

EXHIBIT A



STATEMENT OF WORK & PRICING PRE-EMPLOYMENT TESTING SERVICES

STATEMENT OF WORK

PRE-EMPLOYMENT TESTING SERVICES

1. PURPOSE AND SCOPE

This Statement of Work (“SOW”) sets forth the scope, deliverables, fees, and responsibilities associated with pre-employment testing services (“PETS”) provided by PST to the Client for law enforcement officer, corrections officer, firefighter, and/or public safety telecommunications (911/dispatch) roles.

2. SERVICES PROVIDED BY PST

2.1 Candidate Testing and Administration

PST shall:

1. Administer pre-employment written examinations for public safety positions designated by the Client, which may include police officer, corrections officer, firefighter, and 911 telecommunicator/dispatcher roles.
2. Tests may be administered:
 - In-person at PST test events or those hosted by Client agencies;
 - Remotely through PST’s authorized testing center network; or
 - Virtually through PST’s online, virtual testing system.
3. Manage candidate test registration, scheduling, admission, identity verification, and test-day administration procedures.

2.2 Candidate Application and Portal Management

PST shall:

1. Provide an online candidate portal through which candidates can:
 - Create and manage user accounts;
 - Submit applications;
 - Identify Client agencies of interest;

- Schedule, reschedule, and view test appointments (subject to availability).
2. Maintain candidate accounts and testing history consistent with PST's data retention and privacy practices.

2.3 Reporting Scores and Eligibility Data

PST shall:

- Report written exam scores as percentages (based on 100%). Physical ability test results, if administered directly by PST or through PST's partnership with Anytime Fitness, will be reported as "Pass/Fail" depending on the Client's defined requirements.
- Provide typing results (e.g., WPM and accuracy) for dispatcher candidates.
- Report unadjusted scores; Client is responsible for applying veterans' or other preference points per applicable law.
- Transmit candidate data necessary for creating or updating civil service eligibility lists.

2.4 Personal History Statement (PHS)

Where applicable, PST shall:

1. Maintain an online Personal History Statement system that allows candidates to complete, update, and submit information electronically.
2. Retain PHS data for twenty-four (24) months from the date of submission or revision.
3. Provide secure access, via user accounts and/or secure download, for authorized Client personnel to review PHS information.

2.5 Recruitment & Candidate Engagement Support

All recruitment content remains Client-approved. PST will, as applicable and feasible (e.g., subject to platform, capability, staffing, scheduling):

- Include Client positions on PST's online portal and testing platform.
- Facilitate participation in virtual or in-person testing events for agency recruiting exposure.
- Provide optional promotional media or support for recruitment events, candidate information sessions, etc.
- Where feasible, support agency recruitment activities such as open houses or community hiring events.
- Engage in social media support, including content shares, likes, and amplification to help grow candidate awareness.
- Enable and promote the "Contact a Recruiter" feature in position profiles to support direct candidate-agency communication and increase engagement.
- Leverage PST's Portal Messaging Tools to send email and opt-in text messages to candidates individually or in bulk.
- Utilize automated communications to notify candidates who pass the required exams.
- Provide candidate test registration visibility to allow agencies to see who is registered for upcoming tests and engage them early to strengthen the hiring pipeline.

2.6 Test Validation and Documentation

PST shall:

- Conduct all testing in accordance with generally accepted best practices in pre-employment testing, including industrial-organizational and civil service testing principles.
- Facilitate a local test validation study when applicable. This process is intended to support demonstrating that the test is job-related, legally defensible, and aligned with the specific knowledge, skills, and abilities (KSAs) required for the Client's position(s). Validation supports compliance with EEOC guidelines and the Uniform Guidelines on Employee Selection Procedures (UGESP).
- Appear or provide documentation supporting test validity when required by the Client in administrative or legal proceedings.

3. CLIENT RESPONSIBILITIES

The Client agrees to:

1. Maintain compliance with its own civil service or local hiring regulations.
2. Keep each position profile posted on PST's site updated and accurate, including but not limited to minimum qualifications, hiring status, position description, disqualifiers, required testing or certifications, number of vacancies, and recruiting contact information.
3. Include a link to PST on its official website (e.g., HR, recruitment, careers, or job opportunities pages), informing prospective candidates that initial testing is conducted through PST and directing them to PST's site. PST can provide sample language and link formatting upon request.
4. If the Client has not previously completed a local test validation study for the relevant position(s) (e.g., through I/O Solutions), the Client agrees to complete a local validation study facilitated by PST at no additional cost.
5. Decide whether, when, and to what extent to subsidize candidate testing fees, as further described in Section 4 and Attachment A-1.
6. PST is not responsible for service impacts caused by inaccurate or outdated Client-provided information.

4. FEES AND PAYMENT

Professional fees are outlined in Attachment A-1 – Pricing & Fee Schedule, which is incorporated into this SOW by reference. Attachment A-1 describes the applicable fee structures, which may include:

- Annual subscription fees for unlimited postings within specific role categories (e.g., Law Enforcement, Fire, 911/Dispatch, Corrections);
- Per-candidate testing fees; and
- Optional add-on services, as mutually agreed.

