DPS PROJECT CHECKLIST

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management
Will services be performed within 50 feet of CTA train or other railroad property? □ Yes □ No
Will services be performed on or near a waterway? □ Yes □ No

If applicable, Pre-Qualification Category No. Category Description:
For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: □ None □ State □ Federal □ Other (fill in)

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: □ Yes □ No

Required Attachments:
Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:
Current Insurance Requirements prepared/approved by Risk Management: Yes □ No □
Will work be performed within 50 feet of CTA or ATS structure or property? Yes □ No □
Will work be performed airside? Yes □ No □

*NOTE: Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder’s qualification, contract term and extension options, Contractor’s qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor’s Name:
Contractor’s Address:
Contractor’s e-mail Address:
Contractor’s Phone Number:
Contractor’s Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:
Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

Risk Management
Will services be performed within 50 feet of CTA train or other railroad property? □ Yes □ No
Will services be performed on or near a waterway? □ Yes □ No
January 24, 2007

Mr. Bo Humphrey  
Department of Procurement Services  
121 N. LaSalle Street, Suite 403  
Chicago, Illinois 60602

SUBJECT: Sole Source Request  
CONTRACT TYPE: Professional Services  
CONTRACT TITLE: Modification to the Ernst and Young Contract T26697  
VENDOR: Ernst & Young  
ESTIMATED ANNUAL COST: $253,138

Dear Mr. Humphrey:

We respectfully submit this request to the Sole Source Review Board to allow OEMC to modify the existing sole source contract (T26697) with Ernst and Young.

OEMC would like to use Ernst and Young for testing our Police communication Operators I and II. Currently the contract allows for testing of Police specific titles and OEMC would like to expand their services for our employees. The Police Communication Operators are 9-1-1 operator call takers and work closely on daily basis with uniform officers in order to respond to emergency situations. If necessary, OEMC is requesting a vendor limit increase in order to accommodate this scope of work for $253,138.

In support of this request, please find the attached: (1) the Project Checklist; (2) Requisition # 31829; (3) the Justification for Non-Competitive Procurement form; (4) a written justification for non-competitive procurement and (5) a signed scope of services and invoice from Ernst & Young.

Please feel free to contact me at 2-3790 with any questions.

Sincerely,

Amy Gudgeon  
Office of Emergency Management and Communications

Cc: John Arvetis, OEMC  
    Ann Nakaguchi, DHR  
    Andy Sheils, OEMC
DPS PROJECT CHECKLIST

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:
Date: 1/24/07
REQ No.: 31029
PO No.: (if known): T26697
Modification No.: (if known):
Project Description:
Contact Person: Amy Budgion
Tel: 3-7352
Fax: 
E-mail: agudjion@cityofchicago.org

PROJECT MANAGER:
Tel:
Fax:
E-mail: @cityofchicago.org

Previous PO No.: (if known):

FUNDING:
City: ☑ Corporate
State: ☑ IDOT/Transit ☐ IDOT/Highway
Federal: ☐ FHWA ☑ FTA
☐ Bond ☑ Enterprise ☑ Grant* ☑ Other
☐ FAA ☑ Grant* ☑ Other
☐ Grant* ☑ Other

<table>
<thead>
<tr>
<th>LINE</th>
<th>FY</th>
<th>FUND</th>
<th>DEPT</th>
<th>ORGN</th>
<th>APPR</th>
<th>ACTV</th>
<th>OBJT</th>
<th>PROJECT</th>
<th>RPTG</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>007</td>
<td>010</td>
<td>58</td>
<td>4065</td>
<td>0140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>253,136</td>
</tr>
</tbody>
</table>

Estimated Value $253,136

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:
☑ Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:
A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST
☑ Blanket Agreement ☐ Standard Agreement ☐ Small Orders

MOD/AMENDMENT
☐ Time Extension ☐ Vendor Limit Increase ☐ Scope Change/Price Increase/Additional Line Item(s)
☐ Other (specify):

FORMS:
☐ Requisition ☐ Special Approvals ☑ Non-Competitive Review Board (NCRB)

CONTRACT TERM:
☑ M ☑ N Requested Term (number of months): M ☑ N

PRE BID/SUBMITTAL REQUIREMENTS:
Requesting Pre Bid/Submittal Conference? ☐ Yes ☐ No Requesting Site Visit? ☐ Yes ☐ No

Form Dated 03/10/2006
DPS PROJECT CHECKLIST

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management
Will services be performed within 50 feet of CTA train or other railroad property? □ Yes □ No
Will services be performed on or near a waterway? □ Yes □ No

If applicable, Pre-Qualification Category No. Category Description:
For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: □ None □ State □ Federal □ Other (fill in)

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: □ Yes □ No

Required Attachments:
Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:
Current Insurance Requirements prepared/approved by Risk Management: Yes □ No □
Will work be performed within 50 feet of CTA or ATS structure or property? Yes □ No □
Will work be performed airdside? Yes □ No □

*NOTE: Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder’s qualification, contract term and extension options, Contractor’s qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor’s Name:
Contractor’s Address:
Contractor’s e-mail Address:
Contractor’s Phone Number:
Contractor’s Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:
Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

Risk Management
Will services be performed within 50 feet of CTA train or other railroad property? □ Yes □ No
Will services be performed on or near a waterway? □ Yes □ No

Form Dated 03/10/2006
DPS PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:
☐ Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
☐ Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
☐ Delivery Location(s)
☐ Technical Literature
☐ Drawings, if any
☐ Part Number List (Manufacturer; or Dealer; or Other Source:)
☐ Current Price List(s)/Catalog(s)
☐ Special Approval Form
☐ Exhibits and Attachments

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

☐ Detailed description of project listing obligations of each party.
☐ The Schedule of Compensation
☐ Deliverables
☐ Request for individual contract services (if applicable)
☐ The appropriate EPS form
☐ ITSC (approved by BIS)
☐ OBM (approved by Budget form/memo)
☐ Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process.

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by DGS? ☐ Yes ☐ No
Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? ☐ Yes ☐ No
If yes, is signed ITSC form attached? ☐ Yes ☐ No

Does the location involve:
☐ A public way? ☐ Yes ☐ No
☐ Any concession in the City’s facilities? ☐ Yes ☐ No

Is it anticipated City Council approval of the project or contract will be required? ☐ Yes ☐ No

Form Dated 03/10/2006
DPS PROJECT CHECKLIST

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Risk Management:
Will services be performed within 50 feet (50') of CTA train or other railroad property? □ Yes □ No

Will services be performed on or near a waterway? □ Yes □ No

Will services require the handling of hazardous/bio-waste material? □ Yes □ No

Will services require the blocking of streets or sidewalks which may affect public safety? □ Yes □ No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:
CITY OF CHICAGO
PURCHASE REQUISITION

DELIVER TO:
058- OEC1411
1411 W. MADISON
Chicago, IL 60607

REQUISITION: 31829
PAGE: 1
DEPARTMENT: 58 - OFFICE OF EMERGENCY COMMUNICATIONS
PREPARER: Amy R Gudgeon
NEEDED: 
APPROVED: 1/23/2007

REQUISITION DESCRIPTION
Testing Services for Ernst & Young contract T26697
SPECIFICATION NUMBER: 54734

COMMODITY INFORMATION

<table>
<thead>
<tr>
<th>LINE</th>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>90783</td>
<td>253,138.00</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

SUGGESTED VENDOR:
Testing Services

REQUESTED BY: Amy R Gudgeon

Dist. Amt.: 0.00

LINE TOTAL: 0.00

REQUISITION TOTAL: 0.00

---

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with _____________________________(Name of Person or Firm) for the product and/or services described herein.

This is a request for _____ (One-Time Contractor Requisition # _________________, copy attached) or _________________ (Attach List) Term Agreement or ___Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the (Program Name) Pre-Assigned Specification No. Pre-Assigned Contract No.

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: __J26697__ Company or Agency Name: __Ernst & Young__
Specification #: __54734__ Contract or Program Description: __testing services__
Mod.: ____________ (Attach List, if multiple)

Amy Goodwin 3-7352 Amy Goodwin OMEM 1.24.07
Originator Name Telephone Signature Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

( ) PROCUREMENT HISTORY

( ) ESTIMATED COST

( ) SCHEDULE REQUIREMENTS

( ) EXCLUSIVE OR UNIQUE CAPABILITY

( ) OTHER

APPROVED BY: DEPARTMENT HEAD BOARD CHAIRPERSON
OR DESIGNEE DATE DATE
Office of Emergency Management and Communications
Ernst & Young Sole Source Modification to Contract # T 26697

Procurement History
In October 2000, the Department of Human Resources (previously the Department of Personnel) had executed a sole source contracted with Ernst & Young to provide assistance and act as the City's Advisor in providing security and independence as well as handling the logistics of administering examinations for the Chicago Police Department.

