



Testing for Public Safety, LLC doing business as IPSP

Whitestown Fire Department for Fire Lieutenant Promotion Process

Project Costs:

- I. Conduct a job analysis \$800.00 (Waived)
Conduct a job analysis for the rank of Lieutenant. The job analysis will identify the job duties of a Lieutenant, as well as the knowledge, skills, and abilities that are necessary for the position. (The last job analysis was completed in 2012, so we are due this year.)
- II. Prepare an Announcement and/or Information Book for candidates No Charge
The Information Book will include all promotion process details, including test dates, locations, and scoring procedures of components.
- III. Promotion Written Exam \$3,500.00
Provide one (1) written exam with no more than thirty (30) candidates.
 - A. Test will include over 170 test questions.
 - B. Cost assumes that Department or candidates will purchase source materials.
 - B. Department will provide test site.
 - D. Department may select internal documents (i.e., Rules and Regulations, Standard Operating Procedures) to be included on the written exam (up to 20% of the test questions).
 - C. Cost for additional candidates over thirty (30) is \$35.00 per candidate.
 - D. Cost includes one (1) day of test administration per testing session. Cost to provide additional day(s) of testing and/or additional monitor is \$350.00 per monitor per day.
 - E. Cost includes all test materials and scoring.
 - F. **(OPTIONAL)** \$1,000.00 additional cost to score the test on-site.
- IV. Conduct a Review Session immediately following the exam No Charge
Candidates will have the opportunity to review their test booklet, a photocopy of their own answer sheet, and an answer key listing the correct answer and book page number. They may write appeals on questions if they disagree with the answer listed in the key.
- V. Promotion Interview/Assessment Center Exercises \$3,500.00
Provide interviews and assessment exercises per rank level with no more than thirty (30) candidates.
 - A. Department will provide test site.
 - B. Cost for additional candidates over thirty (30) is \$35.00 per candidate.
 - C. Cost includes board training, all test materials, scoring and interview monitor for first day. Additional TPS, LLC, monitor \$350.00 per day.
 - D. Public Employer either conducts the interview or assumes the cost of any members of the interview panel from outside departments.
- VI. Compute candidate seniority scores based on hire dates provided by department, No Charge
combine scores of all components into one total score according to department's scoring procedures, provide feedback to candidates.

STANDARD COST FOR PROMOTION PROCESS FOR ONE RANK: \$7,000.00

Monitoring the interviews for an additional day would add \$350.00.

CONDITIONS FOR REDUCED PRICING ARE LISTED BELOW:

- **Discount if meetings** are held at TPS's office or online **(\$500.00)**
- **Discount if written exam** is administered at TPS's office. **(\$500.00)**
(Two days at our office could be scheduled with no more than 4 each day.)

IN WITNESS WHEREOF, the parties have executed this Agreement.

TESTING FOR PUBLIC SAFETY, LLC

PUBLIC EMPLOYER

By: _____

By: _____

Date: _____

Date: _____