The Client may, at its discretion and at any time during the term of this Agreement, elect to subsidize candidate testing fees, fund hardship waivers, or request optional add-on services. The

types of subsidy mechanisms and optional add-on services available, and the manner in which they are applied and billed, are governed by Sections B and C of Attachment A-1.

PST will invoice the Client in accordance with the billing frequency and pricing model specified in Attachment A-1 or as otherwise agreed in a written addendum or written confirmation (including email) between the parties. Unless otherwise outlined in Attachment A-1 or such written agreement, invoices are due within thirty (30) days of receipt. ACH payments are preferred; credit card payments are accepted with a three percent (3%) processing fee. Annual pricing adjustments follow PST's standard rate schedule unless otherwise agreed in writing.

5. TERM AND TERMINATION

5.1 Term of SOW. This Statement of Work ("SOW") becomes effective as of the Effective Date of this Agreement and shall remain in effect for an initial term of one (1) year, unless terminated earlier in accordance with Section 5.2 of this SOW. Thereafter, this SOW shall automatically renew for successive one (1) year terms unless either party provides written notice of non-renewal at least sixty (60) days prior to the end of the then-current term.

5.2 Termination of SOW. Either party may terminate this SOW, with or without cause, upon sixty (60) days written notice to the other party. Termination or non-renewal of this SOW shall not, by itself, terminate any other SOW between the parties. Termination or non-renewal of this SOW will not relieve either party of any obligations that accrued prior to the effective date of termination or non-renewal, including payment obligations, nor will it limit the survival of provisions identified in Section 17 (Survival) of the Standard Terms and Conditions, as applicable to this SOW.

6. STANDARDS OF PERFORMANCE

PST will:

1. Perform services under this SOW in a professional and competent manner consistent with industry and professional standards in public safety testing and assessment.
2. Comply with applicable testing standards and guidelines, including but not limited to the Uniform Guidelines on Employee Selection Procedures, and recognized best practices in employment testing.
3. Comply with PST's own test security, fairness, and quality assurance policies.
4. PST warrants that all test materials used are lawfully acquired and authorized for use.
5. Client retains full responsibility for all employment decisions based on PST results.

7. ATTACHMENTS

This SOW includes and incorporates the following attachment:

- Attachment A-1 – Pricing & Fee Schedule

Additional addenda or attachments specific to the Client's use of pre-employment testing services may be added upon mutual written agreement and will be incorporated into this SOW by reference.

ATTACHMENT A-1

PRICING & FEE SCHEDULE – PRE-EMPLOYMENT TESTING SERVICES

This Attachment A-1 is incorporated into the Statement of Work – Pre-Employment Testing Services (PETS) between Public Safety Testing, Inc. (“PST”) and Village of Oak Park, IL (“Client”).

A. SUBSCRIPTION-BASED PRICING

CATEGORY / ROLE TYPE	COVERAGE DESCRIPTION	# OF AUTHORIZED SWORN	RATE MULTIPLIER	ANNUAL SUBSCRIPTION BASE FEE (Minimum \$2,500)
Police Officer	Unlimited positions for entry-level, lateral, or academy-certified positions. Flexibility to activate or deactivate position postings as needed.	93	x 100 =	\$9,300
Firefighter	Unlimited positions for entry-level, lateral, or academy-certified positions. Flexibility to activate or deactivate position postings as needed.	69	X100	\$6,900
SUBTOTAL			SUBTOTAL	\$16,200
FIRST YEAR DISCOUNT	First Year Discount 25% for the first 10 Departments activating in Chicagoland		-25%	(\$4,050)
TOTAL	First Year Total with Discount (if applicable): Annual Subscription Fee reverts to the non-discounted rate (SUBTOTAL) starting in the Second Year. Every year thereafter, starting in the Third Year, the base fee increases by 4%.		TOTAL	\$12,150

Billing Frequency for Annual Subscription Fees:

- Annual (in advance)
- Quarterly (four equal invoices)

B. CANDIDATE TEST FEE SUBSIDIES (OPTIONAL SERVICES)

By default, candidates pay PST’s standard candidate testing fees in accordance with PST’s then-current pricing chart. This Section B describes optional candidate fee subsidy mechanisms that the Client may choose to use at any time during the term of this Agreement by providing written direction to PST (email is sufficient).

The table below reflects PST’s standard per-candidate fees as of the Effective Date of this Agreement. If the Client elects to use any subsidy option at a later date, the applicable per-candidate fees will be based on PST’s then-current [pricing chart](#), which PST will provide to the Client upon request.

