

VILLAGE OF DOWNERS GROVE
Report for the Village
2/5/2019

SUBJECT:	SUBMITTED BY:
2019 Fire Lieutenant's Promotional Process	Jeffrey Pindelski Fire Chief

SYNOPSIS

A motion is requested to approve a contract with the Illinois Fire Chiefs Association of Skokie, IL in an amount not to exceed \$38,620 to conduct a promotional process to create an eligibility list for the position of Fire Lieutenant.

STRATEGIC PLAN ALIGNMENT

The goals for 2017-2019 include *Exceptional Municipal Services*.

FISCAL IMPACT

The FY19 budget includes \$22,279 in the General Fund (Page 4-3, Line 17) for this contract. If all 32 candidates participate in the promotional process, the full contract amount will reach the not to exceed cost of \$38,620. There is sufficient fund balance in the General Fund for the not to exceed contract amount.

RECOMMENDATION

Approval on the February 5, 2019 Consent Agenda.

BACKGROUND

Pursuant to State law, entry level and first level supervisor (Fire Lieutenant) eligibility lists are created and maintained by the Board of Fire and Police Commission. It is from these lists that personnel are selected to fill entry level or first line supervisor vacancies that occur within the Fire Department. The Board of Fire and Police Commission has given authorization for the Village to conduct a promotional process to create an eligibility list for the position of Fire Lieutenant. This eligibility list will replace a list set to expire on May 26, 2019.

A Request for Proposal (RFP) was published to solicit qualified vendors to conduct a Fire Lieutenant Promotional Process. This promotional process must be conducted in accordance with the Fire Department Promotion Act and the terms of collective bargaining agreement between the Village of Downers Grove and Downers Grove Professional Firefighters Union, Local 3234 of the International Association of Firefighters, AFL-CIO,CLC.

Three proposals were submitted in response to the RFP. The Illinois Fire Chiefs Association's proposal is for the complete development of the promotional package materials including test development, administration of the process, candidate feedback reports, and fees for State-certified Assessors as

required by the Fire Department Promotion Act. The Illinois Fire Chiefs Association is prepared to start the promotional process upon receipt of written notification from the Village. The new eligibility list will remain in effect for a period of two years as dictated by the contractual agreement with the firefighters union.

ATTACHMENTS

Agreement



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: Fire Lieutenant Promotional Process
 Proposal No.: RFP-0-77-2018/DC
 Proposal Due: January 4, 2019, 5:00 p.m.
Village Hall, 801 Burlington Avenue
Downers Grove, IL 60515

Pre-Proposal Conference: Not Required

Required of Awarded Contractor:

Certificate of Insurance: Yes

Date Issued: December 19, 2018

This document consists of 24 pages.

Return **original, five duplicate copies, and an electronic copy (.pdf)** of proposal in a **sealed envelope** marked with the Proposal Name as noted above to:

DANIEL CARLSEN
 PURCHASING ASSISTANT
 VILLAGE OF DOWNERS GROVE
 801 BURLINGTON AVENUE
 DOWNERS GROVE, IL 60515
 PHONE: 630/434-6811
 FAX: 630/434-5571
www.downers.us

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, five additional copies and one in electronic format of the total proposal. Upon formal award of the proposal, this RFP document shall become the contract, the successful Proposer will receive a copy of the executed contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Proposals shall be submitted in an 8.5x11 format. They shall be succinct, and directly relevant to this project. Approximate number of pages shall be 20 (not including those within this document to be submitted). Double-sided printing is encouraged.
- 1.2 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **Friday, January 4, 2018 @ 5:00 P.M.**
- 1.3 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.4 Proposal forms shall be sent to the Village of Downers Grove, ATTN: DANIEL CARLSEN in a sealed envelope marked "SEALED PROPOSAL for FIRE LIEUTENANT PROMOTIONAL PROCESS." The envelope shall be marked with the name of the project, date, and time set for receipt of proposals.
- 1.5 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.
- 1.6 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposers of record.
- 2.3 In case of error in the extension of prices in the proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any proposal including any proposer's travel or personal expenses shall be the sole responsibility of the proposer and will not be reimbursed by the Village.

- 2.5 The proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a proposal, provided that it is received prior to the time and date set for the proposal opening. Telephone, email or verbal alterations of a proposal will not be accepted.
- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the proposer, up to the time set for the proposal opening, by a letter bearing the signature or name of the person authorized for submitting proposals. Proposals may not be withdrawn after the proposal opening and shall remain valid for a period of ninety (90) days from the date set for the proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

- 4.1 The Village of Downers Grove reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of proposal will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment

policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the

Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.

- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. Intentionally left blank

13. PATRIOT ACT COMPLIANCE

- 13.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

14. INSURANCE REQUIREMENTS

- 14.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
 - 14.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

- 14.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 14.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 14.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 14.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 14.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 14.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 14.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 14.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.
- 15. CAMPAIGN DISCLOSURE**
- 15.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 15.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 15.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 15.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

16. SUBLETTING OF CONTRACT

- 16.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

17. TERM OF CONTRACT

- 17.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

18. TERMINATION OF CONTRACT

- 18.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of termination. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

19. BILLING & PAYMENT PROCEDURES

- 19.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 19.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 19.3 Please send all invoices to the attention of Kerry Behr, Downers Grove Public Works,

5101 Walnut, Downers Grove, IL 60515.

20. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

20.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

21. STANDARD OF CARE

21.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

21.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.

21.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

22. GOVERNING LAW

22.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

23. SUCCESSORS AND ASSIGNS

23.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

24. WAIVER OF CONTRACT BREACH

24.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches

of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

25. AMENDMENT

25.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

26. NOT TO EXCEED CONTRACT

26.1 The contract price is a “not-to-exceed” cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

27. SEVERABILITY OF INVALID PROVISIONS

27.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

28. NOTICE

28.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

29. COOPERATION WITH FOIA COMPLIANCE

29.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et. seq.)

III. DETAIL SPECIFICATIONS

Purpose

This Request for Proposals is being distributed to solicit qualified vendors to conduct a Fire Lieutenant Promotional Process for the Village of Downers Grove. This promotional process will be conducted in accordance with the Fire Department Promotion Act (50 ILCS 742/1 et. seq.) as modified by the terms of Article 39 of the Agreement between the Village of Downers Grove and the Downers Grove Professional Firefighters Union, Local No. 3234 of the International Association of Firefighters, AFL-CIO, CLC.

Proposals should be submitted and broken down based on the number of candidates for this process. There is presently a maximum of 32 eligible candidates but not all are expected to participate.

It is anticipated that the selected firm will be retained by the Village of Downers Grove, Illinois for one promotional testing process.

Proposal Due Date

The proposal is due by **5:00 pm CST on January 4, 2019.**

Submission of Proposal

Six (6) copies of the proposal must be submitted by the Proposal Due Date noted above to:

Village of Downers Grove, Illinois
801 Burlington
Downers Grove, IL 60515
Attention: Theresa Tarka

Proposals must be submitted in written or printed bound form, along with one electronic copy on a CD-ROM, in a sealed envelope marked "Proposal to Conduct Fire Lieutenant Promotional Process for the Village of Downers Grove, Illinois" and shall include all information required pursuant to this Request for Proposals. The envelope shall be marked with the name of the firm submitting the proposal. Neither faxed copies nor electronic submissions will be accepted.

Anticipated Timetable for Response:

Release of Request for Proposal

December 19, 2018

Proposal Due

January 4, 2019

Selection

January 11, 2019

Questions

Questions regarding this Request for Proposals should be directed, in writing, via mail, facsimile or electronic mail as follows:

Daniel Carlsen
Purchasing Assistant
Village of Downers Grove, Illinois
801 Burlington
Downers Grove, IL 60515
dcarlsen@downers.us

Modifications to Proposals

A respondent may not modify or correct its Proposal any time after the Proposal Due Date, except in direct response to a request from the Purchasing Assistant for the Village of Downers Grove.