Ernst and Young has been responsible for communication with applicants, site selection for the written and oral examination administration, test material production and quality review, security over test materials, production, storage and delivery, administration of examinations, initial scanning and rescanning of applicant's examination answer sheets, reproducing applicants' examination answers for written examinations not involving Scantron answer sheets and for non-written examinations, notification of final scores and provision of data to the City.

Estimated Costs
OEMC has received an estimate for the additional testing services totaling $253,138. At this time, OEMC will use corporate funds to pay for these professional services.

Schedule Requirements
OEMC anticipates using Ernst and Young for approximately four (4) months to test our new class of Police Communication Officers.

Exclusive or Unique Capability
The original Ernst & Young contract was approved for a sole source in 2000. At this time, OEMC wishes to modify the scope of services to include testing for our Police Communication Officers I and II. The testing services are the same as in the original contract, however, we have added additional titles.

The Police Communication Officers I and II are the first line of communication for a 911 call and provide communication between the caller and the Chicago Police Department. Although not a sworn officer, they interact directly with CPD and are in constant communication with officers in the field.
January 12, 2007

Mr. John Arvetis
City of Chicago
Office of Emergency Management Communications
120 N. Racine Avenue
Chicago, IL 60607

VIA FEDERAL EXPRESS

Dear John:

Enclosed for your review is our budget proposal for the Police Communications Operator I and Police Communications Operator II Tests. This proposal includes both the personnel-related charges and expenses for Ernst & Young LLP.

The activities covered by the proposal relate to the overall planning for the test administration, the post-application intake and test preparation activities, the two Test Day administrations utilizing Ernst & Young LLP personnel and the post-test activities, as detailed in the attached spreadsheet. This proposal does not include the application intake function for the Police Communications Operator I or Police Communications Operator II Tests or the administration of the Police Communications Typing Test.

Please call Anna Bourne (312-879-2238) or me (312-879-5113) after you have had a chance to review the proposal so that we can address any questions you may have as quickly as possible.

Warm Regards,

Corie Hasson

Encl.
cc: Anna Bourne
CITY OF CHICAGO TESTING PROJECT:  
2007 Office of Emergency Management Communications (OEMC) Examination Proposal  
PERSONNEL DRAFT  

*CH = Corie Hasson  AB = Anna Bourne  MBN = Mary Beth Nickl  EA = Erik Allen*  

**PROPOSAL for 2007 Police Communications Operator I & II Test**  

<table>
<thead>
<tr>
<th>Function</th>
<th>PROPOSAL Assumptions:</th>
<th>Personnel</th>
<th>Rate</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Exam Logistics</td>
<td>* Meet with UIC Pavilion to discuss testing dates, facility, etc.</td>
<td>CH</td>
<td>$290</td>
<td>48.0</td>
<td>13,920</td>
</tr>
<tr>
<td></td>
<td>* Tour Test Site to evaluate and select seating prospects, candidate flow, etc.</td>
<td>MBN</td>
<td>$65</td>
<td>40.0</td>
<td>2,600</td>
</tr>
<tr>
<td></td>
<td>* Process box office tickets; obtain file of seat info / attach labels</td>
<td>AUDIT Staff</td>
<td>$140</td>
<td>24.0</td>
<td>3,360</td>
</tr>
<tr>
<td></td>
<td>/ update ticket file with bar code numbers / bundle tickets; OR create file</td>
<td>AB</td>
<td>$445</td>
<td>8.0</td>
<td>3,560</td>
</tr>
<tr>
<td></td>
<td>of classroom / seat info</td>
<td></td>
<td></td>
<td></td>
<td>subtotal 23,440</td>
</tr>
<tr>
<td></td>
<td>* Design / order answer sheets; coordinate with vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Have tape recording made of Instructions to be played over PA at UIC Pavilion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Update hotline; coordinate with vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>* Meet with OEMC to provide update</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Application Intake / Applicant Mailing</th>
<th></th>
<th>Personnel</th>
<th>Rate</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* Receive/review/message applicant data from OEMC</td>
<td>CH</td>
<td>$290</td>
<td>48.0</td>
<td>13,920</td>
</tr>
<tr>
<td></td>
<td>* Create MS Access database of applicant information</td>
<td>MBN</td>
<td>$65</td>
<td>60.0</td>
<td>3,900</td>
</tr>
<tr>
<td></td>
<td>* Coordinate initial mailing to announce test dates to 1,400 applicants</td>
<td>EA</td>
<td>$65</td>
<td>20.0</td>
<td>1,300</td>
</tr>
<tr>
<td></td>
<td>* Collect mail / track responses from applicants for preferred testing date</td>
<td>AUDIT Staff</td>
<td>$140</td>
<td>24.0</td>
<td>3,360</td>
</tr>
<tr>
<td></td>
<td>in database</td>
<td>AB</td>
<td>$445</td>
<td>4.0</td>
<td>1,780</td>
</tr>
<tr>
<td></td>
<td>* Monitor returned / undeliverable mail; send duplicate letters</td>
<td></td>
<td></td>
<td></td>
<td>subtotal 24,260</td>
</tr>
<tr>
<td></td>
<td>* Determine seating assignment for applicants, update database</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>* Coordinate Notice to Report/ticket mailing to applicants</td>
<td></td>
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<tr>
<td></td>
<td>* Update hotline; coordinate with vendor</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>* Meet with OEMC to provide update</td>
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</tbody>
</table>