Test Type	Fee Basis	2026 Rate
Written Exam – Police Officer & Firefighter	Per candidate per test attended	\$65
Recruitment at PST Written Exam	Client pays the candidate’s fee to add the Client agency to their list. Per candidate per test attended	\$14

Effect of Client-Paid Candidate Fees. PST’s standard candidate pricing may allow a candidate to select more than one agency for a single candidate-paid fee. When the Client pays a candidate’s test fee under this Section B, PST will configure that candidate’s pricing so that the Client’s subsidy applies only to testing for the Client. If the candidate selects any additional agency or agencies, the candidate is responsible for any additional fees associated with those selections. The Client will be invoiced the applicable single-agency candidate testing fee from PST’s then-current pricing chart only when the candidate actually attends and completes a test for the Client. The Client will not be invoiced for candidates who do not test, including no-shows, cancellations, or reschedules.

Available Subsidy Mechanisms. At any time during the term of this Agreement, the Client may, by written communication to PST (including email), direct PST to implement one or more of the following mechanisms. Unless and until such written directions are provided and implemented, candidates remain responsible for their own fees.

1. Client-Paid Candidate Test Fees.

The Client may direct PST to charge the Client, rather than the candidate, the applicable per-candidate testing fee (based on PST’s then-current [pricing chart](#)) for candidates who test for the Client. PST will then invoice the Client for those candidates in accordance with the invoicing practices described in this Attachment and the Agreement.

2. Client-Distributed Coupons.

At the Client’s request, PST may issue one or more coupon codes to the Client. The Client may, in its discretion, distribute these codes to candidates. Each redeemed coupon will apply a credit toward the candidate’s test fee in the amount specified in the Client’s written direction (or as otherwise agreed in writing), and the Client will be invoiced for redeemed coupons in accordance with the per-candidate rates in PST’s then-current [pricing chart](#).

3. Hardship Waivers.

In the event of verifiable financial hardship, PST will, by default, forward hardship waiver requests submitted by candidates to the Client for review and determination on a case-by-case basis. The Client has no obligation to approve any waiver request, and if a request is denied, the candidate remains responsible for the full fee.

At the Client’s option, the Client may instead or in addition preauthorize PST, in writing (including email), to grant hardship waivers directly under a Client-funded arrangement, either up to a total dollar limit for a stated period or on an ongoing basis until the Client changes or revokes that authorization in writing. For any Client-funded hardship waivers, the Client will be invoiced for the waived amounts based on PST’s then-current [pricing chart](#).

Changes Over Time. The Client may start, revise, or discontinue any subsidy mechanism at any time by written communication to PST (including email), and may specify an effective date. Changes are prospective only as of that effective date. The Client is responsible only for subsidies or coupons applied to a candidate’s registration on or before the effective date, even if the candidate’s test occurs later.

C. OPTIONAL ADD-ON RECRUITMENT & SUPPORT SERVICES

This Section C describes additional recruitment and support services that PST may provide at the Client’s request. These services are optional and are not included in the core subscription unless and until the Client directs PST in writing (including email) to proceed.

The table below reflects PST’s standard pricing for these optional services as of the Effective Date of this Agreement. If the Client requests any such services at a later date, PST will invoice the Client based on PST’s then-current pricing chart for those services, which PST will provide upon request.

Service	Description	2026 Rate
Recruitment Video Free Add-On for Candidate	Within 72 hours before a candidate’s written exam, the Client’s recruitment video is presented to candidates who have not selected the Client’s agency. If the candidate then adds the Client department to their list, Client agrees to pay the add-fee as currently listed in the PST pricing chart . Client pays only if the candidate tests; client does not pay for the test if the candidate is a no-show.	\$14
PST Staff Review of Candidate Required Documents*	PST Staff will review and confirm that the required candidate documents have been uploaded into the candidate’s PST account.	\$8 per candidate
PST Staff Review of Candidate Preference Points Documentation & Determination*	PST will review and confirm appropriate documentation has been submitted to support preference point claim(s) and calculate the candidate’s final preference point score.	\$8 per candidate
Combined: PST Staff Review of Candidate Documents & Preference Points*	PST Staff will (1) review and confirm that all required candidate documents have been uploaded into the candidate’s PST account, and (2) review submitted preference point documentation to confirm eligibility, calculate the candidate’s final preference point score, and record the final determination in the PST system.	\$13 per candidate
<i>*PST will conduct these reviews at least monthly and in alignment with the Client’s published testing deadlines (i.e., on or shortly after each applicable deadline).</i>		

Requesting Optional Services. At any time during the term of this Agreement, the Client may request any of the optional services described in this Section C by written communication to PST (including email). PST will confirm scope, pricing, and any project-specific details with the Client in writing (which may include an updated Attachment or email confirmation) before commencing work.

C. BILLING AND PAYMENT SUMMARY FOR OPTIONAL SERVICES

- Invoices will be issued monthly or quarterly for Section B and/or C services, depending on volume.
- Payment due: 30 days from invoice receipt.
- Payment method:
 - ACH preferred
 - Credit card accepted with a 3% processing fee
- Unless otherwise agreed in writing, rates are subject to PST’s standard pricing review and adjustment in accordance with PST’s rate schedule.