



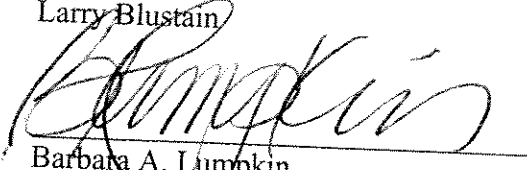
DEPARTMENT OF PROCUREMENT SERVICES

MEMORANDUM

Date: March 20, 2006

To: Jacqueline P. King, Commissioner  
Department of Human Resources

Attn: Larry Blustain

From:   
Barbara A. Lumpkin  
Chief Procurement Officer

Re: Emergency Purchase for 2006 Fire Fighter/EMT Entrance Exams

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Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Nova I/O Solutions, Inc. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet bona fide operating emergencies.

You are hereby authorized to purchase 2006 Fire Fighter/EMT Entrance Exams in the amount of \$200,000 as requested in your letter dated March 13, 2006. Any amount in excess of the \$200,000 approved here will be subject to additional authorization and will be limited so as not to exceed the \$250,000 limit established by statute.

cc:  
Lourdes Nur  
Aileen Velazquez  
Brandie Knazze  
File/Scan (Specification Number: 45148)





City of Chicago  
Richard M. Daley, Mayor

**Department of Human Resources**

Jacqueline P. King  
Acting Commissioner

City Hall, Room 1100  
121 North LaSalle Street  
Chicago, Illinois 60602-1209  
(312) 744-4966 (Voice)  
(312) 744-1521 (FAX)  
(312) 744-2563 (TTY)

<http://www.cityofchicago.org>

**Administration  
Employment Services  
Records & Information Services**

City Hall, Room 1100-1102  
(312) 744-4962 (Voice)  
(312) 744-4976 (Voice)  
(312) 744-4954 (Voice)  
(312) 744-1521 (FAX)

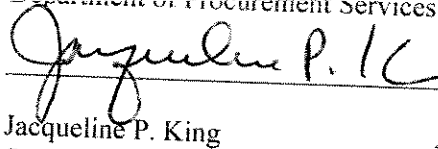
**Employee Assistance Program**  
(312) 747-0399 (Voice)  
(312) 747-8970 (FAX)

**Classification  
Labor Relations  
Sexual Harassment  
Workforce Compliance**  
DePaul Center, Suite 330  
333 South State Street  
Chicago, Illinois 60604-3973  
(312) 747-8960 (Voice)  
(312) 747-8975 (Voice)  
(312) 747-8988 (Voice)  
(312) 747-8981 (Voice)  
(312) 747-8971 (FAX)

**Training Division**  
DePaul Center, Suite 520  
333 South State Street  
Chicago, Illinois 60604-3975  
(312) 747-7277 (Voice)  
(312) 747-0405 (FAX)

**MEMORANDUM**

06 MAR 14 PM 1:24

Date: 13 March 2006  
To: Barbara Lumpkin  
Chief Procurement Officer  
Department of Procurement Services  
From:   
Jacqueline P. King  
Commissioner of Human Resources  
Department of Human Resources  
Subject: Request for Emergency Authorization

The Department of Human Resources requires a vendor to provide examination development and scoring services for the Firefighter/EMT entrance exam to be conducted in May, 2006.

Following an exhaustive nationwide search, we recommend utilizing the services of I/O Solutions, a most highly respected public safety professional consulting firm. Attached please find a list of I/O Solution's proposed services, quantities, and price quotations.

The total cost of these services is estimated at \$960,000. Therefore, the Department of Human Resources is requesting the Department of Procurement Services authorize the first of an anticipated five emergency contracts. This first emergency contract is in the amount of \$200,000.

Please contact Larry Blustain at 312-744-5393 if you have any questions.

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement of Firefighter/EMT entrance exam services to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Thank you for your assistance.

