



ROCK ISLAND
ILLINOIS

MEMORANDUM
Police Department

TO: Thomas Thomas, City Manager

Number: 16-05

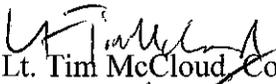
SUBJECT: Promotional Examination Agreement

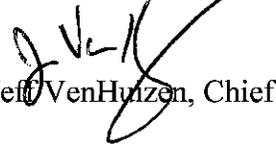
Date: 02/02/16

In addition to partnering with Industrial/Organizational Solutions (IOS) for new police applicant testing, the Rock Island Police Department is utilizing their services for the creation of new promotional testing for the positions of detective, sergeant, and lieutenant. This process involves using existing current and relevant material as well as the creation of testing material based on our own policies and procedures. Additionally, to avoid any appearance of impropriety, IOS will conduct the proctoring and scoring of the exams.

IOS requires us to enter into a Scope of Services – Engagement Agreement (see attached), which outlines the project steps/components and associated costs for all promotional exams. The associated costs will be expended from Police & Fire Commission Consultant Services 101-910041-53112-0000000.

Recommendation: It is recommended that the Police Department enter into a Scope of Services – Engagement Agreement with IOS for the creation and administration of promotional examinations for 2016.

Submitted by:  Lt. Tim McCloud, Commander, T.S.D.

Approved by:  Jeff Venhuizen, Chief of Police

APPROVED: Thomas Thomas, City Manager



**Rock Island Police Department
Promotional Written Exam Cost Proposal
Scope of Services – Engagement Agreement**

Project Description

I/O Solutions (herein referred to as "IOS") is engaged by the Rock Island Police Department (herein referred to as "Client") to manage and administer the examination process for the Promotional Written Exams for Sergeant, Lieutenant and Detective.

Services

IO will provide the following products/services to the Client:

- Develop supplemental items for both Sergeant and Lieutenant written exams
- Administer written examinations: First Line Supervisor (FLS) for rank of Sergeant
- Administer written examinations: Middle Manager (MM) for rank of Lieutenant
- Administer written examinations: Law Enforcement Investigator (LEIE) for Detective
- Score the exams and send results via email

Specifications

- Test Administration Date: May 7, 2016 at 8:00 a.m.
- Location and Time: 1212 5th Ave, Rock Island, IL 61201

Fee Structure

Service	Cost
Development of Supplemental Exam Items IOS will develop 10 items from Rock Island PD Polices	\$500
Examination Administration and Scoring IOS will administer and score the FLS exam for rank of Sergeant	\$75/test*
Examination Administration and Scoring IOS will administer and score the MM exam for rank of Lieutenant	\$95/test*
Examination Administration and Scoring IOS will administer and score the LEIE exam for Detective	\$49/test*
Administration and Proctoring of Exams IOS will provide test proctor to handle sign-in and the administration of the written exam(s).	\$500/admin (includes one proctor)
Travel Expenses Rental car, hotel, meals, etc.	TBD
Overnight Stay Administration Fee	\$250 (per proctor)

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

The fee structure is intended to account for any and all fees associated with the services described herein. Following the administration of the written examination(s), the total cost of services rendered, based on the fee structure above.

The following signatures of authorized agents of both parties demonstrate agreement regarding the terms and conditions stated herein:

For I/O Solutions:

Authorized Agent:

Amy Eitapence, Manager, Recruitment Services

Signature of Agent:

Amy Eitapence
2/2/16

Date:

For Client:

Authorized Agent:

Signature of Agent:

Date:
