

## CONTRACT

This agreement made and entered into this 23rd day of June, 2020, by and between the City of Peoria, Illinois, hereinafter designated as "the City," and **Resource Management Associates, Inc.**, of Tinley Park, Illinois, hereinafter designated as "the Consultant", WITNESSETH:

### I. Duties of the Consultant

The Consultant hereby agrees to design and administer a promotional examination for the position of Fire Captain (*Suppression*). This will include a written examination as well as an assessment center, as outlined in the Consultant's proposal dated March 27, 2020, to include the following tasks:

#### A. Job Analysis

- (1) The Consultant will conduct a Job Analysis for this position by meeting with fire department staff to review job duties and essential characteristics of this position.
- (2) The Consultant will conduct personal interviews with a sample (4 to 8) of position incumbents and their immediate supervisors for this position to review the basic parameters of their duties and responsibilities.
- (3) The Consultant will prepare and administer to a representative number of position incumbents and their immediate supervisors a Job Analysis Questionnaire designed to identify critical tasks performed by persons in this position and the skills, abilities and knowledge required for successful performance of the duties and responsibilities of the position.

#### B. Examination Plan

- (1) The Consultant will submit an examination plan which will contain recommendations concerning the content of the written examinations as well as the skills and abilities to be measured in the assessment center. The recommended source documents to be used in constructing the written examination will also be identified in the examination plan. The examination plan will also contain a description of the methodology to be employed in the administration of the assessment center as well as a description of the exercises to be contained in the assessment center.
- (2) Upon receipt of the City's review and approval of the examination plan, the Consultant will submit to the City a recommended reading list containing the source materials to be used in preparing the written examination for this position.

#### C. Assessment Center

- (1) In preparing and administering the assessment center for the Fire Captain (Suppression) position, the Consultant will perform the following tasks:
  - a. The Consultant will develop and administer an assessment center to consist of four exercises designed to reflect the duties and responsibilities of the position for which the candidate is being evaluated, as well as the organization, operations and policies of the Peoria Fire Department.
  - b. The Consultant will submit all draft materials for review by a designated Subject Matter Expert from the fire department. This is necessary to further ensure that the exercise materials are relevant and appropriate for the position and the department.
  - c. The Consultant will be responsible for selecting persons to serve as assessors. These will be persons with substantial experience and training in fire department supervision and management and who meet the criteria established by the City in the referenced Request for Proposal. In addition, the panel will reflect a suitable balance of representation by gender and ethnicity.

**CONTRACT BETWEEN THE CITY OF PEORIA, ILLINOIS, AND RESOURCE  
MANAGEMENT ASSOCIATES, INC. - PAGE 2**

Furthermore, the Consultant is aware of the assessor certification requirement as referenced in the RFP. Any and all assessors utilized by the Consultant will be drawn from the Certified Assessor List maintained by the Joint Labor Management Committee (JLMC).

d. Prior to the assessment center, the Consultant will provide the assessors with detailed information regarding the position as well as copies of all exercise materials and candidate scoring procedures. The Consultant will also conduct an orientation and training session for the assessors to provide them with more in-depth information about the procedures to be employed in evaluating and scoring the candidates. Assessors will also be provided with background information concerning the organization, staffing and operations of the Peoria Fire Department. This training session will be recorded on video disc, according to the provisions of the Request for Proposal.

e. One week prior to the assessment center, the Consultant will conduct two one and one-half hour orientation sessions for the candidates to acquaint them with the nature of the process, the exercises in which they will participate, and the manner in which their performance will be evaluated. The Consultant recommends that these sessions be video recorded to allow for persons who may be unable to attend them to have the opportunity to gain the information presented during them.

f. The Consultant will be responsible for administering the assessment center and providing all necessary candidate briefing materials, assessor instructions and rating forms. The Consultant can accommodate up to eight candidates a day by using two panels of assessors. In this way, the assessment center can be conducted over a period of four days. This assumes that the City will be able to furnish adequate facilities to accommodate the multiple-panel approach.

