

Request for Proposals
To Provide, Design, and Implement
Fire Officer Promotional Testing



City of Urbana, Illinois
Diane Marlin, Mayor

**Issued by the Urbana Fire Department
May 4, 2018**

Schedule of Critical Dates:

Last Day to Submit Provider Questions: May 14, 2018

Proposal is due: May 18, 2018

LATE PROPOSALS WILL NOT BE ACCEPTED

Contact person:
Division Chief Chad Hensch
Urbana Fire Department
400 S. Vine St.
Urbana, IL 61801
Phone: (217) 722-7516

Table of Contents

I. Summary.....	3
A. Purpose.....	3
B. Background.....	3
1. General Background.....	3
2. Urbana Fire Department.....	3
3. Promotional Process for Officers.....	3
II. Scope of Services.....	4
III. Proposal Requirements.....	5
A. Inquiries.....	5
B. Elements to Include.....	5
IV. Request for Proposal Process.....	7
A. Submission Guidelines.....	7
B. Estimated Time Frames.....	7
C. Eligibility.....	8
D. Evaluation Process.....	8
V. Vendor Qualifications.....	8
VI. Addenda.....	9
Appendix A: Proposal Cover Letter.....	13
Appendix B: Equal Employment Opportunity Workforce Statistics.....	14
Appendix C: Vendor Representations and Additional Duties.....	15
Appendix D: Fire Department Promotion Act.....	16

I. Summary

A. Purpose

The purpose of this “Request for Proposals: Fire Officer Promotional Testing” is to select a qualified professional vendor to develop, validate, administer, and score assessment centers and written exam for the promotional testing of Fire Officer in the Fire Department, per the specifications contained herein. The selected vendor will also analyze test results and provide final results.

B. Background

1. General Background

It is essential that the procedure comply with professional standards (*Principles for the Validation and Use of Personnel Selection Procedures, Standards for Educational and Psychological Testing*) and legal guidelines (*Uniform Guidelines on Employee Selection Procedures*) and that every reasonable effort to minimize adverse impact be made.

2. Urbana Fire Department

The City of Urbana Fire Department (“the Department”) provides fire protection to over 40,000 city residents as well as the University of Illinois at Urbana-Champaign campus. The department also provides mutual aid to neighboring communities. Contract language for Department personnel calls for an assessment center to be utilized in the promotional process.

The Department has 60.0 full-time equivalent positions budgeted for FY 2018-19. The Department’s sworn staff consists of 23 Firefighters, 15 Engineers, 12 Lieutenants, three (3) Captains, three (3) Division Chiefs, one (1) Fire Marshal and one (1) Fire Chief.

Fire Officers have responsibility for supervision of personnel, departmental apparatus, the safety of personnel riding on assigned apparatus, and for the proper operation of that apparatus. An Officer must be well informed on the modern firefighting tactics, fire dynamics, and building construction. Further, they protect life and property by utilizing firefighting and rescue techniques; assist in fire investigation, fire prevention, and public education activities; provide emergency medical and rescue services to the public; and maintain Departmental apparatus and buildings. Officers may also be assigned with supervisory responsibilities of ranks higher than their own on a temporary basis.

3. Promotional Process for Officers

The promotional process for Fire Officers is outlined in the Fire Department Promotion Act (Appendix D). The use of physical criteria, including but not limited to fitness testing, agility testing, and medical evaluations is specifically barred from the Fire Officer promotional process. Scoring will be conducted solely by the assessment service evaluators. The final eligibility list will remain in effect for three (3) years after the date of the initial posting.

II. Scope of Services

The scope of services covered in this RFP is to establish a working relationship with a vendor that can develop and administer assessment centers and written examination portions of the next four (4) Fire Officer promotional exams, to be completed on or around the following schedule:

Assessment Center and Written exam for 2018 is fixed.				
All Assessment Centers and Written exam dates for 2019, 2021, and 2022 are tentative.				
Rank	Orientation	Assessment Center	Written	Year
Lieutenant	August 1	August 2-3	August 20	2018
Captain	July 31	August 1-2	August 19	2019
Lieutenant	August 4	August 5-6	August 23	2021
Captain	August 3	August 4-5	August 22	2022

It is expected that the successful Vendor will provide a comprehensive set of services for each promotional test including but not limited to the following:

- A. Make recommendations on appropriate test procedures and provide options and alternatives (if appropriate), and administer assessment services for Fire Officer including the following:
 1. Facilitating practical assessments for eligible candidates.
 2. Providing orientation meetings with candidates the day before the actual assessment day.
 3. Recruiting and training assessors and proctor(s).
 4. Developing testing schedules, rule sheets, and process for selection of candidates' testing positions.
 5. Coordinating and administering a minimum of four (4) assessment centers.
 - a. Assessment center tests will be negotiated between the City and the Vendor to ensure a comprehensive, competitive, and challenging process is provided for the desired qualities of the position.
 6. Providing feedback at the end of the testing session.
- B. Maintain security of test material.
- C. Develop scoring procedures and provide same-day scoring for all tests.
- D. Provide feedback on candidates' examination results to the UFD Command Staff.
- E. Provide documentation necessary to fulfill professional and legal requirements.
- F. Assist with responding to examination appeals which result from the testing procedure and rescore tests if necessary.
- G. Develop, administer, and score a written exam utilizing Fire Service text and related publication resources that are relative to the fire service in conjunction with

department supplied policies and procedures selected by Urbana Fire Department.

