

PROFESSIONAL SERVICES AGREEMENT

THIS IS AN AGREEMENT made as of _____, 2020 between the LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (**OWNER**) and INDUSTRIAL/ORGANIZATIONAL SOLUTIONS, INC. (**PROFESSIONAL**). **OWNER** intends to conduct police sergeant and lieutenant assessments per the **OWNER**'s Request for Proposal No. 47-2019. The services contemplated in this agreement are hereinafter referred to as the Project.

OWNER and **PROFESSIONAL** in consideration of their mutual covenants herein agree in respect of the performance of police sergeant and lieutenant assessments by **PROFESSIONAL** and the payment for those services by **OWNER** as set forth below.

PROFESSIONAL was selected by **OWNER** based upon its response to the Request for Proposal No. 47-2019.

SECTION 1 - BASIC SERVICES OF PROFESSIONAL

The following documents are incorporated by reference herein as if fully stated and are attached hereto as exhibits: RFP No. 47-2019 (Exhibit "A"), **PROFESSIONAL**'s Response dated December 17, 2019 (Exhibit "B"), and **PROFESSIONAL**'s cost schedule (Exhibit "C").

After written authorization to proceed with the Project, **PROFESSIONAL** shall:

1. Notify the **OWNER** in writing of its authorized representative who shall act as Project Manager and liaison representative between the **PROFESSIONAL** and the **OWNER**.
2. Review existing job analysis and promotional assessment policies, develop written job knowledge examinations, develop assessment centers, conduct candidate preparation presentations, administer written exams, administer assessment centers, and provide scores and candidate feedback.

This Agreement (consisting of pages 1 to 8 inclusive), together with the Exhibits and schedules identified above constitutes the entire Agreement between **OWNER** and **PROFESSIONAL** and supersedes all prior written or oral understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

The General Condition provisions of RFP No. 47-2019 are incorporated herein by reference as if fully stated.

SECTION 2 - ADDITIONAL SERVICES BY PROFESSIONAL

- 2.1. The **OWNER** may desire to have the **PROFESSIONAL** perform work or render services in connection with this Project other than provided by Exhibit A of this Agreement. Such work shall be considered as "Additional Services", subject to a change order, supplemental to this Agreement, setting forth the character and scope thereof and the compensation therefore. Work under such change order shall not proceed until the **OWNER** gives written authorization. Should the **OWNER** find it desirable to have previously satisfactorily completed and accepted plans or parts thereof revised, the **PROFESSIONAL** shall make such revisions as directed, in writing, by the **OWNER**. This work shall be considered as "Additional Services" and shall be paid as such.
- 2.2. All "Additional Services" is subject to prior written authorization of **OWNER** and necessary appropriations made by the Urban County Council.

SECTION 3 - OWNER'S RESPONSIBILITIES

OWNER shall:

- 3.1. Provide criteria and information as to **OWNER'S** requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- 3.2. Assist **PROFESSIONAL** by placing at his disposal available information pertinent to the Project.
- 3.3. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **PROFESSIONAL**, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of **PROFESSIONAL**.
- 3.4. Designate in writing a person to act as **OWNER'S** representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define **OWNER'S** policies and decisions with respect to materials, equipment, elements and systems pertinent to **PROFESSIONAL'S** services.
- 3.5. Give written notice to **PROFESSIONAL** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope or timing of **PROFESSIONAL'S** services, or any defect in the work of Contractor(s).
- 3.6. Furnish or direct **PROFESSIONAL** to provide, necessary Additional Services as stipulated in Section Two (2) of this Agreement or other services as required.

SECTION 4 - PERIOD OF SERVICES

- 4.1. **OWNER** and **PROFESSIONAL** will develop a mutually acceptable schedule of events and deliverables at the onset of the Project.
- 4.2. The provisions of this Section Four (4) and the various rates of compensation for **PROFESSIONAL'S** services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion.

If delays to the mutually agreed schedule result by reason of acts of the **OWNER** or approving agencies or other causes, which are beyond the control of the **PROFESSIONAL**, an extension of time for such delay will be considered. If delays occur, the **PROFESSIONAL** shall within 30 days from the date of the delay apply in writing to the **OWNER** for an extension of time for such reasonable period as may be mutually agreed upon between the parties, and if approved, the Project schedule shall be revised to reflect the extension. Such extension of time to the completion date shall in no way be construed to operate as a waiver on the part of the **OWNER** of any of its rights in the Agreement. Section 6.5, under DISPUTES, of this Agreement, shall apply in the event the parties cannot mutually agree upon an extension of time.