g. The Consultant proposes that all parts of the assessment center, including the candidate evaluation and scoring, be video recorded to document the consistency of the process and fairness to all candidates. The video recordings can also be used to review the performance of the candidates in the exercises.

h. Within one week following the assessment center, the Consultant will provide the City with a final report on the assessment center and candidate scores presented confidentially in a sealed envelope (*marked with the candidate's identity code*). Scores shall be based on a maximum 100 percent.

i. Within 30 days following the assessment center, the Consultant will conduct individual feedback sessions with each of the candidates to advise them of their strengths and weaknesses and how their performance might be improved in the future.

j. Following the assessment center, the Consultant will ask each candidate to complete a brief survey asking for their evaluation of the process. The Consultant will compile these results and prepare a written report to the City summarizing their responses.

**D. Written Examination**

(1) In preparing and administering the written examination for this position, the Consultant will perform the following tasks:

a. Within thirty days after submitting the reading list for the written examination, the Consultant will schedule a meeting with a ranking member of the fire department (*Subject Matter Expert*) to review all items contained in the item pool and to recommend against the

**CONTRACT BETWEEN THE CITY OF PEORIA, ILLINOIS, AND RESOURCE  
MANAGEMENT ASSOCIATES, INC. - PAGE 3**

use of items that they believe are not relevant to the position or which would not reflect the type of knowledge that should be required of a Captain (Suppression) in the Peoria Fire Department. These items will be excluded from the item pool and the examinations will be assembled from among the remaining test items in our item pool.

b. The Consultant will design an objective, job-related and content-valid written examination based upon contemporary source materials on appropriate technical subjects as well as supervisory principles, organization theory and management practices. The written examination for this position will consist of 100 multiple-choice items.

c. The Consultant recommends that only the latest editions of contemporary texts and source materials be used in constructing the written examinations. The Consultant will provide information concerning the source of the books and their purchase price.

d. The Consultant will conduct a series of up to six two-hour training sessions for interested parties that will be designed to acquaint them with the nature of the written examination and the kinds of questions likely to be included in the examinations. The Consultant will also provide candidate study guides that will provide useful pointers on how to study and what to look for in preparing for a written examination. We suggest that these sessions be conducted over a three-day period to allow for maximum participation.

e. The Consultant will be responsible for preparing all examination booklets, score sheets, ID sets, and other materials needed for the proper administration of the examinations. The Consultant will administer the examinations in accordance with commonly-accepted examination procedures at the time and place designated by the City. We recommend that, if possible, there be one administration for this examination.

f. The Consultant will score the examinations on-site using computerized scoring methods and providing for an immediate written report to the candidate containing their score as well as a list of the items they answered incorrectly.

g. The Consultant will conduct a review and appeal session in which candidates will be allowed to review their examination papers and to appeal any questions that they may believe are vague, ambiguous, or improperly keyed. All appeals will be reduced to writing using a standard format designed for this purpose.

h. The Consultant will review all appeals and a decision will be reached within 48 hours after receipt. The Consultant will inform the City of its decision on any challenges and will re-calculate the scores as may be necessary.

i. Immediately following its response to the appeals, the Consultant will prepare a written report including the preliminary (pre-appeal) and final (post-appeal) written examination scores, along with a description of all appeals received and the decisions reached regarding them.

**E. Other Terms and Conditions**

(1) The Consultant will agree to comply with the City's EEO Contract Compliance Clause.

(2) The Consultant will provide expert testimony concerning the development and administration of the examination processes. This assistance will be provided at the Consultant's standard hourly rate (\$100) plus allowable travel expenses.

**CONTRACT BETWEEN THE CITY OF PEORIA, ILLINOIS, AND RESOURCE MANAGEMENT ASSOCIATES, INC. - PAGE 4**

(3) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The Consultant will take affirmative action to comply with the provisions of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The Consultant will distribute copies of this commitment to all persons who participate in the recruitment, screening, referral and selection of job applicants, prospective job applicants, members or prospective subcontractors.

(4) The Consultant will agree that the provisions of Division 4 of Article III of Chapter 17 of the Code of the City is hereby incorporated by reference, as if set out verbatim.

(5) The Consultant hereby agrees to complete work on the aforementioned tasks prior to the end of September, 2020.

(6) The Consultant will agree to perform the tasks enumerated above for a fee not to exceed the following amounts:

1. Job Analysis

3 consultant days at \$800/day	\$ 2,400
Local travel, lodging and meals	\$ 500
Administrative and clerical costs	<u>\$ 150</u>
Sub-total	\$ 3,050

2. Development of Examination Plan

1.5 consultant days at \$800/day	\$ 1,200
Administrative and clerical costs	<u>\$ 150</u>
Sub-total	\$ 1,350

3. Written Examination

Base Fee for customized examinations	\$ 1,000
Meet with department staff to review test items - one day @ \$800/day	\$ 800
Test Booklets and Scoring (25 @ \$15.00/each)	\$ 375
Development of Local items (25 @ \$20.00/each) <sup>1</sup>	\$ 500
Six training sessions @ \$500/each	\$ 3,000
Study Guides (25 @ \$25.00/each)	\$ 625
Test Administration	\$ 1,000
Review and appeal (Base fee of \$400 plus 25 appeals (estimated) @ \$10.00 each)	\$ 650
Local travel, lodging and meals	\$ 1,500
Administrative and clerical costs	<u>\$ 500</u>
Sub-total	\$ 9,950

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<sup>1</sup>No fee will be charged for local items prepared for previous examinations if they can be used again. This fee would apply only to new local items prepared for these new examinations. This amount of questions needed is estimated.

**CONTRACT BETWEEN THE CITY OF PEORIA, ILLINOIS, AND RESOURCE MANAGEMENT ASSOCIATES, INC. - PAGE 5**

4. Assessment Center

Exercise Design	\$ 1,500
Candidate Orientation	\$ 1,000
Travel, lodging and meals	<u>\$ 500</u>
Sub-total	\$ 3,000

Exercise Administration

For up to 8 candidates	\$ 2,500
For 9 to 16 candidates	\$ 3,500
For 17 to 25 candidates	\$ 4,500

Assessor Fees<sup>2</sup>

For up to 8 candidates	\$ 3,000
For 9 to 16 candidates	\$ 6,000
For 17 to 25 candidates	\$ 9,000

Candidate Debriefings

For up to 8 candidates	\$ 500
For 9 to 16 candidates	\$ 1,000
For 17 to 25 candidates	\$ 1,500

Local travel, lodging and meals

For up to 8 candidates	\$ 3,500
For 9 to 16 candidates	\$ 5,000
For 17 to 25 candidates	\$ 6,500

Total Costs for Assessment Center

For up to 8 candidates	\$ 12,500
For 9 to 16 candidates	\$ 18,500
For 17 to 25 candidates	\$ 24,500

Total Examination Costs

For up to 8 candidates	\$ 26,850
For 9 to 16 candidates	\$ 32,850
For 17 to 25 candidates	\$ 38,850

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<sup>2</sup>These costs are based upon using two panels of assessors with each panel consisting of three evaluators.

**CONTRACT BETWEEN THE CITY OF PEORIA, ILLINOIS, AND RESOURCE MANAGEMENT ASSOCIATES, INC. - PAGE 6**

II. Duties of the City

In consideration of the agreements on the part of the Consultant, the City agrees to:

1. Provide full cooperation by City staff and fire department employees as may be necessary to complete the assigned tasks.
2. Provide the necessary facilities in which to conduct the written examination and the assessment center as well as the necessary video recording supplies needed for the documentation of the assessment center process.
3. Pay the Consultant within 30 days after submission of monthly invoices for amount due for the services rendered.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers on the day and year written below.

**RESOURCE MANAGEMENT ASSOCIATES, INC.**

By: [Signature]  
Title: [Signature]  
Witness: Debra D. Bush  
Date: 7-8-2020

**CITY OF PEORIA:**

By: [Signature]  
Title: HR Director  
Witness: Debra D. Bush  
Date: 07/14/2020