



Recruitment and Testing Services

IOS™ manages firefighter and police officer selection processes, including application processing, examination provision and administration, compilation of eligibility lists and additional secondary screening processes. IOS™ is well-acquainted with the nuances of firefighter hiring in Illinois as governed by Public Act 97-0251 and with laws governing fire and police commissions. The following services can be provided singularly or combined into a comprehensive service package.

Service	Cost
Job Application Processing IOS will send out a job advertisement notification to our network of Illinois fire science programs and criminal justice programs; post a job announcement and electronic application via our website; field applicant questions via toll-free phone, web-link and e-mail (your job advertisement will provide applicants with these points of contact); collect application fees required by your agency, collect electronic and supporting eligibility documents, review and verify applicant eligibility; provide electronic notification of eligibility status to candidates, submit a final list of eligible applicants; provide a database containing relevant applicant personal data; solicit and collect claims of preference; and compile electronic versions of each applicant's application package. Any application fees that are collected will be credited against the fees associated with the application management process.	\$28/applicant*
Examination Provision, Administration, and Scoring IOS will provide a written examination for law enforcement officers or firefighters, administer the examination at a site provided by the agency, provide a sufficient amount of test proctors to handle sign-in and administration of the written exam, score the written examination, identify and impose the required cut-off score, and provide the agency with a Preliminary and/or Initial Eligibility List.	\$25/exam**
Physical Ability Test Administration IOS will administer a job simulation or fitness test on behalf of the agency. IOS will provide sufficient proctors, sign-in applicants and process applicants through test components.	\$32/test-taker (40-candidate min.)
Design and Administration of the Situation-Based Styles Assessment (SBSA™) The SBSA is a situational judgment test that can be administered along with the entry-level firefighter or law enforcement officer examinations. The SBSA assesses the same skills that are measured during traditional oral interviews but uses a written, multiple-choice format to maximize efficiency. The SBSA can be customized by the local agency. In the case of firefighter testing, the SBSA can be used as the subjective test component per PA 97-0251.	\$10/test**

*the per-applicant fee will be assessed for every applicant who downloads an application; a 50 applicant minimum will be imposed

**the per-test fee will be assessed for every test-taker who sits for the examination

Additional Services:

- Job application processing with use of paper application: \$30/applicant
- On-Site scoring services: \$500
- Administration fee for promotional exams and processes that do not utilize IOS examinations: \$500
- Administration fee for locations outside a 60-mile radius of the IOS office location (60154): \$1500.00
- Consortiums: \$35/application for two departments and \$10 for each additional department thereafter
- *Optional Service (at no direct cost):* Validity assessment to provide evidence of the local appropriateness of using a given selection tool for making employment decisions at your agency (for more information please read our Local Validity Disclaimer)

Oak Park PD - Entry Level PD Process

IOS has assumed that the City will assess a candidate application fee of \$25 and will experience approximately 250 applicants.

<i>Project Component</i>	<i>Estimated Quantity</i>	<i>Unit Cost</i>	<i>Extended Cost</i>
Applicant Hosting/Processing	250	\$28	\$7,000
Exam Administration - NCJOSI-Integrity	200	\$25	\$5,000
SBSA administered concurrent to NCJOSI	200	\$10	\$2,000
Candidate Application Fee Credit	250	(\$25)	(\$6,250)
Total Cost			\$7,750

Note:

IOS will collect POWER test cards as part of the minimum eligibility requirement.

Oak Park PD - Sergeant Promotional Process

Estimated 30 candidates

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	11	13	42	0	\$5,950
Work with police department subject matter experts (SMEs) to develop an examination plan (sources materials and sections) that is linked to the Sergeant job in Oak Park.	2				
Draft multiple choice draft exam containing approx. 120 questions.	6		42		
Review questions with SMEs to assess job-relatedness and difficulty.	2	3			
Administer and score exam.		4			
Respond to appeals.	1	6			
Assessment Center Development	60	50	0	6	\$15,060
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32	5			
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 (estimated 6- 9 assessors from local jurisdictions)		8			
Administer the assessment center (1/2 day of assessor training followed by 2 days of administration for approx. 30 candidates)	22	22			
Compile assessment scores and conduct quality controls.	1	3			
Develop candidate feedback reports.	1	12		6	
Candidate Orientation Presentation	5	0	0	0	\$925
Prepare and deliver a candidate preparation/orientation presentation.	5				
Project Expenses					\$4,050
Assessor honorarium and actor fees. \$450 honorarium		\$4,050			
TOTAL PROJECT INVESTMENT					\$25,985

Schedule of Hourly Rates - IOS 2016

Category	Rate
Consultant/Industrial Psychologist	\$185/hour
Consulting Associate	\$75/hour
Technical Writer	\$70/hour
Administrative Assistant	\$35/hour

Project Notes

Client will be responsible for providing lunch and refreshments during the assessment.

Client will be responsible for providing a suitable site at which to conduct exams and assessments.

Assessor related costs have been estimated.