



July 1, 2022

Mr. Napoleon Haney, MPA  
Village Manager  
Village of Homewood  
2020 Chestnut Road  
Homewood, IL 60430

Sent via email: [nhaney@homewoodil.gov](mailto:nhaney@homewoodil.gov)

Dear Mr. Haney:

Thank you for your interest in our testing services. Per your request, below is a summary of costs for the Village of Homewood's 2022 entry-level Police Officer, Firefighter/Paramedic, and Fire Lieutenant testing processes. Our estimate is based on 40 candidates sitting for the Police Officer process and 41 candidates sitting for the Firefighter process. The testing components listed in the tables below are based on the 2020 processes. We have quoted new oral board interview questions for 2022. As noted below, outside Police and/or Fire Service professionals who are recruited to serve on the interview panel and rate candidates as part of the oral board interview process will be compensated at \$400.00 per day, per assessor, plus travel expenses.

#### Entry-level Police Officer Selection Process Pricing Proposal

Step in Process	Price	Cost Estimate
POST Written Exam (price includes scoring) N=40	\$24.50 per test	\$980.00
POST Study Guides N=40 (ordered through the Illinois Association of Chiefs of Police)	\$4.00 per study guide	\$160.00 + \$25.50 shipping fee
Written Exam Administration Fee (one test proctor for one session) N=40 candidates (OPTIONAL) The Village may wish to administer the exam on its own or use our online remote testing option	\$750.00 plus travel (1 S&A administrator for 1 session)	TBD – may be conducted by the Village
Physical Agility Test	To be conducted or outsourced by Village N/A	N/A
Oral Board Interview Program (price includes development of 5 questions, assessor training and preparation of all materials necessary for administration.	\$3,350.00	\$3,350.00 + \$250 for consultant travel expenses to reduce travel meetings may be conducted via Zoom
Oral Board Interview Administration (N=19)	\$1,250.00 per day	\$1,250.00 (1 day on site) + \$100.00 travel expenses
Assessor Fees \$400 per assessor per day plus travel expenses, this is a pass-through expense. A minimum of 3 assessors required. Training and administration estimated at 1.5 days. N=18 candidates	\$1,800.00	\$1,800.00 + \$300.00 travel expenses
Scoring of Oral Board Interviews (N=19)	\$15.00 per candidate	\$285.00
(Other Services) Psychological Screening	\$450.00 per candidate	5 candidates = \$2,250.00
<b>Estimated Total Project Fees:</b>		<b>\$10,750.50</b>

### Entry-level Firefighter Selection Process Pricing Proposal

Step in Process	Price	Cost Estimate
NFST/EMS Written Exam (price includes scoring) N=41	\$21.00 per test	\$861.00
NFST Study Guides N=41	\$5.00 per study guide	\$205.00 + \$25.50 shipping fee
Public Safety Normative Survey (PSNS) (price includes scoring) N=41	\$7.50 per test	\$307.50
Written Exam Administration Fee (one test proctor for one session) N=41 candidates (OPTIONAL) The Village may wish to administer the exam on its own or use our online remote testing option.	\$750.00 (includes 1 S&A administrator for 1 session)	TBD – may be conducted by the Village
Physical Agility Test	To be conducted or outsourced by Village N/A	N/A
Oral Board Interview Program (price includes development of 5 questions, assessor training and preparation of all materials necessary for administration.	\$3,350.00	\$3,350.00 + \$250 for consultant travel expenses, to reduce travel meetings may be conducted via Zoom
Oral Board Interview Administration (N=41)	\$1,250.00 per day	\$2,500.00 (2 days on site) + \$220.00 travel expenses
Assessor Fees \$400 per assessor per day plus travel expenses, this is a pass-through expense. A minimum of 3 assessors required. Training and administration estimated at 2 days. N=41 candidates	\$1,800.00	\$3,600.00 + \$600.00 travel expenses
Scoring of Oral Board Interviews (N=41)	\$15.00 per candidate	\$615.00
(Other Services) Psychological Screening	\$450.00 per candidate	5 candidates = \$2,250.00
<b>Estimated Total Project Fees:</b>		<b>\$14,784.00</b>

### Fire Lieutenant Promotional Process

#### Written Job Knowledge Promotional Exam

**For the written exam component, we are proposing a new, fully customized written exam with a total of 100 questions as determined by Homewood Department. Sources can be external fire texts or Homewood-specific items from the written directives, policies & procedures, etc.**

