



- While CPS HR will partner with LFUCG to secure facilities for administration and scoring, LFUCG will ultimately be responsible for the procurement of those facilities.
- Candidate orientation sessions will be held at LFUCG facilities.
- Testing facilities and time of LFUCG/Division personnel assisting in the development of the promotional process will be the responsibility of LFUCG/the Division.
- Face-to-face debrief sessions will be provided, if requested, for an additional \$150/candidate.
- CPS HR will assist LFUCG and the Division in responding to questions and inquiries regarding the promotional processes at no cost. CPS HR will provide, without charge, four hours of consulting time in defense of the processes if they are legally challenged and/or litigated within six months of administration. Additional hours will be at a rate of \$275/hour, plus expenses. CPS HR will provide litigation support as requested by LFUCG/the Division.
- LFUCG will be responsible for providing videographer services, if required, for the assessment center.
- Assessor expenses will be billed to LFUCG at cost. These costs include assessor travel expenses (e.g., airfare, hotel, per diem) and assessor stipends, if applicable.
- CPS HR consultant expenses are included in the costs.
- If there is an Incident Command exercise, CPS HR recommends utilizing one of our trained consultants to act as Dispatch, responding units, and fire simulator operator. The cost for this option is \$400/day, plus expenses. We anticipate testing approximately 10 candidates/day.
- A range was provided for the not-to-exceed total amount to reflect the cost differences based on candidate counts.

c. Client will pay CPS HR within thirty (30) calendar days following receipt of consultant invoice.

8. In the event the project is terminated early, CPS HR will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.

9. This SOW covers work requested and performed prior to the commencement of this SOW.

**EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS SOW, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**Cooperative Personnel Services dba  
CPS HR Consulting**

**Lexington-Fayette Urban County Government**

By:   
Authorized Signature

Name: Sandy MacDonald-Hopp

Title: Chief Financial Officer

By:   
Authorized Signature

Name: Jim Gray

Title: Mayor

**Attachment A**

**Scope of Services and Fees**

<b>Fire Lieutenant</b>	
<b>Deliverable</b>	<b>Fee</b>
<b>Project Planning and Exam Plan Development</b>	<b>\$1,000</b>
<b>Written Examination Development and Final Scoring</b>	<b>\$5,000</b>
<b>Written Examination Administration, On-Site Preliminary Scoring, and Oversight of Appeals</b>	<b>\$2,000</b>
<b>Assessment Center Development &amp; Administration (includes assessor recruitment)</b>	<b>\$21,000 (maximum)</b>
1 – 10 candidates	\$16,000
11 – 20 candidates	\$17,250
21 – 30 candidates	\$18,500
31 – 40 candidates	\$19,750
41 – 50 candidates	\$21,000
<b>Project Outcomes (i.e., scores, feedback, and final report)</b>	<b>\$2,000</b>
<b>Assessor Expenses (billed at cost)</b>	<b>\$16,500 (maximum)</b>
1 – 10 candidates	\$12,500
11 – 20 candidates	\$13,500
21 – 30 candidates	\$14,500
31 – 40 candidates	\$15,500
41 – 50 candidates	\$16,500
<b>TOTAL AMOUNT (NOT-TO-EXCEED)</b>	<b>\$38,500 – \$47,500</b>

**Fire Captain**

Deliverable	Fee
<b>Project Planning and Exam Plan Development</b>	<b>\$1,000</b>
<b>Written Examination Development and Final Scoring</b>	<b>\$5,000</b>
<b>Written Examination Administration, On-Site Preliminary Scoring, and Oversight of Appeals</b>	<b>\$2,000</b>
<b>Assessment Center Development &amp; Administration (includes assessor recruitment)</b>	<b>\$21,000 (maximum)</b>
1 – 10 candidates	\$16,000
11 – 20 candidates	\$17,250
21 – 30 candidates	\$18,500
31 – 40 candidates	\$19,750
41 – 50 candidates	\$21,000
<b>Project Outcomes (i.e., scores, feedback, and final report)</b>	<b>\$2,000</b>
<b>Assessor Expenses (billed at cost)</b>	<b>\$10,500 (maximum)</b>
1 – 10 candidates	\$12,500
11 – 20 candidates	\$13,500
21 – 30 candidates	\$14,500
31 – 40 candidates	\$15,500
41 – 50 candidates	\$16,500
<b>TOTAL AMOUNT (NOT-TO-EXCEED)</b>	<b>\$38,500 – \$47,500</b>

Fire Major	
Deliverable	Fee
<b>Project Planning and Exam Plan Development</b>	<b>\$1,000</b>
<b>Written Examination Development and Final Scoring</b>	<b>\$5,000</b>
<b>Written Examination Administration, On-Site Preliminary Scoring, and Oversight of Appeals</b>	<b>\$2,000</b>
<b>Assessment Center Development &amp; Administration (includes assessor recruitment)</b>	<b>\$21,000 (maximum)</b>
1 – 10 candidates	\$16,000
11 – 20 candidates	\$17,250
21 – 30 candidates	\$18,500
31 – 40 candidates	\$19,750
41 – 50 candidates	\$21,000
<b>Project Outcomes (i.e., scores, feedback, and final report)</b>	<b>\$2,000</b>
<b>Assessor Expenses (billed at cost)</b>	<b>\$16,500 (maximum)</b>
1 – 10 candidates	\$12,500
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