



# Statement of Work

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**Client:** Lexington, KY

**Project Title:** National Firefighter Selection Inventory (NFSI)

**Date:** January 30<sup>th</sup>, 2024

**Test Administration Date(s):** February 21<sup>st</sup>, 2024

The purpose of this document is to describe the services and materials that will be provided and to document their associated costs. The table on the following page will describe the associated costs. Should any work be needed outside of the scope described herein, IOS and the client will discuss the modifications and any associated pricing change. Any changes must be mutually acceptable to the Client and IOS.

## **Usage and Lease of IOS Examinations – Services Included in Price:**

As part of the lease for each order placed with IOS, the Agency will receive test results. The lease price of the examination includes the following services in addition to test results.

The following services are included in the price of the per test fee:

- 1. Web-based Testing Application Access:** The client and their candidates will have access to IOS' proprietary Web-based testing system (PS3). Candidates will be able to test on IOS' secure testing platform. The client will have access to a client portal to run results and manage exams.
- 2. IT Support and System Maintenance\*:** Our IT department is continually monitoring system performance to ensure that all data is recorded and encrypted. We provide full technical support to clients to address any issues or questions related to the PS3 system and testing candidates.
- 3. Data Scoring:** Data is scored by our proprietary algorithms and verified for accuracy by test scoring specialists. Online exam scoring is continually monitored to ensure accuracy of scoring algorithms.
- 4. Scoring Report Generation\*:** Scoring reports will be accessible to the clients through the client portal on the PS3 system. Several reporting options, such as overall score reporting, score breakdown reporting. More detailed candidate feedback reports are available upon on request.



**@Home Administration Services:** These services are for the administration, coordination and lease of software for @home testing.

1. *IOS @Home testing software for candidates:* IOS proprietary software will be provided to each candidate. This software established a secure testing environment on the candidate's computer. The software access IOS' PS3 web-based testing platform, so an internet connection is still required.

2. *Candidate Technical Support:* IOS provide candidate technical support for the installation and troubleshooting of our testing software.

3. *Candidate Scheduling:* IOS' staff will coordinate all materials necessary for testing with candidates, and will coordinate and schedule test dates and time with candidates.

4. *Test Proctoring:* IOS will proctor each test administration through video monitoring. An IOS staff member will monitor all test candidates in a session for the duration of the examination. We anticipate 10 to 15 candidates per proctor per session.

### **@Home Test Session Cost Structure**

<b><i>Applicant Size</i></b>	<b><i>Cost per Session</i></b>	<b>Maximum number of Test Sessions, based off a maximum 15 candidate per session</b>
1-100	\$450	7
101-250	\$400	17
251-600	\$350	40
601+	\$300	67

*\*Costs listed above do not include exam fee*



**Lexington, KY**

Project Component	Description	Cost
@Home Entry Law Enforcement Examination	National Firefighter Selection Inventory (NFSI)	\$25.00*
@Home Administration Fee	Administration Fee	\$450.00**
	*Cost above will be invoiced per test taker **Cost above will be invoiced per test session offered	

**Authorizations**

Acceptance by Client:

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

*Linda Gorton*

Signature of Authorized Agent

*Mayor*

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.

*[Signature]*

Signature of Authorized Agent

*Client Services Project Manager*

Title of Authorized Agent

*1/31/2024*

Date

