

**Price Quote Provided to the
DuPage County Sheriff's Merit Commission
June 6, 2023**

2023 Sergeant and Lieutenant Written Job Knowledge Promotional Exam Pricing

Corrections Bureau

- Review existing Sgt. and Lt. exams with command staff (one meeting) - **\$500.00**
 - Write 100 new test items (50 for Sgt and 50 for Lt) @ \$49 each - **\$4,900.00**
 - Meeting #2 to review new exam questions (one meeting) - **\$500.00**
 - Revise study guides (both ranks) - **\$760.00**
 - Re-format exams and scoring keys - **\$760.00**
 - Scoring fee (\$500 per rank) - **\$1,000.00**
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Total fees for Corrections Bureau: \$8,420.00

Law Enforcement Bureau

- Review existing Sgt. and Lt. exams with command staff (one meeting) - **\$500.00**
 - Write 100 new test items (50 for Sgt and 50 for Lt) @ \$49 each - **\$4,900.00**
 - Meeting #2 to review new exam questions (one meeting) - **\$500.00**
 - Revise study guides (both ranks) - **\$760.00**
 - Re-format exams and scoring keys - **\$760.00**
 - Scoring fee (\$500 per rank) - **\$1,000.00**
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Total fees for Law Enforcement Bureau: \$8,420.00

Optional Services:

- Test Administration - **\$750.00 per rank** (1 S&A consultant for one session)

**Estimated Project Fees for the written job knowledge promotional exam
component: \$16,840.00**



**2023 Sergeant and Lieutenant Assessment Center Pricing for the
Corrections Bureau and Law Enforcement Bureau**

Assessment Center Development Fees

Conduct SME meeting to determine exercises – one meeting per bureau \$1,000.00 per meeting (at DuPage County SO)	\$2,000.00
Develop exercises and scoring criteria – 3 unique exercises per rank for a total of 12 exercises	\$12,000.00
Meet with DCSO SME's to establish/refine scoring criteria –one meeting per Bureau @ \$1,000.00 each (at DuPage County Sheriff's Office)	\$2,000.00
Recruit assessor panel (outside law enforcement/correction professionals)	\$760.00
Train assessors on scoring criteria (\$1,000.00 per per rank – one session each)	<u>\$4,000.00</u>
Total for the Assessment Center Development	\$20,760.00

Assessment Center Administration Fees

Prepare packets for each candidate (see breakdown below)	\$2,750.00
Corrections Bureau Sergeant \$1,000.00	
Corrections Bureau Lieutenant \$500.00	
Law Enforcement Bureau Sergeant \$500.00	
Law Enforcement Bureau Lieutenant \$750.00	

Administer assessment center (1 S&A industrial psychologist @ \$1,250.00 per day)*

Corrections Bureau Sergeant based on 30 candidates (4 days)	\$5,000.00
Corrections Bureau Lieutenant based on 15 candidates (2 days)	\$2,500.00
Law Enforcement Bureau Sergeant based on 25 candidates (3.5 days)	\$4,375.00
Law Enforcement Bureau Lieutenant based on 10 candidates (1.5 days)	\$1,875.00

3 assessors @ \$400.00 per assessor per day (½ day of training and administration) *

Corrections Bureau Sergeant based on 30 candidates (4.5 days)	\$5,400.00
Corrections Bureau Lieutenant based on 15 candidates (2.5 days)	\$3,000.00
Law Enforcement Bureau Sergeant based on 25 candidates (4 days)	\$4,800.00
Law Enforcement Bureau Lieutenant based on 10 candidates (2 days)	<u>\$2,400.00</u>
Total for the Assessment Center Administration	\$32,100.00

*The number of days needed is a function of the number of candidates eligible for this phase of the promotional process, as well as the complexity of the assessment exercises. If fewer or more days are needed on site by S&A staff and assessors, our invoice will be adjusted accordingly.



Assessment Center Scoring Fees

Analyze assessor ratings and report final scores to the Commission	
Corrections Bureau Sergeant based on 30 candidates	\$1,500.00
Corrections Bureau Lieutenant based on 15 candidates	\$750.00
Law Enforcement Bureau Sergeant based on 25 candidates	\$1,250.00
Law Enforcement Bureau Lieutenant based on 10 candidates	<u>\$500.00</u>
Total for the Assessment Center Scoring	\$4,000.00

Estimated Project Fees for the Assessment Center Component: \$56,860.00

**Estimated Total Project Fees (written exam and assessment center):
\$73,700.00**

Optional Services:

- Candidate orientation session (1 S&A consultant 1 session) \$750.00 per rank
- Candidate Feedback Reports \$75.00 per candidate

Important Notes

- If needed, additional administrative time and/or consulting (e.g., responding to candidate challenges/grievances, litigation support, expert witness testimony, depositions, statistical analyses, attending special meetings, responding to agency or candidate queries after project deliverables have been provided, etc.) will be billed at our current hourly rates which are \$190.00 per hour for Bachelor’s and Master’s-level staff and \$275.00 per hour for Ph.D.-level staff. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administrative rate of \$45.00 per hour. Any additional written exam questions, if needed, will be written and billed at \$49.00 each. Additional assessment center exercises, if needed, will be billed at a rate of \$1,500.00 each. If an in-basket exercise is requested, there is a \$2,500.00 fee to create a 10 item in-basket exercise. If due to the timing for the promotional testing processes between ranks within the same bureau, the assessment center development meetings if conducted individually will be billed at a rate of \$750.00 per meeting/rank.
- All shipping and handling, printing, and travel-related expenses will be kept to a minimum and billed as incurred. Printing of written exam test booklets will be billed back at \$3.00 per test booklet.



Data for Decisions in Management

- Assessor fees will be billed to the County at a rate of \$400.00 per day per assessor plus travel expenses. This is simply a pass-through expense; these fees are paid to each assessor by S&A and for convenience will be included on our final invoice to the County.
- If a second S&A consultant is needed on site for the AC administration to help manage multiple panels and testing rooms (for larger groups like the Corrections Bureau Sergeant and Law Enforcement Bureau Sergeant processes) they will be billed at a rate of \$1,250.00 per day.
- The DuPage County Sheriff's Merit Commission will be responsible for securing a location for all process administrations, where applicable.
- A contact person for the project will be designated who is responsible for coordinating activities, such as providing S&A with requested information and scheduling meetings with internal SMEs and external assessors (if applicable).
- While S&A strives to become familiar with each client's local circumstances, its consultants are not attorneys, and we rely on contact personnel and/or the client agency's legal counsel to ensure processes and procedures adhere to local rules (e.g., civil service commission rules, bargaining agreements, etc.).
- Work performed or meetings scheduled on weekends or outside of normal business hours requiring S&A's attendance or assistance will be billed at 1.5 times the quoted project rate.
- S&A invoices for one-half payment up front and the other half upon project completion.