**Note: Application Intake function performed by OEMC.**
### CITY OF CHICAGO TESTING PROJECT:
2007 Office of Emergency Management Communications (OEMC) Examination Proposal
PERSONNEL DRAFT

CH = Corie Hasson  AB = Anna Boume  MBN = Mary Beth Nickl  EA = Erik Allen

**PROPOSAL for 2007 Police Communications Operator I & II Test**

<table>
<thead>
<tr>
<th>Function</th>
<th>PROPOSAL Assumptions:</th>
<th>Personnel</th>
<th>Rate</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep for Written Test</td>
<td>* Design/prepare rosters for sections / classrooms using database</td>
<td>CH</td>
<td>$290</td>
<td>60.0</td>
<td>17,400</td>
</tr>
<tr>
<td></td>
<td>* Receive/coordinate copying of test materials from OEMC</td>
<td>MBN</td>
<td>$65</td>
<td>80.0</td>
<td>5,200</td>
</tr>
<tr>
<td></td>
<td>* Prepare answer sheet packages for all classrooms; fingerprint cards, etc.</td>
<td>EA</td>
<td>$65</td>
<td>20.0</td>
<td>1,300</td>
</tr>
<tr>
<td></td>
<td>* Create all procedures for workers and instructions for candidates</td>
<td>AUDIT Staff</td>
<td>$140</td>
<td>40.0</td>
<td>5,600</td>
</tr>
<tr>
<td></td>
<td>* Pack boxes of all test materials for each section/classroom for each test day</td>
<td>AB</td>
<td>$445</td>
<td>10.0</td>
<td>4,450</td>
</tr>
<tr>
<td></td>
<td>* Select and train all Test Workers; prep test site and brief OEMC personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Create proctor / monitor folders with procedures, rosters, balance sheets, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>* Vendor relations for answer sheets, food, walkie-talkies, scanning, transportation, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Update hotline; coordinate with vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Meet with OEMC to provide update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Test</td>
<td>Assume 1400 applicants / candidates tested, classroom setting</td>
<td>Proctors</td>
<td>$140</td>
<td>350.0</td>
<td>49,000</td>
</tr>
<tr>
<td></td>
<td>* 2 days of testing / 1 session each day</td>
<td>Main Proctor</td>
<td>$180</td>
<td>63.0</td>
<td>11,340</td>
</tr>
<tr>
<td></td>
<td>* Proctors (1 per classroom of 32 = est. 44 + 6 spares @ 7 hrs)</td>
<td>Monitors</td>
<td>$220</td>
<td>63.0</td>
<td>13,860</td>
</tr>
<tr>
<td></td>
<td>* Main Proctor (1 per section = 7 + 2 spares @ 7 hrs)</td>
<td>ADMIN Staff</td>
<td>$45</td>
<td>270.0</td>
<td>12,150</td>
</tr>
<tr>
<td></td>
<td>* Monitors (1 per 7 rooms = 7 + 2 spares @ 7 hrs)</td>
<td>CH</td>
<td>$290</td>
<td>18.0</td>
<td>5,220</td>
</tr>
<tr>
<td></td>
<td>* Staff (assist with check-in and related operation = est. 15 x 2 @ 9 hrs)</td>
<td>MBN</td>
<td>$65</td>
<td>18.0</td>
<td>1,170</td>
</tr>
<tr>
<td></td>
<td>* Staff</td>
<td>EA</td>
<td>$65</td>
<td>18.0</td>
<td>1,170</td>
</tr>
<tr>
<td></td>
<td>*** Teacher Proctors (1 per classroom) - see expenses</td>
<td>AB</td>
<td>$445</td>
<td>18.0</td>
<td>8,010</td>
</tr>
</tbody>
</table>

|                      |                                                                                     |           |      | subtotal | 101,920 |
|                      |                                                                                     |           |      | subtotal  | 33,950  |
CITY OF CHICAGO TESTING PROJECT: 2007 Office of Emergency Management Communications (OEMC) Examination Proposal PERSONNEL DRAFT

