



Statement of Work

Client: Grayslake, IL Police Department

Project Title: Sergeant Promotional Process 2019

The purpose of this document is to describe the components of the project that will be performed and to document the associated costs. The table on the following page will describe the anticipated project steps and associated costs. Should any component of the project need to be modified, IOS will contact the client and explain the required modification and any associated pricing change. Any future change in the proposed project must be mutually acceptable to the Client and IOS.

I/O Solutions will submit invoices according to the following schedule: half at project commencement and final half after the project completion.

The following table(s) contain a breakdown of the project steps/components and the associated costs.

Cost Structure

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	10	14	50	2	\$6,470
Work with SMEs to develop an examination plan that is linked to the job description, and select appropriate knowledge sources.	5				
Draft 125 multiple-choice questions based on exam plan.	5		50		
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.			4		
Administer exam on-site.			4		
Score exam.			2	2	
Assist in designing/coordinating appeals process and respond to candidate appeals.			4		
Oral Interview Development	21	2	0	0	
Design a scenario-based structured oral interview based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	16				
Review questions with SMEs to refine scenario details and ensure accuracy of criteria.	2				
Conduct training to the Commissioners for the administration and rating process for the oral interview	3				
Compile assessment scores and conduct quality controls.			2		
TOTAL PROJECT INVESTMENT					\$10,505

Schedule of Hourly Rates - IOS 2019

Category	Rate
Consultant/Industrial Psychologist	\$185/hour
Consulting Associate	\$75/hour
Technical Writer	\$70/hour
Administrative Assistant	\$35/hour

Authorizations:

Acceptance by Client:

I acknowledge that I have reviewed this Statement of Work and hereby authorize I/O Solutions and its representatives to commence work on the project components as described herein.

CBK [Signature]

Signature of Authorized Agent

VILLAGE MANAGER

Title of Authorized Agent

04/01/2019

Date

Acceptance by IOS:

IOS agrees to conduct the work outlined herein according to a timeline that is mutually agreeable to both parties.

[Signature]

Signature of Authorized Agent

Recruitment & Testing Manager

Title of Authorized Agent

March 11, 2019

Date