- H. Provide a resource list of textbooks and publications used to create written examinations.
- I. Provide expert testimony in court, if necessary.

All exercises will be unique to the specific testing cycle and based on policies, procedures, and methods of the Urbana Fire Department that are in effect at the time of testing. The selected vendor will utilize input from UFD command staff to formulate exercises and evaluation of the processes.

The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.

III. Proposal Requirements

The following terms will apply to this Request for Proposals (“RFP”) and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms. The successful firm shall respond to the RFP with the information requested below:

A. Inquiries

All inquiries related to this RFP should be directed, in writing, to: Division Chief Chad Hensch , Urbana Fire Department, at cehensch@urbanaininois.us.

Information obtained from any other source is not official and should not be relied upon. No other contact with any City official, staff, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. The proposing Vendor is solely responsible for its interpretation of this RFP. All submitted materials become the property of the City of Urbana.

B. Elements to Include

1. Cover Letter: The proposal must be signed by a person authorized to sign on behalf of the Vendor and to bind the Vendor to statements made in response to this Request for Proposals. The Vendor should ensure its proposal includes a cover letter substantially similar in content to the sample Proposal Cover Letter (Appendix A).
2. EEO Workforce Statistics: In compliance with the City’s ordinance on equal opportunity in employment by contracts and vendors, Chapter 2, Sec. 2-119 of the Urbana City Code, vendors are required to fill out, sign, and return the attached “Urbana EEO Workforce Statistics Form” (Appendix B), and any required attachments, when a contract for any bid is in excess of \$30,000. For additional information visit <http://www.urbanaininois.us/government/mayors-office/human->

[relations/public-vendorscontractors](#). This information will be reviewed by the City of Urbana Human Relations Commission to determine eligibility for certification pursuant to the aforementioned ordinance.

3. Vendor Representations and Additional Duties (VRAD): Vendors are required to fill out, sign, and return the attached VRAD form (Appendix C). By signing and returning the Certification, the undersigned individual certifies that they are familiar with and comply with the legislative acts summarized therein.
4. General Background of Vendor: This section shall include the general background of the submitting organization. Information on the complete services of the Vendor should be provided but should be kept in a concise format.
5. Related Experience: This section should include the Vendor's experience with providing similar services to fire departments similar in size to the Urbana Fire Department and include references where this experience may be verified.
6. Timetable: Submit a timetable consisting of the amount of time that would be required to perform the duties enumerated in Section II ("Scope of Services") of this RFP.
7. Key Project Leaders: This section should include the resumes of "key" project leaders. As the experience of individuals varies, it is up to the proposing firm to determine who would be "key" to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes that might be provided.
8. Project Approach: Describe in detail your firm's approach for development and implementation of a successful testing process for the Department. A schedule must be provided indicating project tasks proposed and their duration and relationship to each other and the completion of the project. The schedule should cover all planned facets of the testing process.
9. References: Provide the names of at least three (3) clients (including contact persons and phone numbers) for whom you have developed Fire Department promotional exams within the last ten years and who may be contacted in regard to the quality and cost of the service provided. These may include the references requested in B(5) of this section.
10. Minority Participation: it is the objective of the City of Urbana to obtain minority and female participation in professional service contracts. Please include a minority participation plan in your proposal.
11. Pricing: Each vendor submitting a proposal shall provide a detailed total price to complete each promotional test as requested. Provide detailed pricing that includes:
 - a) Cost per candidate.

- b) Cost for conducting an orientation workshop in Urbana with the candidates to provide an overview of the exercises. This would be held at least one (1) day prior to the actual assessments.
- c) Cost for the assessors to meet with the Urbana Fire Department Command Staff to discuss the strengths and weaknesses of the candidates after the assessment processes are completed.
- d) Cost to have the assessors meet with the candidates individually to discuss their individual strengths and weaknesses following the exercises.
- e) Administration costs for preparation of the exercises.
- f) Assessors' costs for travel, lodging, and food.
- g) Fees charged for cancellation of the assessment exercises.
- h) Any additional charges associated with the design, preparation, or administering of the assessment services.

IV. Request for Proposal Process

A. Submission Guidelines

Proposals shall be submitted in a sealed, opaque envelope and clearly marked on the front as follows: **"PROPOSAL FOR FIRE OFFICER PROMOTIONAL TESTING"**.

Only proposals that are received prior to the due date and time and contained in a sealed envelope will be considered. Proposals must not be sent by facsimile or e-mail. It is the responsibility of the Vendor to deliver the proposal on or before the due time. Late proposals will be rejected. Postmarks will not be accepted.

Please submit three (3) paper copies and an electronic copy of your proposal on a flash drive on or before 4:00 p.m. CST on Friday, May 18, 2018 to:

**Urbana Fire Department
Attn: Division Chief Chad Hensch
City of Urbana
400 S. Vine St.
Urbana, IL 61801**

B. Estimated Time Frames

The following timetable outlines the anticipated schedule for delivery of the services in this Request for Proposals and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Urbana.