CH = Corie Hasson  AB = Anna Bourne  MBN = Mary Beth Nicki  EA = Erik Allen

**PROPOSAL for 2007 Police Communications Operator I & II Test**

<table>
<thead>
<tr>
<th>Function</th>
<th>PROPOSAL Assumptions:</th>
<th>Personnel</th>
<th>Rate</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post Test</strong></td>
<td>* Unpack materials; transport answer sheets for scanning; ship used test materials back to OEMC for destruction</td>
<td>CH</td>
<td>$290</td>
<td>20.0</td>
<td>5,800</td>
</tr>
<tr>
<td></td>
<td>* Modify Applicants database to create Candidates database (e.g., reflect Shows / No Shows, change of addresses, etc.)</td>
<td>MBN</td>
<td>$65</td>
<td>40.0</td>
<td>2,600</td>
</tr>
<tr>
<td></td>
<td>* Correct SSN errors by candidates (applicant data vs. answer sheet/roster)</td>
<td>EA</td>
<td>$65</td>
<td>10.0</td>
<td>650</td>
</tr>
<tr>
<td></td>
<td>* Deliver scanned answer sheet data to OEMC for determining pass/fail scores</td>
<td>AUDIT Staff</td>
<td>$140</td>
<td>24.0</td>
<td>3,360</td>
</tr>
<tr>
<td></td>
<td>* Breakdown of Test Worker materials (folders with procedures, roster, balance sheet, incident log, etc.; misc. supplies, check-in/out materials, etc.)</td>
<td>AB</td>
<td>$445</td>
<td>4.0</td>
<td>1,780</td>
</tr>
<tr>
<td></td>
<td>* Update hotline; coordinate with vendor</td>
<td></td>
<td></td>
<td></td>
<td>subtotal 14,190</td>
</tr>
<tr>
<td></td>
<td>* Meet with OEMC to provide update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Score Letters and Various Lists</strong></td>
<td>* Receive final scores from OEMC; sort candidate results based on cut scores for pass / fail</td>
<td>CH</td>
<td>$290</td>
<td>20.0</td>
<td>5,800</td>
</tr>
<tr>
<td></td>
<td>* Receive draft pass / fail letters from OEMC</td>
<td>MBN</td>
<td>$65</td>
<td>40.0</td>
<td>2,600</td>
</tr>
<tr>
<td></td>
<td>* Merge score letters / print / mail 1400 score letters</td>
<td>EA</td>
<td>$65</td>
<td>20.0</td>
<td>1,300</td>
</tr>
<tr>
<td></td>
<td>* Monitor returned / undeliverable mail; send duplicate letters</td>
<td>AUDIT Staff</td>
<td>$140</td>
<td>24.0</td>
<td>3,360</td>
</tr>
<tr>
<td></td>
<td>* Prepare various reports for OEMC</td>
<td>AB</td>
<td>$445</td>
<td>4.0</td>
<td>1,780</td>
</tr>
<tr>
<td></td>
<td>* Update hotline; coordinate with vendor</td>
<td></td>
<td></td>
<td></td>
<td>subtotal 14,840</td>
</tr>
<tr>
<td></td>
<td>* Meet with OEMC to provide update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PERSONNEL BUDGET** for Functions Performed Above: $212,500

**TOTAL BUDGET** for 2007 Police Communications Operator I & II Tests: $253,138
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Secured Transportation</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Storage</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Postage / FedEx shipping</td>
<td>$1,638.00</td>
</tr>
<tr>
<td>Supplies (envelopes, colored paper, signage, etc.)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Reprographics (duplication of test materials)</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>NCS forms (ticket labels, answer sheets)</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Scanning (a)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Hotline</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Teacher Proctor Contracting (b)</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Walkie-Talkie Rental</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$4,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$40,538</strong></td>
</tr>
</tbody>
</table>

(a) Scanning of applications will be done by Data Lab Corp. in Niles.
(b) Teacher Proctors will be contracted through BPS temporary agency. Approximately 50 Teacher Proctors @ $150 per day + agency fees. (50 Teacher Proctors @ $210 per day = $10,500)