SECTION 5 - PAYMENTS TO PROFESSIONAL

5.1 Methods of Payment for Services of PROFESSIONAL

5.1.1 For Basic Services.

All Lump Sum Pricing is presented in Exhibit "C" and shall include all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction. It shall also include the labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc. disposal fees tool allowance, equipment, materials, profit and all other costs used on the job. The negotiated cost of services is \$49,060. In addition, **OWNER** will be responsible for reimbursing **PROFESSIONAL** for travel-related costs up to \$10,220 and for shipping and materials costs of \$600. **OWNER** will be responsible for assessor travel-related expenses. A budget of \$16,073 has been established. **PROFESSIONAL** will be responsible for notifying **OWNER** should there be any expectation that this budget will be exceeded.

5.2 Times of Payment.

5.2.1. PROFESSIONAL shall submit invoices based on the completion of tasks as outlines in "Exhibit C".

5.3 Other Provisions Concerning Payments.

5.3.1. In the event the Agreement is terminated by the **OWNER** without fault on the part of the **PROFESSIONAL**, the **PROFESSIONAL** shall be paid for the work performed or services rendered an amount bearing the same ratio to the total Agreement fee as the amount of work completed or partially completed and delivered to the **OWNER** is to the total amount of work provided for herein, as determined by mutual agreement between the **OWNER** and the **PROFESSIONAL**.

5.3.2. In the event the services of the **PROFESSIONAL** are terminated by the **OWNER** for fault on the part of the **PROFESSIONAL**, the **PROFESSIONAL** shall be paid reasonable value of the work performed or services rendered and delivered, and the amount to be paid shall be determined by the **OWNER**.

5.3.3. In the event the **PROFESSIONAL** shall terminate the Agreement because of gross delays caused by the **OWNER**, the **PROFESSIONAL** shall be paid as set forth in Section 5.3.1. above.

SECTION 6 – ADDITIONAL GENERAL CONSIDERATIONS

6.1. Termination

6.1.1. The obligation to provide further services under this Agreement may be terminated by either party upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, provided the non-terminating party fails to cure such default within the ten (10) day period.

6.1.2. The **OWNER** reserves the right to terminate the Agreement for any reason at any time upon seven (7) days written notice to the **PROFESSIONAL**.

6.3. Legal Responsibilities and Legal Relations.

6.3.1. The **PROFESSIONAL** shall familiarize himself with and shall at all times comply with all federal, state and local laws, ordinances, and regulations which in any manner affect the services of this Agreement.

6.3.2. In performing the services hereunder, the **PROFESSIONAL** and its **PROFESSIONALS**, employees, agents and representatives shall not be deemed or construed to be employees of **OWNER** in any manner whatsoever. Except as otherwise provided in this Agreement, the **PROFESSIONAL** shall be acting as an independent contractor. The **PROFESSIONAL** shall not hold itself out as, nor claim to be, an officer or employee of **OWNER** by reason hereof and shall not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of **OWNER**. The **PROFESSIONAL** shall be solely responsible for any claims for wages or compensation by **PROFESSIONAL'S** employees, agents and representatives, including **PROFESSIONALS**, and shall save and hold **OWNER** harmless therefrom.

6.3.3. The parties hereto agree that causes of actions between the parties shall be governed by applicable provisions of the Kentucky Revised Statues.

6.4. Successors and Assigns.

6.4.1. **PROFESSIONAL** binds himself and his partners, successors, executors, administrators, assigns and legal representatives to this Agreement in respect to all covenants, agreements and obligations of this Agreement. **PROFESSIONAL** shall not assign any interest, obligation or benefit in this Agreement. **PROFESSIONAL** shall not assign any interest, obligation or benefit in this Agreement or transfer any interest in the same, whether by assignment or novation, without prior written consent of **OWNER**.

6.4.2. The **PROFESSIONAL** shall not subcontract more than fifty percent (50%) of the work, based upon dollar value, to be provided under this Agreement. The **PROFESSIONAL** shall obtain written approval prior to subletting or assigning any services contained in this Agreement, and consent to sublet or assign any part of this Agreement shall not be construed to relieve the **PROFESSIONAL** of any responsibility for compliance with the provisions of this Agreement.

6.4.3. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **OWNER** and **PROFESSIONAL**.