Event	Anticipated Date
Request for Proposal issued	May 4, 2018
Request for Proposal closing	May 18, 2018, 4:00 PM
Proposal evaluation completed	May 21, 2018
Service delivery starts	On or around July 30 , 2018
Minimum service termination	January 31, 2023

C. Eligibility

Proposals will not be evaluated if the Vendor's current or past interests may, in the City's opinion, give rise to a conflict of interest in connection with this project. The City reserves the right to request the Vendor to file a statement that no City official or employee has an interest in the proposal for purchase.

D. Evaluation Process

The City reserves the right to accept or reject any, some, or all proposals, to take exceptions to parts of proposals, and to request written clarification of proposals and supporting materials. The City further reserves the right to negotiate with any Vendor with respect to amendments to their proposal.

The City will form a selection committee to evaluate proposals. Key evaluation criteria will include: ability to successfully perform all of the duties and comply with all of the requirements specified in this RFP; credentials of project staff; relevance and amount of experience; and cost. The selection committee will make the final selection decision.

V. Vendor Qualifications

The Vendor must demonstrate that it has been in business for a minimum of five (5) consecutive years. Additionally, the Vendor shall provide detail regarding its experience performing services outlined in the Scope of Services.

1. Proposal must include a description of the company including but not limited to:
 - Name of company
 - Address of corporate headquarters and of local entity
 - Form of company; i.e. sole proprietor, partnership, corporation
 - Licenses (provide a copy of all licenses and/or permits required to do business in the State of Illinois)

2. Proposal must include the experience of the Vendor. Vendor must include:
 - Listing of other government agencies or private entities for which similar work has been performed.
 - Detail regarding experience developing and administering testing processes of comparable scope to that outlined in the Scope of Services.

Additionally, the Vendor will disclose any pending acquisitions or divestitures that could impact this contract.

VI. Addenda

It is the intent of the City of Urbana to enter into a contract with the Vendor that submits the proposal most advantageous to the City and in the City's best interest.

A. Negotiation Delay

If a written contract cannot be negotiated within 15 days of notification of the successful Vendor, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Vendor and either negotiate a contract with the next qualified Vendor or choose to terminate the Request for Proposal process and not enter into a contract with any of the Vendors.

B. Conflicts of Laws

The Vendor expressly agrees that the contract shall be governed by Illinois law and that Illinois law will be the controlling law in the events of any disputes, claims, or controversies that should arise out of or in connection with this contract and any subsequent contract that is awarded pursuant thereto. Any party to a dispute shall request that a hearing be scheduled within Champaign County in Illinois subject to the reasonable availability of the parties and their representative.

C. Irrevocability of Proposals

By submission of a clear and detailed written notice, the Vendor may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Vendor agrees that should its proposal be successful the Vendor will enter into a contract with the City of Urbana. All proposal material except for proprietary information may become open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Therefore, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure pursuant to the applicable provisions of the Freedom of Information Act.

D. Changes to Proposal Wording

The Vendor will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City of Urbana for purposes of clarification.

E. Vendors' Expenses

Vendors are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City of Urbana, if any. The City of Urbana reserves the right to reject any and all bids and to waive all formality as the City sees fit. If the City of Urbana elects to reject all proposals, the City of Urbana will not be liable to any Vendor for any claims, whether for costs or damages incurred by the Vendor in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

F. Limitation of Damages

Further to the preceding paragraph, the Vendor, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Vendor in preparing its proposal and the Vendor, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Vendor.

G. Firm Pricing

Prices will be firm for the entire contract period unless this Request for Proposal specifically states otherwise.

H. Acceptance of Proposals

This Request for Proposal should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a contract with the Vendor who submits the lowest priced proposal or with any Vendor. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Vendor.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, state, regional, district or municipal ordinance, regulation, or by-law.

I. Definition of Contract

Notice in writing to a Vendor that it has been identified as the successful Vendor and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no Vendor will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events; legal obligations or duties specified herein shall be created upon all Vendors by submission of a proposal in response to this Request for Proposal, however.

J. Form of Contract

By submission of a proposal, the Vendor agrees that, should it be identified as the successful Vendor, it is willing to enter into a contract with the City of Urbana.

K. Liability for Errors

While the City of Urbana has used considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this Request for Proposals is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by the City of Urbana, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Vendors from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

L. Modification of Terms

The City of Urbana reserves the right to modify the terms of this Request for Proposals at any time at their sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a contract with the successful Vendor.