Expense of Preparation of Proposals

The Village of Downers Grove is not responsible for any expense incurred in preparing and submitting a Proposal or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a Proposal.

Reservation of Rights

The Village of Downers Grove reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the Proposal, request additional information from any firm, reject any or all Proposals and waive any irregularities in any Proposal. The Village of Downers Grove retains the right to negotiate the Proposal submitted for this engagement.

Selection Process

Respondents are not entitled to any consideration for any work performed during the Selection Process. The Village of Downers Grove may, after receiving all responses to this Request for Proposals, choose not to select any respondent(s) for participation in either the bidding phase or the final award phase of this process.

Scope of Services

The Village of Downers Grove is seeking proposals for a qualified vendor to prepare, coordinate and administer the Fire Lieutenant Promotional Process. This process is conducted under the guidelines established in the Fire Department Promotion Act (50 ILCS 742/1 et. seq.) as modified by the terms of Article 39 of the Agreement between the Village of Downers Grove and the Downers Grove Professional Firefighters Union, Local No. 3234 of the International Association of Firefighters, AFL-CIO, CLC.

Services provided by the vendor will include:

- Development and coordination of an assessment center consisting of three job-related simulated exercises developed in coordination with officials from the Village of Downers Grove.
- Development and delivery of a candidate orientation session.
- Coordination and administration of the assessment center process for approximately 15-32 candidates.
- Development of candidate feedback reports.
- Recruitment for the number of Illinois Certified Assessors needed to conduct the assessment center in an appropriate, efficient manner.
- Determination of fees to compensate the Illinois Certified Assessors selected in the recruitment process.
- Development and administration of a written examination for Fire Lieutenant including on-site scoring and administration of an appeal/challenge process for candidate challenges.
- Development of a minimum of five (5) questions and scoring sheets for Board of Fire and Police Commissioners to use and conduct oral interviews.

Structure of Response

The Village of Downers Grove desires to consider Proposals in a consistent and easily comparable format as established in this Request for Proposals. Proposals not organized as set

forth may, at the Village's discretion, be considered non-responsive.

- Each Proposal shall include a transmittal letter, signed by an authorized representative of the firm. In the transmittal letter the firm shall certify the following:
 - That no elected or appointed official or employee of the Village of Downers Grove is financially interested, directly or indirectly, in the performance of the services specified in this Request for Proposals.
 - That the information included in the Proposal is true and correct to the best of its knowledge.
 - That the person signing the transmittal letter is authorized to execute the Proposal on behalf of the firm.
- Proposals should be organized in the same manner as the individual information request contained herein.
- Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

Attachments

Attached to this Request for Proposals are copies of the Fire Department Promotion Act and Article 39 of the Agreement between the Village of Downers Grove and the Downers Grove Professional Firefighters Union, Local No. 3234 of the International Association of Firefighters, AFL-CIO, CLC.

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village.)

DOWNERS GROVE FIRE DEPARTMENT



Lieutenant

Assessment Center Proposal



Prepared by the
Illinois Fire Chiefs Promotional Assessment Service
December 31, 2018

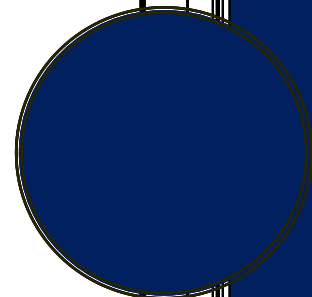




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ILLINOIS FIRE CHIEFS ASSOCIATION

Dedicated to excellence in the Fire Service

Post Office Box 7 ▪ Skokie, Illinois 60076-0007
 Phone (847) 966- 0732 ▪ 1-800-662-0732 ▪ FAX (847) 966- 0782
 Website: [www: Illinoisfirechiefs.org](http://www.Illinoisfirechiefs.org)

December 31, 2018

Daniel Carlsen, Purchasing Agent
 Village of Downers Grove
 801 Burlington Avenue
 Downers Grove, IL 60515

RE: Village of Downers Grove Fire Lieutenant Promotional Process – RFP-0-77-2018DC

It is a pleasure to provide you with a proposal for your upcoming Lieutenant Assessment Center. The Assessment Center process conducted by the Illinois Fire Chiefs (IFCA) Promotional Assessment Service can assist you and your Executive Staff, Fire Commissioners, Human Resource Directors and other key leaders in the promotional procedure by providing insight into a person's ability to perform in the new position.

We engage in the promotional processes for fire service organizations ONLY! We specialize in the fire service because we come from the fire service.

The pricing is based on the RFP requirements and maximum candidates. The fees/costs are directly related to the final number of candidates and scheduling. The invoice will reflect the final candidate number and is anticipated to be much lower than the maximum price quoted.

Please feel free to contact me at any time at my office 630-201-6871 or via e-mail at dslivinski@illinoisfirechiefs.org to discuss this proposal.

We hope you consider the Illinois Fire Chiefs Promotional Assessment Service to provide your organization with a professional and successful promotional process for the rank of Lieutenant.

Dave Slivinski
Illinois Fire Chiefs Association
Assessment Services
Program Director

The Illinois Fire Chiefs Association (IFCA) has no elected or appointed official or employee of the Village of Downers Grove that is financially interested, directly or indirectly, in the performance of the services specified in this Request for Proposal. Furthermore, the information included in this proposal is true and correct to the best of its knowledge. The undersigned is authorized to execute the Proposal on behalf of the IFCA.





Section 1: Pricing / Cost Proposal Summary

Downers Grove Fire Department Promotional Project

All pricing is shown as the maximum amount projected to be incurred

Planning Meeting

On-site meetings up to two (2) **\$ No charge**

Assessment Center Development

Assessment Center (3 exercises)

(volume discount tiered pricing applied)

- < 14 Candidates: \$750 per Candidate.....**\$1,900.00 to 10,500.00**
 - 15-20 Candidates: \$725 per Candidate..... **\$10,875.00 to \$14,500.00**
 - 21-32 Candidates: \$700 per Candidate.....**\$14,700.00 to \$22,400.00**

 - Custom Digital Tactical Development w/ Leadership Review Meeting.....**\$1,000.00**
(meeting conducted via web conference or on-site)
 - Facilitator Assessment Center Administration/\$500/day/up to 3 days.....**\$1,500.00**
- Total Estimated Assessment Center Development Range \$13,000.00 to \$24,900.00**
(15-32 Candidates)
- Travel cost estimates - \$1,120.00/day x 6 assessors 1 Facilitator x 3 days.....**\$3,360.00**
- Total Estimated Assessment Center Travel: \$3,360.00**

Pre-Assessment Center Candidate Training/Workshop

- One (1) four (4) hour session-flat rate/session @\$850.00.....\$850.00
Options available to provide additional workshops @\$850/session w/additional travel expense
 - Travel- \$160/day x 1 day.....\$150.00
- Total Estimated Pre-Assessment Center Workshops:..... \$1,000.00**

Candidate Feedback

- Candidate Feedback: \$130/candidate x (up to) 32 candidates **\$4,160.00**

Written Examination

The written examination includes

- Written Exam Development:**\$3,850.00**
 - Written Examination Proctor Travel Expenses Estimate**\$200.00**
 - On-site administration of examination..... **\$ 650.00**
 - Exam Booklets per number of candidates (up to 32) **\$ No Charge**
 - On-site scoring of all examinations.....**\$ No Charge**
- Total Estimated Written Examination\$4,700.00**





Structured Oral Interview Question Development

- Question/score sheet development **\$500.00**

Total Estimated Assessment Center Package for Maximum Candidates - 32 (not to exceed) **\$38,620.00**

The pricing is based on the RFP requirements and maximum candidates. The fees/costs are directly related to the final number of candidates, number of assessors needed, exercises selected and scheduling necessary to meet the objectives of the exercises and overall promotional project. The invoice will reflect the final candidate number and is expected to be much lower than the quote contained in the proposal.

Below are two examples of how pricing can fluctuate based upon the candidate numbers.

Final Candidates = 25

On-site Planning Meeting	No Charge
Workshop/Orientation w/travel:	\$1,000.00
Assessment Center Development: 25 x \$700 =	\$17,500.00
Facilitator: 2 days x \$500	\$1,000.00
Custom Digital Tactical Development w/ Leadership review meeting.....	\$1,000.00
Assessment Center Duration:	Two (2) days
Assessment Center Travel: 6 assessors + 1 facilitator x \$160/day x 2 days	\$2,240.00
Candidate Feedback: 25 x \$130 =	\$3,250.00
Written Examination.....	\$4,700.00
Structured Oral Interview Questions.....	\$500.00
Total not to exceed.....	\$31,190.00

Final Candidates = 20

On-site Planning Meeting	No Charge
Workshop/Orientation w/travel:	\$1,000.00
Assessment Center Development: 20 x \$725	\$14,500.00
Facilitator: 2 days x \$500	\$1,000.00
Custom Digital Tactical Development w/ Leadership review meeting.....	\$1,000.00
Assessment Center Duration:	Two (2) days
Assessment Center Travel: 3 assessors + 1 facilitator x \$160/day x 2 days	\$1,280.00
Candidate Feedback: 20 x \$130 =	\$2,600.00
Written Examination.....	\$4,700.00
Structured Oral Interview Questions.....	\$500.00
Total not to exceed.....	\$26,580.00





Section 2: Vendor Information

The Illinois Fire Chiefs Association is a not-for-profit association dedicated to supporting the fire service leaders in Illinois. We are dedicated to the success of our members and their organizations throughout the state of Illinois. We accomplish our mission through education, legislation and support from our expansive network of fire service professionals and partners. We offer a wide range of promotional assessment services to assist our industry as well as to provide and small revenue stream to support our programs. Once our financial obligations are met from conducting an assessment center, any remaining dollars are directed into the operating fund to support our mission.

Illinois Fire Chiefs Association

Main Office mailing address:

P.O. Box 7

Skokie, Illinois 600076

Branch Office

880 Kromray Road

Lemont, Illinois 60439

History and Background

The IFCA Promotional Assessment Service has been conducting Assessment Centers since 1975 to assist fire departments and fire protection districts in the selection of personnel for supervisory positions from the rank of Engineer through Fire Chief, utilizing the Assessment Center evaluation methodology.

We have experience in conducting assessment centers in a wide variety of fire departments of various sizes; from small single fire station operations to sizeable urban city departments with numerous fire stations and personnel. We conduct approximately 40-50 assessment centers each year for fire service organizations only of all sizes. We have three full-time employees and one part-time employee. There are 30 assessors on the IFCA roster.

The IFCA assessment center process is fully compliant with the Promotions Act (P.A. 93-9411). Our Assessment Center is based on a thorough analysis of actual job behavior, translated into a series of simulated job-related scenarios, where candidates for promotion are observed and graded by assessors who evaluate performance during the exercises. The value of Assessment Centers, borne out by years of research and countless exercises, is their PREDICTIVE ABILITY. That is, the ultimate success or failure of a candidate for promotion has a high probability of correlation with how well the candidate performed in the Assessment Center.





Another important value of our Assessment Center is that the candidates participating in the process invariably feel that the process is fair, job-related and equitable. This critical aspect of a promotional process is often overlooked. Candidates who feel good about the process are less likely to object to their ranking and the process. One of our strongest assets is that we customize your Assessment Center so that its exercises are based on the actual policies and practices of the Downers Grove Fire Department. Each exercise is observed, evaluated and scored by at least three certified chief fire officer assessors.

The Assessment Centers developed by our Team are challenging. However, we are careful to construct the process so that it specifically includes dimensions that are appropriate for the rank being tested. We believe that an Assessment Center should be straightforward yet challenging.

The IFCA Promotional Assessment Service has been conducting Assessment Centers since 1975 to assist fire departments and fire protection districts in the selection of personnel for supervisory positions from the rank of Engineer through Fire Chief, utilizing the Assessment Center evaluation methodology.