SME meeting to determine source materials and weightings.....	\$750.00
Develop Study Guide.....	\$500.00
Write 100 test questions from HFD/external materials as deemed appropriate (@ \$49.00 per item).....	\$4,900.00
Format Final exam and prepare answer key.....	\$525.00
Print candidate study guides and test booklets.....	\$30.00
Administer exam (1 S&A consultant for 1 session - optional).....	\$750.00
SME item-review meeting concurrent with exam administration.....	\$380.00
Candidate item-review session immediately following administration.....	\$750.00 (optional)
Scoring fee.....	\$500.00
Respond to candidate challenges .....	\$190.00/hour (optional)

**Estimated Written Exam Fees (without optional items)..... \$8,335.00\*\***

### **Fire Lieutenant - Structured Oral Board Interview**

- Meet with Subject Matter Experts to establish important dimensions for the job, develop 5 questions, and evaluation criteria.
- Develop Materials – Oral Board Interview rating guidelines and rating forms
- Recruit outside interview panel members (Fire Service professionals)
- Train Interview panel members
- If desired, an S&A consultant can be on site to administer the oral board interview
- Score the oral board interview component

The fees to complete this work is **\$3,500.00\*** to conduct the SME meeting (to reduce travel expenses these meetings can be conducted via videoconference), develop five questions with scoring criteria, train the interview panel and prepare interview panel member guidelines and rating forms.

Prepare and print Oral Board Materials for up to 8 candidates **\$50.00**

**(Optional)** If desired, one S&A consultant can be on site to coordinate the administration the interview component. The cost is **\$1,250.00** per day for a Consultant on site, plus travel related expenses, tolls, mileage, meals, etc.

**(Optional)** If outside interview panel members are recruited by S&A, we charge a \$350.00 fee to recruit the panel members. Additionally, S&A compensates external interview panel members at a rate of \$400.00 per day per assessor, plus mileage, meals and other travel expenses for participation in the oral board interview process and training. This is a pass-through expense billed back to the Village of Homewood and paid by S&A directly to each interview panel member for their work on the project

**(Optional)** If S&A scores the interviews the cost is \$20.00 per candidate. Alternatively, the Village of Homewood may wish to score the oral board component on its own.

**\*Estimated Oral Board Fees: \$3,550.00 to develop the oral board questions and evaluation criteria, print materials, and train the interview panel, plus consultant travel-related expenses and shipping fees. If desired, optional services such as administration and scoring will be billed as quoted above.**

<b>Fire Lieutenant Promotional Written Exam:</b>	<b>\$8,335.00</b>
<b>Fire Lieutenant Oral Board Interview:</b>	<b>\$3,550.00</b>
<b>TOTAL PROJECT FEES</b>	<b>\$11,885.00**</b>

### **General terms\*\*:**

- If needed, any additional administrative time and/or consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, statistical analyses, attend special meetings, responding to agency or candidate-initiated queries after project deliverables have been provided, etc.) will be billed at our current hourly rates which are \$190.00 per hour for Bachelor's and Master's-level staff and \$275.00 per hour for Ph.D. - level staff. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administration rate of \$30.00 per hour. If required, S&A charges an administrative fee of \$45.00 per hour to print out in paper copies of source materials received electronically. Any additional oral interview questions will be \$450.00 each. Any additional written promotional exam questions can be prepared at rate of \$45.00 each.



- Any shipping and handling, printing, and travel related expenses will be kept to a minimum and billed as incurred.
- The Village of Homewood will be responsible for securing a location for the written exam and oral board interview processes.
- A contact person for this project will be designated by client and will be responsible for coordinating activities, such as providing S&A with requested information and scheduling meetings.
- While S&A strives to become familiar with each client's local circumstances, its consultants are not attorneys, and we rely on contact personnel or client's legal counsel to ensure processes and procedures adhere to local rules (e.g. Fire and Police Commission rules, bargaining agreements, etc.)
- Work performed or meetings scheduled on weekends or outside of normal business hours requiring S&A's attendance or assistance will be billed at 1.5 times any quoted project rate.
- S&A invoices for one-half payment up front and the other half upon completion.

We would welcome the opportunity to work with you and the Village of Homewood again. After your review, if you have any questions or need any additional information, please do not hesitate to contact me at 800-367-6919 x. 270. To authorize our staff to begin work, simply sign, date this quote (see signature line below) and send it back to me via email at [mike.thomason@stanard.com](mailto:mike.thomason@stanard.com) or fax to my attention at 312-553-0218. Thanks again.

Best regards,

A handwritten signature in black ink that reads 'Michael J. Thomason'.

Michael J. Thomason  
Vice President

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Authorized Signature – Village of Homewood, IL

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Title

Date \_\_\_\_\_