M. Ownership of Proposals

1. Following the selection of the Successful Vendor and the City's execution of a Contract with the Successful Vendor, if any, all Proposals will be available to the public upon receipt of a valid Freedom of Information Act ("FOIA") (5 ILCS 140/1 *et seq.*) request and other applicable laws and rules except as provided in Subsections B through E below.
2. If a Vendor believes that it has a lawful basis for designating certain information in the Vendor's Proposal as confidential, proprietary or trade secret, as defined in the Illinois Trade Secret Act (765 ILCS 1065/1 *et seq.*), the Vendor must specifically label each page of the Proposal which contains such information with a legend which states: "CONFIDENTIAL INFORMATION – DO NOT DISCLOSE." The City shall have no obligation to ascertain whether information contained in a Proposal is in fact confidential, proprietary or trade secret. The Vendor shall be responsible for determining whether any part of its Proposal marked "CONFIDENTIAL INFORMATION – DO NOT DISCLOSE" is in fact exempt from production in response to a lawful FOIA request pursuant to 5 ILCS 140/7. A Vendor's request for confidential treatment of information in a Proposal shall not supersede the City's legal obligations under FOIA.
3. The City will not accept or consider any Proposal which indicates that it should be treated as confidential, proprietary or trade secret in its entirety.
4. If a Vendor requests that a portion of its Proposal be treated as confidential, proprietary or trade secret, the Vendor must submit an additional copy of the Proposal with that information deleted. This copy must state the general nature of the material deleted and shall retain as much of the Proposal as possible
5. Vendors shall be responsible for any costs which the City incurs in defending a request for Proposal information which the Vendor has marked as "CONFIDENTIAL INFORMATION - DO NOT DISCLOSE." In the event that the City receives a FOIA request which seeks disclosure of that portion of a Proposal which contains information designated as confidential and the Vendor requests the City to withhold that information from disclosure, the Vendor shall cooperate with the City to the degree necessary for the City to assert the appropriate FOIA exemption when responding to the FOIA requester.
6. By submitting a Proposal, the Vendor represents and warrants that anything contained in the Proposal does not violate any intellectual property right (e.g., patent, copyright, trademark, service mark, etc.) owned by any third person.

N. Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

O. Confidentiality of Information

Information pertaining to the City of Urbana obtained by the Vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Urbana.

P. Adherence to Bargaining Unit Contractual Provisions

Vendor must adhere to requirements identified within the most current collective bargaining agreement (CBA) between the City of Urbana and Local #1147 of the International Association of Firefighters. Specifically, Vendor must adhere to the contractual language found in the Fire Department Promotion Act (Appendix D).

For each promotional test, Vendor will provide a list of no less than four (4) evaluators' names for no less than four (4) assessment stations to the City no later than 45 days prior to each assessment date. One (1) name may be selected to be struck by the Union.

Appendix A: Proposal Cover Letter

Letterhead or Vendor's name and address

Date

Division Chief Chad Hensch
Urbana Fire Department
City of Urbana
400 S. Vine St.
Urbana, IL 61801

Subject: Request for Proposal -
Fire Officer Promotional Testing

Dear DC Hensch:

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Signature

Name: _____

Title: _____

Legal name
of Vendor: _____

Date: _____

Appendix B: Equal Employment Opportunity Workforce Statistics

<p style="text-align: center;">CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	Social Security Number:
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2. Name and Address of the Company's Principal Office (*answer only if not the same as above*)

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service):

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Signature

Printed Name and Title

E-mail Address

Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

YES _____

NO _____

2. **Have you enclosed your company's EEO statement?**

YES _____

NO _____

3. **Have you enclosed your company's Sexual Harassment policy?**

YES _____

NO _____

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

Appendix C: Vendor Representations and Additional Duties



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

The Vendor agrees that following representations and additional duties are a material part of the contract. The undersigned, having been duly sworn under oath, certifies and agrees as follows:

1. None of the Vendor or its partners, officers, owners, employees, or agents have been barred from contracting with a unit of State or local government in the past five years as a result of a conviction for bid rigging, in violation of 720 ILCS 5/33E-3 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
2. None of the Vendor or its partners, officers, owners, employees, or agents have ever been barred from contracting with a unit of State or local government as a result of a conviction for bid rotating, in violation of 720 ILCS 5/33E-4 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
3. If the Vendor holds any elected or appointed office under the laws or Constitution of this State, the Vendor is in compliance with the Public Officer Prohibited Activities Act. 50 ILCS 105/3.
4. The Vendor is not a municipal officer with a prohibited financial interest in this contract, directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in accordance with 65 ILCS 5/3.1-55-10.
5. *Please initial one statement, in accordance with 65 ILCS 5/11-42.1-1:*
 - A. _____ The Vendor is not delinquent in the payment of any tax administered by the Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax.
 - B. _____ The Vendor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and is in compliance with the agreement.
6. If the Vendor employs commercial motor vehicle operators, the Vendor is in compliance with the Federal Highway Administration rules for controlled substances and alcohol use and testing. 49 CFR Parts 40 and 382.
7. During the term of this contract, the Vendor shall comply with (a) Urbana City Code Section 2-119, which prohibits employment discrimination by contractors and vendors with the City; (B) the Equal Employment Opportunity provisions of Ill. Admin. Code tit. 44, § 750; and (C) Article 2 of the Illinois Human Rights Act, 775 ILCS 5/2-101 *et seq.*, including without limitation the requirement that the Vendor have a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
8. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor has filed with the City and made available to the general public a copy of the Vendor's written substance abuse prevention program, which meets or exceeds the requirements of 820 ILCS 265/15.



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

9. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor shall use United States produced steel products, in compliance with 30 ILCS 565/4.

10. If this contract involves the construction, addition to, or alteration of public works, the Vendor shall employ laborers in compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*).

11. The Vendor shall comply with all applicable provisions of the Prevailing Wage Act, which requires the payment of the prevailing rate of wage to all laborers, workers, and mechanics employed by or on behalf of a public body in the construction, demolition, maintenance, or repair of public works. 820 ILCS 130/0.01 *et seq.* The prevailing wage rates are established and revised by the Department of Labor and are available at www.state.il.us/agency/idol/rates/rates.htm.

