

Exhibit 1: Cost Proposal

Entry-level Firefighter Paramedic (Estimated 125 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Application Processing					\$4,200
Posting of web-based job announcement, management of web-based job application, collection and review of applications and communication with candidates.		\$28/candidate*			
Study Guide					\$600
Provision of entry-level firefighter study guide (NFSI).		\$4/candidate			
Written Job Knowledge Examination					\$2,750
Provision and scoring of entry-level firefighter examination (NFSI).		\$18/candidate*			
Administration of Examination		\$500			
Project Expenses					\$100
Exam Proctor		\$25/proctor			
Applicant Fee Credit	Assumes a \$25 fee charged to applicant - fee credited to Village				-\$3,750
TOTAL PROJECT INVESTMENT					\$3,900
Project Notes					
*Line item total based on estimate of 150 applicants and 125 test-takers.					

Entry-level Police Officer (Estimated 125 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Application Processing					\$4,200
Posting of web-based job announcement, management of web-based job application, collection and review of applications and communication with candidates.		\$28/candidate*			
Study Guide					\$600
Provision of entry-level police officer study guide (NCJOSI ²).		\$4/candidate			
Written Job Knowledge Examination					\$2,750
Provision and scoring of entry-level police officer examination (NCJOSI ²).		\$18/candidate*			
Administration of Examination		\$500			
Project Expenses					\$100
Exam Proctor		\$25/proctor			
Applicant Fee Credit	Assumes a \$25 fee charged to applicant - fee credited to Village				-\$3,750
TOTAL PROJECT INVESTMENT					\$3,900
Project Notes					
*Line item total based on estimate of 150 applicants and 125 test-takers.					

Fire Promotional Process (Estimated 10 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	17	2	48	0	\$6,655
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				
Administer exam on-site.	4				
Score exam.	1	1			
Assist in designing/coordinating appeals process and respond to candidate appeals.	1	1	2		
Assessment Center Development	54	28	0	4	\$12,230
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32				
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 10 candidates: 2 days, 2 staff)	16	16			
Compile assessment scores and conduct quality controls.	1	2		2	
Develop candidate feedback reports.	1	2		2	
Candidate Orientation Presentation	4	0	0	0	\$740
Prepare and deliver a candidate preparation/orientation presentation.	4				
Technical Report	1	5	3	0	\$770
Draft 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					\$29,245
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.					
Price provided is for a singular promotional process, for one rank, with an estimated count of 10 candidates.					

Police Promotional Process (Estimated 10 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	17	2	48	0	\$6,655
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				
Administer exam on-site.	4				
Score exam.	1	1			
Assist in designing/coordinating appeals process and respond to candidate appeals.	1	1	2		
Assessment Center Development	55	29	0	5	\$12,525
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32				
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 10 candidates: 2 days, 2 staff)	16	16			
Compile assessment scores and conduct quality controls.	2	2		2	
Develop candidate feedback reports.	1	3		3	
Candidate Orientation Presentation	4	0	0	0	\$740
Prepare and deliver a candidate preparation/orientation presentation.	4				
Technical Report	1	5	3	0	\$770
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					\$26,840
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.					
Price provided is for a singular promotional process, for one rank, with an estimated count of 10 candidates.					