225	Assessors	10
Interim-post holding rooms	1	\$350		
Written exercise room	0	\$450		
HQ	1	\$225	Total	\$5,025
Training room	1	\$350		