



**INDUSTRIAL/ORGANIZATIONAL SOLUTIONS**  
EXPERTS IN THE SCIENCE OF PUBLIC SAFETY SELECTION

R-065-2024  
Contract #028-2024

## Statement of Work

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**Client: Lexington-Fayette Urban County Government Police Department**

**Project Title: 2024 Job Analyses, Written Exams, and Assessment Centers**

The purpose of this document is to describe the components of the project that will be performed and to document the associated costs. The tables on the following pages will describe the anticipated project steps and associated costs. Should any component of the project need to be modified, IOS will contact the client and explain the required modification and any associated pricing change. Any future change in the proposed project must be mutually acceptable to the Client and IOS.

I/O Solutions will submit invoices upon completion of each line item (invoicing will not begin until after July 1, 2024). Project expenses (e.g., travel-related costs) will be billed as incurred, and may exceed the estimated costs, in some cases.

**Job Analysis:**

**Police Sergeant**

<i>Project Step</i>	<i>Consultant Hrs.</i>	<i>Consulting Assoc. Hrs.</i>	<i>Tech. Wrtr. Hrs</i>	<i>Admin. Hrs.</i>	<i>Cost</i>
<b>Job Analysis</b>	<b>20</b>	<b>19</b>	<b>0</b>	<b>5</b>	<b>\$6,985</b>
Incumbent interviews/observations	10				
Develop and distribute job analysis questionnaire	3	9			
Analyze JAQ and prepare JTA results	7	10		5	
<b>Project Expenses</b>					<b>\$910</b>
Consultant travel-related costs					
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$7,895</b>

**Police Lieutenant**

<i>Project Step</i>	<i>Consultant Hrs.</i>	<i>Consulting Assoc. Hrs.</i>	<i>Tech. Wrtr. Hrs</i>	<i>Admin. Hrs.</i>	<i>Cost</i>
<b>Job Analysis</b>	<b>20</b>	<b>19</b>	<b>0</b>	<b>5</b>	<b>\$6,985</b>
Incumbent interviews/observations	10				
Develop and distribute job analysis questionnaire	3	9			
Analyze JAQ and prepare JTA results	7	10		5	
<b>Project Expenses</b>					<b>\$910</b>
Consultant travel-related costs					
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$7,895</b>

**Schedule of Hourly Rates - IOS 2024**

<b>Category</b>	<b>Rate</b>
Consultant/Industrial Psychologist	\$230/hour
Consulting Associate	\$115/hour
Technical Writer	\$85/hour
Administrative Assistant	\$40/hour

**Written Exams:**

*Police Sergeant (Estimated 70 candidates)*

<i>Project Step</i>	<i>Consultant Hrs.</i>	<i>Consulting Assoc. Hrs.</i>	<i>Tech. Wrtr. Hrs</i>	<i>Admin. Hrs.</i>	<i>Cost</i>
<b>Written Examination</b>	<b>13</b>	<b>4</b>	<b>59</b>	<b>0</b>	<b>\$8,465</b>
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		
<b>Project Expenses</b>					
Consultant travel-related costs		\$910			
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$9,375</b>

*Police Lieutenant (Estimated 20 candidates)*

<i>Project Step</i>	<i>Consultant Hrs.</i>	<i>Consulting Assoc. Hrs.</i>	<i>Tech. Wrtr. Hrs</i>	<i>Admin. Hrs.</i>	<i>Cost</i>
<b>Written Examination</b>	<b>13</b>	<b>3</b>	<b>55</b>	<b>0</b>	<b>\$8,010</b>
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	1	4		
<b>Project Expenses</b>					
Consultant travel-related costs		\$910			
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$8,920</b>

**Schedule of Hourly Rates - IOS 2024**

<b>Category</b>	<b>Rate</b>
Consultant/Industrial Psychologist	\$230/hour
Consulting Associate	\$115/hour
Technical Writer	\$85/hour
Administrative Assistant	\$40/hour