12. The Vendor shall obtain from all subcontractors to be used in the performance of this contract a sworn statement agreeing to the representations and additional duties contained on this document. The Vendor shall maintain the sworn statements on file for the duration of this contract and shall promptly provide them to the City upon request. If a subcontractor is or becomes ineligible for a contract with the City, the Vendor promptly shall terminate its subcontract upon the City's request. The Vendor shall include adequate provisions in all subcontracts to allow it to terminate such subcontracts as required herein.

The representations contained on this document are true, complete, and correct in all respects. The representations contained herein are continuing. If any such representation is no longer true or correct, the Vendor promptly shall notify the City in writing.

Vendor:

By: _____

Printed name:

Title:

Date:

State of

County of

Signed and sworn (or affirmed) to before me on _____ (date)

by _____ (name of person making statement).

(seal)

Signature of notary public

Appendix D: Fire Department Promotion Act

FIRE DEPARTMENT PROMOTION ACT
AS MODIFIED BY AGREEMENT OF CITY OF URBANA AND IAFF LOCAL 1147

“Fire Officer Bonus Points System” shall be conducted as outlined in Section 50. These points are above and beyond the possible 100 points of the promotional examinations and shall be added to the candidate’s score. A maximum of five (5) bonus points will be given.

***Note to Vendor: Calculation and awarding of seniority or bonus points will be performed by the City.**

Types of certifications

Types of Certifications as outlined by the Illinois Office of the State Fire Marshal:

Considered to be equivalent:

Company Fire Officer (CoFO)

Fire Officer I (FOI)

Considered to be equivalent:

Advanced Fire Officer (AFO)

Fire Officer II (FOII)

Each component of the promotional test shall be scored on a scale of 100 points unless otherwise noted. The component scores shall then be reduced by the weighting factor assigned to the component on the test and the scores of all components, with the exception of seniority points and departmental points, shall be added to produce a combined score based on a scale of 100 points, as set forth in Section 30(b).

§ 15. Promotion process.

- (a) For the purpose of granting promotion to any rank to which this Act applies, the appointing authority shall from time to time, as necessary, administer a promotion process in accordance with this Act.
- (b) Eligibility requirements.
 - (1) Eligibility requirements for the duration of this contract shall be published at least six (6) months prior to the date of the beginning of the promotional process and all members of the affected department shall be given an equal opportunity to meet those eligibility requirements.
 - (2) Candidates for promotion must meet the following eligibility requirements:
 - (a) Must be currently employed by the Urbana Fire Department.

- (b) Must meet eligibility requirements by the closing time and date of testing signup.
- (c) Must complete the entire testing process to be included on the preliminary promotion list.

Lieutenant

Qualifications:

- (A) Seven (7) completed years of service with Urbana Fire Department.
 - 1. If the selected candidate has not successfully completed Firefighter III/Advanced Technician Firefighter certification prior to their promotion to Lieutenant, the candidate will have one (1) year to complete the FFIII/Advanced Firefighter certification following Engineer Qualifications:
 - 2. If the selected candidate has not successfully completed Fire Officer I prior to the promotion to Lieutenant, the City will put them through the classes necessary after the promotion.
 - 3. The Lieutenant must be provisionally certified as an Illinois Fire Officer I within one (1) year of promotion depending on local class availability.
 - 4. Employees testing for the position of Lieutenant will only be those whom currently hold the rank of Engineer and meet the minimum requirements.
 - 5. When ten (10) or fewer Engineers have signed up for the Lieutenants promotional exam, after the closing of the list, the firefighters in rank order on the Engineer's eligibility list holding the minimum Lieutenant qualifications, may sign up to test for the Lieutenants exam, thus establishing ten (10) employees on the Lieutenants promotional exam list. The eligible Firefighters will be given seven (7) calendar days following the original close of the Lieutenants exam to sign up.

In the case that there are still fewer than ten (10) employees signed up for the Lieutenants exam, Firefighters, in order of seniority holding the minimum Lieutenant testing qualifications, may sign up to test to establish a total of ten (10) employees on the sign-up list. The eligible Firefighters will be given seven (7) additional calendar days following the original close of the Lieutenants exam to sign up.
 - 6. The requirements set forth in this provision will sunset at the expiration of any Lieutenant's eligibility list that was established prior to July 1, 2020.
- (B) The following qualifications will be effective July 1, 2020:
 - 1. Seven (7) completed years of service with Urbana Fire Department.
 - 2. The Lieutenant must be certified by the Illinois OSFM as a Fire Officer I or Company Fire Officer within one (1) year of the date of their promotion.
 - 3. Employees testing for the position of Lieutenant will only be those whom currently hold the rank of Engineer and meet the minimum requirements.
 - 4. Employees must be Illinois OSFM certified Fire Officer I, or Company Fire Officer, or have completed Advanced Firefighter, Instructor I, and CoFO phase II and passed the OSFM written exam to be eligible for promotion.