6.5. Disputes.

Except as otherwise provided in this Agreement, any dispute concerning the amount of payment due the **PROFESSIONAL** or any dispute concerning any question of fact of any act to be performed under this Agreement, which is not disposed of by agreement between the Urban County Division of Central Purchasing and the **PROFESSIONAL**, shall be submitted to the Commissioner, Department of General Services, Lexington-Fayette Urban County Government for review. The decision of the Commissioner as to the determination of such dispute shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or so grossly erroneous as necessarily to imply bad faith. Pending a final decision of a dispute hereunder, the **PROFESSIONAL** shall proceed diligently with the performance of the Agreement in accordance with the directions of the **OWNER**.

6.6. Accuracy of PROFESSIONAL'S Work.

The **PROFESSIONAL** shall be required to perform this Agreement in accordance with the degree of ordinary and reasonable skill and care usually exercised by professional architects and engineers prevailing at the time, place and under similar conditions as the services hereunder are rendered.

The **PROFESSIONAL** shall be responsible for the accuracy of all work, even though Drawings and Specifications have been accepted by the **OWNER**, and shall make any necessary revisions or corrections resulting from errors and/or omissions on the part of the **PROFESSIONAL**, without additional compensation. By submission of reports, soils and subsurface information, quantities estimates, calculations and Drawings and Specifications to the **OWNER**, the **PROFESSIONAL** has made a statement that, to the best of its belief and knowledge, the information is accurate. Failure on the part of **PROFESSIONAL** to provide the expected level of accuracy may be grounds for the **OWNER** to disqualify **PROFESSIONAL** from consideration for future **PROFESSIONAL** service agreements.

6.7. Security Clause.

The **PROFESSIONAL** certifies that he shall not at any time release or divulge any information concerning the services covered by this Agreement to any person or any public or private organization except the **OWNER** without prior approval of the **OWNER**.

6.8. Access to Records.

The **PROFESSIONALS** and his sub-**PROFESSIONALS** shall maintain all books, documents, papers, and accounting records, and make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract for inspection by the **OWNER**, and copies thereof shall be furnished if requested. Failure to maintain such records for three (3) years after the date of final payment may be grounds for the **OWNER** to disqualify the **PROFESSIONAL** from consideration for future **PROFESSIONAL** service agreements.

6.9. Required Risk Management Provisions.

The Risk Management Provisions of RFP No. 17-2015 are incorporated herein by reference as if fully stated. Copies of the required Certificates of Insurance shall be provided to **OWNER** as required therein.

SECTION 7 - EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this service agreement, the **PROFESSIONAL** agrees as follows:

- 7.1.** The **PROFESSIONAL** will not discriminate against any employee or application for employment because of race, color, religion, national origin, sex, age or handicap. The **PROFESSIONAL** will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, national origin, sex, age or handicap. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The **PROFESSIONAL** agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

- 7.2** The **PROFESSIONAL** will, in all solicitations or advertisements for employees placed by or on behalf of the **PROFESSIONAL**, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age (between forty and seventy), or handicap.

SECTION 8 - SPECIAL PROVISIONS

- 8.1.** This Agreement is subject to the following provisions.
 - 8.1.2.** Pursuant to subparagraph 3.4 of this Agreement, **OWNER** has assigned the appropriate LFUCG employee (the "**OWNER'S** Agent"), as the authorized agent of **OWNER**, to monitor, direct and review the performance of work of the **PROFESSIONAL**. Documents, data, reports and all matters associated with carrying out this Agreement shall be addressed to the **OWNER'S** Agent or their designee. Questions by the **PROFESSIONAL** regarding interpretations of the terms, provisions and requirements under this Agreement shall be addressed to the **OWNER'S** Agent or their designee. The **PROFESSIONAL** shall look only to the **OWNER'S** Agent or their designee for direction in its performance under this Agreement; no other direction shall be binding upon **OWNER**. **OWNER** shall respond to written requests by **PROFESSIONAL** within thirty (30) days.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

OWNER (LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT):

Signature: _____
LINDA GORTON, MAYOR

Date: _____

ATTEST:

ABIGAIL ALLAN, COUNCIL CLERK

PROFESSIONAL INDUSTRIAL/ORGANIZATIONAL SOLUTIONS, INC.:

Signature: Chad C. Legel

Printed Name: Chad C. Legel

Position: President, CEO

Date: 2 - 3 - 2020

STATE OF ILLINOIS
COUNTY OF COOK

The foregoing instrument was subscribed, sworn to and acknowledged before me by CHAD C. LEGEL as PRESIDENT & CEO for and on behalf of INDUSTRIAL/ORGANIZATIONAL SOLUTIONS, INC., on this the 3RD day of FEBRUARY, 2020.

