

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: July 26, 2022

To: Village President and Board of Trustees

From: Napoleon Haney, Village Manager

Topic: Professional Testing Services for Entry-Level Police Testing; Full-Time Firefighter Paramedic and Fire Lieutenant Promotion

PURPOSE

Per State Law, municipalities are required to maintain eligibility lists for police officers and firefighter/paramedic hirings. A promotional list must also be maintained for fire lieutenant promotional opportunities. Homewood has traditionally used professional testing agencies to oversee and implement the testing and evaluation processes needed to establish these hiring lists/rosters. Homewood has three (3) public safety testing processes that need to be completed within the upcoming months that require the engagement of professional testing services.

PROCESS

Stanard & Associates Inc. of Chicago, IL has been Homewood's contractual vendor to provide public safety testing and assessment solutions for all stages of public safety hiring and promotion. The Village's contract with Stanard has since expired. Staff intended to sample the market and issue a request for proposal (RFP) for public safety testing services in 2020, but was hampered by the COVID-19 pandemic. At current, the Village needs to establish three (3) public safety tests to establish eligibility lists for hiring and promotions: Entry-Level Police Officer Testing, Firefighter/Paramedic Testing, and testing to establish a promotional list for Fire Lieutenants. Staff recommends utilizing Stanard & Associates for this set of public safety testing processes. A request for proposal (RFP) to evaluate other public safety testing vendors would be issued prior to the start of the next fiscal year (May 2023).

OUTCOME

The Village budgeted \$24,500 to complete three public safety testing processes during fiscal year 2022-2023. The Village requested and Stanard & Associates submitted a proposal for \$37,419.50 to complete the testing processes. Staff is requesting that the Village Board approve a budget amendment in an amount of \$13,000. Staff is also requesting that the Village Board approve the proposal submitted by Stanard & Associates, Inc. of Chicago, Illinois.

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	Stanard's Agreement Cost	Budgeted FY 2022-2023
Police List	\$10,750.50	\$8,500.00
Fire List	\$14,784.00	\$8,500.00
Fire Lieutenant List	\$11,885.00	\$7,500.00
	\$37,419.50	\$24,500.00

**\$12,919.50*

**\$13,000 budget amendment - rounded*

FINANCIAL IMPACT

Funding Source: General Fund

Budgeted Amount: \$24,500

Proposal Cost: \$37,419.50

LEGAL REVIEW

Not required

RECOMMENDED BOARD ACTION

Approve a budget amendment in the amount of \$13,000; and accept the pricing proposal from Stanard & Associates Inc. of Chicago, IL to perform public safety testing services for police and fire in an amount not to exceed \$37,419.50.

ATTACHMENT(S)

Price proposal