JPK/LB

Cc: Aileen Velazquez  
Department of Procurement Services

Mary Curran  
Ann Nakaguchi  
Department of Human Resources

Attachments





**Industrial/Organizational Solutions, Inc.**

1127 S. Mannheim Road • Suite 203

Westchester, IL 60154-2562

888.784.1290

fax 708.410.1558

[www.iosolutions.org](http://www.iosolutions.org)

March 13, 2006

Mr. Larry Blustain  
Chief Research Analyst  
City of Chicago  
Department of Human Resources  
City Hall, Room 1100  
121 N. LaSalle Street  
Chicago, IL 60602

Dear Mr. Blustain:

The following information is provided to the City of Chicago to define a scope of services for the provision of a firefighter examination for the City's May 2006 firefighter testing process.

### ***Scope of Services***

#### Provision of Examination and Answer Sheets

I/O Solutions will provide the *National Firefighter Selection Inventory™* (NFSI™) for the assessment of candidates for the firefighter position. The NFSI™ will be customized for the City of Chicago by removing the mathematics section of the exam from printed booklets and reformatting the test booklet as necessary. Approximately four versions of the test booklet will be created containing the same test questions in different orders.

I/O Solutions will coordinate the printing of test booklets. Test booklets will be professionally printed using a signature bar coding process that ensures that all pages of each test booklet are properly ordered, thus minimizing the likelihood of booklet errors during the test administration process. Booklets will be printed in appropriate quantities based on the number of job applicants.

I/O Solutions will work with representatives of Ernst & Young to design an answer sheet that collects all necessary personal and demographic information. This answer sheet will be printed to be compatible with I/O Solutions' optical scanning hardware that will be used to scan the completed exams.

I/O Solutions will oversee the shipping of test booklets and answer sheets to Ernst & Young prior to the administration of the written exam. I/O Solutions will also coordinate the receipt of completed answer sheets at our suburban Chicago offices following the administration of the examination.



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#### Provision of Study Guide

I/O Solutions will provide the *NFSI Expanded Study Guide*™ to Ernst and Young for distribution to applicants. The study guide will be customized by removing references to test questions that assess math-related abilities.

The study guides will be delivered to Ernst and Young in a paper version and in electronic .pdf formats.

#### Provision of Test Administration Guidelines/Scripts

I/O Solutions will develop a customized test administration guide to be used by Ernst & Young during the administration of the written exam. This guide will provide scripted test instructions and guidelines for the handling, packaging, and/or destruction of testing materials.

#### Scanning and Cleaning of Test Data

I/O Solutions will be responsible for optically scanning completed test answer sheets. All data that is optically scanned will be reviewed by I/O Solutions personnel to ensure that there are no scanning omissions. Any answer sheet markings that are not picked up by the scanner will be manually corrected by I/O Solutions' staff.

#### Test Data Analysis and Scoring

Test item-level data will be analyzed to investigate test fairness and reliability and to judge the overall performance of the NFSI™. I/O Solutions will provide recommended scoring solutions to the city to enable city officials to identify an appropriate test cut-off score. Once calculated, final raw scores will be reported to Ernst and Young and delivered in an electronic database format. Apart from providing test results to the City or the City's designee, I/O Solutions will not be involved in the selection of candidates to subsequent selection processes.




### Fee Structure

The following table outlines the fees associated with the proposed scope of services. All printing, shipping, scanning, scoring and data analysis costs are rolled into the cost of the written examination and will not be billed in addition to the cost of the written exams and study guides. The \$8 unit cost of the expanded study guide will be assessed for every candidate that takes out a paper or electronic application.

Product/Service	Deadline	Unit Cost	Units	Total Cost
Paper and electronic (.pdf) versions of the CFD-customized NFSI Expanded Study Guide™.	March 16	\$8	25,000	\$200,000

### Post-Test Consultation, Litigation Consultation and Litigation/Expert Testimony Rates

Classification	Rate
Administrative support	\$40/hour
Consultant	\$250/hour
Senior consultant/expert testimony	\$325/hour

  
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Kimberly A. Rafilson, President/CFO

  
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Fred M. Rafilson, CEO