My commission expires: 10.26.23

Meghan K. Radziewicz
NOTARY PUBLIC, STATE OF IL

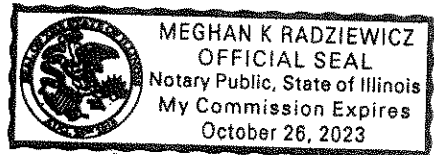


EXHIBIT A
RFP 47-2019

EXHIBIT B
IOS PROPOSAL

**EXHIBIT C
COST SCHEDULE**

Lexington-Fayette Urban County Government Police Promotional Assessment Centers
Police Sergeant (Estimated 30 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Document Review					
Review of current job analysis.	3	3	0	0	\$780
Incumbent interviews to discuss administration, policies and procedures.	3	3			
Assessment Center Development					
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	84	25	0	4	\$17,555
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	32				
Review efficient assessment schedule and coordinate needs for assessment site.	3	1			
Recruit assessors and coordinate travel logistics (estimated 7 assessors to create 3 panels)	3				
Administer the assessment center (estimated 30 candidates: 3 days, 2 staff)	24	12			
Compile assessment scores and conduct quality controls.	2	2		2	
Develop candidate feedback reports.	2	10		2	
Conduct candidate feedback sessions.	18				
Candidate Orientation Presentation					
Prepare and deliver a candidate preparation/orientation presentation.	6	0		0	\$1,110
Project Expenses					
Consultant travel-related costs		\$4,600			\$13,704
Assessor travel-related cost		\$8,754			
Administrative costs (shipping, freight, printing)		\$350			
TOTAL PROJECT INVESTMENT					\$33,149

Project Notes:

Estimated travel-related expenses for consultant and assessors have been provided. IOS will work with client to minimize these in any ways possible.

The client will be responsible for providing a suitable facility for the assessment. IOS estimates that a hotel/convention space will cost approx. \$9,100.

Police Sergeant (Estimated 30 candidates)

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Examination	13	4	59	0	\$6,835
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	1				
Draft 125 multiple choice questions based on exam plan.	2		45		
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	3		6		
Administer examination on-site.	4				
Score exam.	2	2			
Assist in designing/coordinating appeals process and respond to candidate appeals.	1	2	8		
Project Expenses					\$910
Consultant travel-related costs					\$910
TOTAL PROJECT INVESTMENT					\$7,745

Lexington-Fayette Urban County Government Police Promotional Assessment Centers
Police Lieutenant (Estimated 15 candidates)

Project Step	Consulting		Tech. Wrtr.	Admin. Hrs.	Cost
	Consultant Hrs.	Assoc. Hrs.			
Document Review					
Review of current job analysis.	3	3	0	0	\$780
Incumbent interviews to discuss administration, policies and procedures.	3	3			
Assessment Center Development					
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	69	21	0	2	\$14,410
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	32				
Develop efficient assessment schedule and coordinate needs for assessment site.	3	1			
Recruit assessors and coordinate travel logistics (estimated 7 assessors to create 3 panels)	3				
Administer the assessment center (estimated 15 candidates: 2 days, 1 staff)	20	12			
Compile assessment scores and conduct quality controls.	1	2		1	
Develop candidate feedback reports.	2	6		1	
Conduct candidate feedback sessions.	8				
Candidate Orientation Presentation					
Prepare and deliver a candidate preparation/orientation presentation.	6	0	0	0	\$1,110
Project Expenses					
Consultant travel-related costs		\$3,800			\$11,369
Assessor travel-related cost		\$7,319			
Administrative costs (shipping, freight, printing)		\$250			
TOTAL PROJECT INVESTMENT					\$27,669

Project Notes

Estimated travel-related expenses for consultant and assessors have been provided. IOS will work with client to minimize these in any ways possible.
 The client will be responsible for providing a suitable facility for the assessment. IOS estimates that a hotel/convention space will cost approx. \$6,200.

Police Lieutenant (Estimated 15 candidates)

Project Step	Consulting		Tech. W/tr.	Admin. Hrs.	Cost
	Hrs.	Assoc. Hrs.			
Written Examination	13	3		0	\$6,480
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	1				
Draft 125 multiple choice questions based on exam plan.	2			45	
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	3			6	
Administer examination on-site.	4				
Score exam.	2				
Assist in designing/coordinating appeals process and respond to candidate appeals.	1			4	
Project Expenses					\$910
Consultant travel-related costs					\$910
TOTAL PROJECT INVESTMENT					\$7,390