- a. Employees that do not meet the above requirement will remain in their current position on the promotional list, but they will be passed over to the next highest ranking individual on the eligibility list that meets this requirement.
 - b. Employees who have been promoted to Lieutenant who met the above requirement, but have not obtained CoFO certification must complete phase III within 1 year of the date of their promotion to obtain certification.
5. When ten (10) or fewer Engineers have signed up for the Lieutenants promotional exam, after the closing of the list, the firefighters in rank order on the Engineer's eligibility list holding the minimum Lieutenant qualifications, may sign up to test for the Lieutenants exam, thus establishing ten (10) employees on the Lieutenants promotional exam list. The eligible Firefighters will be given seven (7) calendar days following the original close of the Lieutenants exam to sign up.
- In the case that there are still fewer than ten (10) employees signed up for the Lieutenants exam, Firefighters, in order of seniority holding the minimum Lieutenant testing qualifications, may sign up to test to establish a total of ten (10) employees on the sign-up list. The eligible Firefighters will be given seven (7) additional calendar days following the original close of the Lieutenants exam to sign up.
6. Lieutenants shall not be denied the ability to attend FO II or AFO classes, in accordance with Section 15.4 of this agreement.

Captain

Qualifications:

- (A) Ten (10) completed years of service with Urbana Fire Department
- (B) Three (3) of those years must be spent in the grade of Lieutenant with Urbana Fire Department.
 1. If the employee has not successfully completed Fire Officer II prior to the promotion to Captain, the city will put them through the classes necessary after the promotion.
 2. The candidate must be certified as an Illinois Fire Officer II within one (1) year of appointment dependent on local class availability.
 3. The requirements set forth in this provision will sunset at the expiration of any Captain's eligibility list that was established prior to July 1, 2020.
- (C) The following qualifications will be effective July 1, 2020:
 1. Ten (10) completed years of service with Urbana Fire Department.
 2. Three (3) of those years must be spent in the grade of Lieutenant with Urbana

Fire Department.

3. The Captain must be certified by the Illinois OSFM as a Fire Officer II or Advanced Fire Officer within one (1) year of the date of their promotion.
4. Employees testing for the position of Captain will only be those whom currently hold the rank of Lieutenant and meet the minimum requirements.
5. Employees must be Illinois OSFM certified Fire Officer II, or Advanced Fire Officer, or have completed Instructor II, Incident Safety Officer, and AFO phase II and passed the OSFM written exam to be eligible for promotion.
 - a. Employees that do not meet the above requirement will remain in their current position on the promotional list, but they will be passed over to the next highest ranking individual on the eligibility list that meets this requirement.
 - b. Employees who have been promoted to Captain who met the above requirement, but have not obtained AFO certification must complete phase III within 1 year of the date of their promotion to obtain certification.

§ 19. Accessibility

(a) All aspects of the promotion process shall be equally accessible to all eligible employees of the department. Every component of the testing and evaluation procedures shall be published to all eligible candidates when the announcement of promotional testing is made. The scores for each component of the testing and evaluation procedures shall be disclosed to each candidate as soon as practicable after the component is completed.

(b) The appointing authority shall provide a separate promotional examination for each rank that is filled by promotion with the exception of Division Chief of Emergency Services and Fire Marshal. All examinations for promotion shall be competitive among the members who meet the established eligibility requirements and desire to submit themselves to examination. The appointing authority may employ an outside testing agency to administer promotion examinations, as long as they are job-related and comply with the requirements of this Act.

The City and Union may select a bona fide testing agency that will administer a written test and assessment center that the agency has written and has been validated.

§ 25. Monitoring and Proctors.

(a) Monitoring & Proctors.

(1) Monitoring permitted. All aspects of the promotion process, including without limitation the administration, scoring, and posting of scores for the written examination and subjective evaluation and the determination and posting of seniority, shall be subject to monitoring and review in accordance with this Section and Sections 30 and 50.

(2) Selection.

- (i) Observers. Two impartial persons who are not members of the affected department may be selected to act as observers by the exclusive bargaining agent. The appointing authorities may also select two (2) additional impartial observers.
- (ii) Proctors. The City shall select the proctors. Proctors may be members of the City's Human Resources division, a qualified and impartial designee, or a representative of an outside testing agency.
- (iii) Relationship. Proctors and observers shall not be related by blood, marriage, or other family relationship to any member of the Urbana Fire Department or City of Urbana employee.
- (iv) Selection of evaluators for Lieutenants and Captains Assessment Center. The evaluators for the Assessment Center shall consist of full time career or retired full time career fire officers. Evaluators shall be selected from outside the Urbana and Champaign Fire Departments. Evaluators shall be at least one rank above the position to be filled.
- (v) Selection of evaluators for Engineer's Assessment Center. The evaluators for the Assessment Center shall consist of full time career or retired full time career fire officers. Evaluators shall be selected from outside the Urbana and Champaign Fire Departments. Evaluators shall be at least the rank of the position to be filled.

Prior to final selection of the evaluators for the Assessment Center, the City shall tender a list of names of the evaluators to the President of the Union. The list shall consist of one extra evaluator. The Union may veto one evaluator. In addition, if any evaluator on that list is related by blood or marriage or other family relationship to any member of the Urbana Fire Department or City Management, the Union may point out that fact and the City shall select another qualified evaluator in that person's place.

(3) Behavior standards.