## Sergeant Assessment Center:

*Police Sergeant (Estimated 30 candidates)*

<i>Project Step</i>	<i>Consultant Hrs.</i>	<i>Consulting Assoc. Hrs.</i>	<i>Tech. Wrtr. Hrs</i>	<i>Admin. Hrs.</i>	<i>Cost</i>
<b>Document Review</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>\$1,035</b>
Review of current job analysis.	3	3			
Incumbent interviews to discuss administration, policies and procedures.					
<b>Assessment Center Development</b>	<b>84</b>	<b>25</b>	<b>0</b>	<b>4</b>	<b>\$22,355</b>
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32				
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3	1			
Develop efficient assessment schedule and coordinate needs for assessment site.	3				
Recruit assessors and coordinate travel logistics (estimated 7 assessors to create 3 panels)		12			
Administer the assessment center (estimated 30 candidates: 3 days, 2 staff)	24				
Compile assessment scores and conduct quality controls.	2	2		2	
Develop candidate feedback reports.	2	10		2	
Conduct candidate feedback sessions.	18				
<b>Candidate Orientation Presentation</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,380</b>
Prepare and deliver a virtual candidate preparation/orientation presentation.	6				
<b>Project Expenses</b>					<b>\$14,540</b>
Consultant travel-related costs		\$4,600			
Assessor travel-related cost		\$9,590			
Administrative costs (shipping, freight, printing)		\$350			
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$39,310</b>

- Estimated travel-related expenses for consultants 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.

### Schedule of Hourly Rates - IOS 2024

<b>Category</b>	<b>Rate</b>
Consultant/Industrial Psychologist	\$230/hour
Consulting Associate	\$115/hour
Technical Writer	\$85/hour
Administrative Assistant	\$40/hour

**Lieutenant Assessment Center:**  
*Police Lieutenant (Estimated 15 candidates)*

<i>Project Step</i>	<i>Consultant Hrs.</i>	<i>Consulting Assoc. Hrs.</i>	<i>Tech. Wrtr. Hrs</i>	<i>Admin. Hrs.</i>	<i>Cost</i>
<b>Document Review</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>\$1,035</b>
Review of current job analysis.	3	3			
Incumbent interviews to discuss administration, policies and procedures.					
<b>Assessment Center Development</b>	<b>69</b>	<b>21</b>	<b>0</b>	<b>2</b>	<b>\$18,365</b>
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32				
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3	1			
Develop efficient assessment schedule and coordinate needs for assessment site.	3				
Recruit assessors and coordinate travel logistics (estimated 7 assessors to create 3 panels)		12			
Administer the assessment center (estimated 15 candidates: 2 days, 2 staff)	20				
Compile assessment scores and conduct quality controls.	1	2		1	
Develop candidate feedback reports.	2	6		1	
Conduct candidate feedback sessions.	8				
<b>Candidate Orientation Presentation</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,380</b>
Prepare and deliver a virtual candidate preparation/orientation presentation.	6				
<b>Project Expenses</b>					<b>\$11,890</b>
Consultant travel-related costs		\$3,800			
Assessor travel-related cost		\$7,840			
Administrative costs (shipping, freight, printing)		\$250			
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$32,670</b>

- Estimated travel-related expenses for consultants 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.

**Schedule of Hourly Rates - IOS 2024**

<b>Category</b>	<b>Rate</b>
Consultant/Industrial Psychologist	\$230/hour
Consulting Associate	\$115/hour
Technical Writer	\$85/hour
Administrative Assistant	\$40/hour

**Authorizations:**

Acceptance by Client:

I acknowledge that I have reviewed this Statement of Work and hereby authorize I/O Solutions and its representatives to commence work on the project components as described herein.

Linda Gorton

Signature of Authorized Agent

Mayer

Title of Authorized Agent

2/20/2024

Date

Acceptance by IOS:

IOS agrees to conduct the work outlined herein according to a timeline that is mutually agreeable to both parties.

And Walker

Signature of Authorized Agent

Consulting Manager

Title of Authorized Agent

1/4/24

Date