- (i) Interference. The observers monitoring the promotion process are authorized to be present and observe when any component of the test is administered or scored. Except as otherwise agreed to in a collective bargaining agreement,
- (ii) Observers may not interfere with the promotion process, but shall promptly report any observed or suspected violation of the requirements of this Act or an applicable collective bargaining agreement to the proctors, the City's Human Resources Manager, the appointing authority and the executive Board of IAFF Local 1147. Any and all issues or problems observed by an observer must be raised by the observer on the date of the observation.
- (iii) Contact or preference. Proctors and observers shall not contact the review board or candidates in any manner as to indicate a preference or disapproval of any candidate. While any component of the testing process is being administered, no candidate shall communicate with any person, about the exam, other than those authorized to administer, proctor or monitor that part of the testing, and then only

to the extent appropriate for the administration of the exam.

The provisions of this Section do not apply to the extent that they are inconsistent with provisions otherwise agreed to in a collective bargaining agreement.

§30. Promotion examination components.

(a) Promotion examinations will include the following components: assessment centers, written examinations, seniority points and Engineer Bonus Points/Fire Officer Bonus Points System.

(b) The components shall be administered as provided in Sections 30, 35, 40, and 50. If the appointing authority establishes a minimum passing score, such score shall be announced prior to the date of the promotion process and it must be an aggregate of all components of the testing process. All candidates shall be allowed to participate in all components of the testing process irrespective of their score on any one component. The provisions of this Section do not apply to the extent that they are inconsistent with provisions otherwise agreed to in a collective bargaining agreement.

(c) Promotional Criteria

The following criteria shall be used to establish promotional lists for Lieutenants and Captains:

- (i) Seniority Points
- (ii) Assessment Center
- (iii) Written Examination
- (iv) Fire Officer Bonus Points System

(3) Assessment Center. The assessment center shall be conducted as outlined in Section 50. The assessment center shall constitute sixty (60) percent of the candidate's combined score.

(4) Written Examination. The written examination shall be conducted as outlined in Section 35. The written examination shall constitute forty (40) percent of the candidate's combined score.

(5) Engineers Bonus Points/Fire Officer Bonus Points. Engineers Bonus Points/Fire Officer Bonus points shall be conducted as outlined in Section 50. These points are above and beyond the possible 100 points of the promotional examinations and shall be added to the candidate's score.

(6) Calculation of the Preliminary Promotion List. The Preliminary Promotion List shall be calculated as follows:

- (i) The written examination and the assessment center, combined, shall total 100 points ("the combined score").

(ii) The written examination shall be scored on a scale of 100 points and then shall be reduced by a weighting factor to give it a weight of forty (40) percent of the combined score.

(iii) The assessment center shall be scored on a scale of 100 points and then shall be reduced by a weighting factor to give it a weight of sixty (60) percent of the combined score.

(v) Engineers Bonus/Fire Officer Bonus points shall then be added to produce the scores used to create the preliminary promotional list.

(7) Posting. Applicants for promotion shall be advised of their individual scores after each section of the testing process. Individual scores for each section of the testing process as well as overall composite scores for each candidate shall be posted at the conclusion of the testing process.

§ 35. Written examinations.

- (a) The appointing authority may not condition eligibility to take the written examination on the candidate's score on any of the previous components of the examination. The written examination for a particular rank shall consist of matters relating to the duties regularly performed by persons holding that rank within the department. The examination shall be based only on the contents of written materials that the appointing authority has identified and made readily available to potential examinees at least 90 days before the examination is administered. The test questions and material must be pertinent to the particular rank for which the examination is being given. The written examination shall be administered after the determination and posting of the seniority list, and subjective evaluation scores. The written examination shall be administered, the test materials opened, and the results scored and tabulated.
- (b) Written examinations shall be graded at the examination site on the day of the examination immediately upon completion of the test in front of the observers if such observers are appointed under Section 25, or if the tests are graded offsite by a bona fide testing agency, the observers shall witness the sealing and the shipping of the tests for grading and the subsequent opening of the scores upon the return from the testing agency.
 - (1) Every examinee shall have the right to obtain his or her score on the examination on the day of the examination or within a reasonable time after the day of its return from the testing agency (or the appointing authority may require the testing agency to mail the individual scores to any address submitted by the candidates on the day of the examination); and
 - (2) The appointing authority may hold a review session after the examination for the purpose of gathering feedback on the examination from the candidates.

- (c) Sample written examinations may be examined by the appointing authority and members of the department, but no person in the department or the appointing authority (including the Chief, Civil Service Commissioners, Board of Fire and Police Commissioners, Board of Fire Commissioners, or Fire Protection District Board of Trustees and other appointed or elected officials) may see or examine the specific questions on the actual written examination before the examination is administered, except as agreed in advance, in writing, by the City and the IAFF Local 1147 Executive Board. If a sample examination is used, actual test questions shall not be included. It is a violation of this Act for any member of the department or the appointing authority to obtain or divulge foreknowledge of the contents of the written examination before it is administered.
- (d) Each department shall maintain reading and study materials for its current written examination and the reading list for the last two (2) written examinations or for a period of five (5) years, whichever is less, for each rank and shall make these materials available and accessible at each duty station.
- (e) The provisions of this Section do not apply to the extent that they are in conflict with provisions otherwise agreed to in a collective bargaining agreement.

§ 50. Subjective evaluation.

- (a) The methods used for subjective evaluations for Lieutenants and Captains will be employee assessment centers and Engineers Bonus/Fire Officer Bonus Points.
- (b) Any subjective component shall be identified to all candidates prior to its application, be job related, and be applied uniformly to all candidates. Every examinee shall have the right to documentation of his or her score on the subjective component upon the completion of the subjective examination component or its application.
- (c) Where Chief's points or other subjective methods are employed that are not amenable to monitoring, monitors shall not be required, but any disputes as to the results of such methods shall be subject to resolution in accordance with any collectively bargained grievance procedure in effect at the time of the test unless otherwise specified in the contract language regarding that subjective method.
- (d) Total points awarded for subjective components shall be posted before the written examination is administered and before the promotion list is completed.
- (e) For the Engineers', Lieutenants' and Captains' assessment centers, a minimum of four (4) assessment stations shall be required. All assessment stations must have the same evaluators present for all days of the assessment center at the same assessment stations.
- (f) If the City utilizes an in-house assessment center and the assessment center requires the use of a computer and software programs, a qualified proctor(s), who will be approved by both parties, will be in attendance to monitor the computer and software. If an outside agency is used for the assessment center, they must provide a qualified proctor(s) for

these situations.

- (g) A back-up computer and software programs will be readily available on-site should any technical performance issues arise during the testing process.
- (h) If the testing participant is required to use a computer and software as part of the assessment center, he/she will use it under the testing parameters provided until they are completed with the station or their allotted time runs out.
- (i) If problems with the computer or software occur, the proctor will examine the problem to determine if it is user error or a computer/software issue.

During this time, the qualified proctor will stop the clock, if this is a timed event, to determine the problem. If a technical issue exists, the proctor will make a good-faith effort to remedy the matter. If it is user error, the clock will re-start and the user will finish the event in the time that remains. If user error is determined to be the cause of the problem, the proctor will confirm this with the participant; however, the proctor will not give advice or assist the candidate in any way.

- (j) Once the assessment center process has begun, no part of the planned testing centers may be altered or deleted from the assessment center process.

(l) Fire Officer Bonus Points

1. Lieutenants

- a) One (1) bonus point will be awarded for each completed Fire Officer I class; Management I, Management II, Tactics and Strategy I, Fire Prevention Principles, and/or Instructor I.
- b) A maximum of five (5) bonus points will be allowed.
- c) An Engineer testing for Lieutenant having any Fire Officer I class must have class certificate(s) from an accredited agency or educational institution, and must provide an official copy of transcripts to the Fire Chief or his/her designee for approval prior to the close of the testing sign-up to be eligible for the bonus points.

The following will be effective July 1, 2020:

- a) Five (5) bonus points will be awarded for Illinois OSFM Fire Officer I or Company Fire Officer certification.
- b) One (1) bonus point will be awarded for each of the following OSFM certifications: Instructor I, and/or Firefighter III/Advanced Firefighter.
- c) Two (2) bonus points will be awarded for completion of CoFO phase II and passage of the OSFM written exam.
- d) A maximum of five (5) bonus points will be allowed.
- e) An Engineer or Firefighter testing for a Lieutenant must present the OSFM certificate, or provide official documentation from an accredited agency or educational institution indicating the completion of CoFO Phase II and passage of the OSFM written exam to the Fire Chief or his/her

designee for approval prior to the close of the testing sign-up to be eligible for the bonus points.

2. Captains

- a) One point two five (1.25) points will be awarded for each Fire officer II Class: Management III, Management IV, Tactics and Strategy II and Instructor II
- b) A maximum of five (5) bonus points will be allowed.
- c) If a Lieutenant testing for Captain has completed any Fire Officer II classes from an accredited agency or educational institution, he/she must provide an official copy of transcripts to the Fire Chief or his/her designee for approval prior to the close of the testing sign up to be eligible for the bonus points.

The following will be effective July 1, 2020:

- a) Five (5) bonus points will be awarded for Illinois OSFM Fire Officer II, or Advanced Fire Officer certification.
- b) One (1) bonus point will be awarded for each of the following OSFM certifications: Instructor II, and/or Incident Safety Officer.
- c) Two (2) bonus points will be awarded for completion of AFO phase II and passage of the OSFM written exam.
- d) A maximum of five (5) bonus points will be allowed.
- e) An Lieutenant testing for Captain must present the OSFM certificate, or provide official documentation from an accredited agency or educational institution indicating the completion of Phase II and passage of the OSFM written exam to the Fire Chief or his/her designee for approval prior to the close of the testing sign-up to be eligible for the bonus points.

§ 60. Right to Review.

(a) Any affected person or party who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotion list, or veteran's preference shall be entitled to a review of the matter by the appointing authority or as otherwise provided by law.

§ 65. Violations.

(a) A person who knowingly divulges or receives test questions or answer before a written examination, or otherwise knowingly violates or subverts any requirement of this Act commits a violation of this Act and may be subject to charges for official misconduct.

(b) A person who is the knowing recipient of test information in advance of the examination shall be disqualified for the promotion examination or demoted from the rank to which he was promoted, as applicable and otherwise subjected to disciplinary actions.