We have experience in conducting assessment centers in a wide variety of fire departments of various sizes; from small single fire station operations to sizeable urban city departments with numerous fire stations and personnel. We conduct approximately 40-50 assessment centers each year for fire service organizations only of all sizes.

Our team of assessors are active or retired Chief Officers. They are certified to comply with the rules established by the Joint Labor Management Committee (JLMC) and the Office of the Illinois State Fire Marshal. Every IFCA Assessor exceeds the minimum training/recertification requirements set forth by the Office of the Illinois State Fire Marshal Joint Committee on Administrative Rules; *Administrative Code, Title 41: Fire Protection; Chapter 1: Part 145 Certified Assessors for Fire Department Assessment Centers; Section 145.30; Requirements for Recertification.*





Section 3: Proposal Information

The Illinois Fire Chiefs Assessment Services fully understands the project’s scope and objective. We shall provide the Village of Downers Grove with an assessment center for the position of Lieutenant with comprehensive technical experience derived from decades of conducting assessment centers across the state of Illinois. We design fully custom exercises in collaboration with the fire department’s leadership team. These exercises are developed to evaluate and assess the candidates’ skills, knowledge, and abilities required for this position. Upon acceptance of the proposal, the Project Coordinator will begin the process of assessment center development as follows to fulfill the promotional testing of the Lieutenant position for the Village of Downers Grove. The following sections outline the proposed Assessment Center content and structure. The final selection and content of exercises will be made in collaboration with the fire department leadership team.

Assessment Center Pricing & Exercise Overview

Pricing

Assessment Center (3 exercises)

(volume discount tiered pricing applied)

- < 14 Candidates: \$750 per Candidate.....**\$1,900.00 to 10,500.00**
- 15-20 Candidates: \$725 per Candidate..... **\$10,875.00 to \$14,500.00**
- 21-32 Candidates: \$700 per Candidate.....**\$14,700.00 to \$22,400.00**
- Custom Digital Tactical Development w/ Leadership Review Meeting**\$1,000.00**
(meeting conducted via web conference or on-site)
- Facilitator Assessment Center Administration/\$500/day/up to 3 days.....**\$1,500.00**

Total Estimated Assessment Center Development Range \$13,000.00 to \$24,900.00

- Estimated Travel/Expenses

Travel cost estimates - \$1,120.00/day x 6 assessors 1 Facilitator x 3 days**\$3,360.00**

Total Estimated Assessment Center Travel: \$3,360.00

Exercises Overview

Included are standard and appropriate exercises for this rank. However, there are several options for alternative exercises that can replace those selected below. It is extremely important to conduct a meeting with the Downers Grove Leadership Team to select exercises that “fit” the organization best. Our custom approach allows us to provide exercises to match the culture and expectation of the rank by the organization. Two alternative exercises include the **Leaderless Group** and the **Presentation** exercises.





These combination of exercises can also have an impact on the time required to perform the assessment center and the total number of assessors needed. Please contact me to discuss these choices and how they can impact the overall process.

Incident Command Scenario-Tactical (Exercise 1)

Dimensions: Knowledge of standard fire ground practices, knowledge of standard operating procedures, critical thinking, reading smoke, problem solving techniques, safety, judgment, adaptability, perception, leadership, interpersonal skills and delegation, situational awareness, develop and communicate strategic and tactical decisions, the ability to work under pressure, knowledge and application of local operating procedures, leadership quality and display of command presence.

Approximate Time Per Candidate: 15-30 Minutes

Description: This **custom** exercise is a computer-generated simulated incident in the community that may occur during the officer's tour of duty (we use material and photographs supplied by the department for accuracy and relative realization). The Candidate is given an emergency fire/EMS/Haz-Mat situation in his/her community. The Candidate is evaluated on the decisions he/she makes during this simulated emergency incident as they relate to common industry practices, department standard operating guidelines and local policies, procedures, and expectations.

Fact-Finding & Decision-Making (Exercise 2)

Dimensions: Communications, problem analysis, planning, organization, leadership, sensitivity, decision making, decisiveness, development of subordinates, interpersonal relations and description and development of an action plan.

Approximate Time Per Candidate: 15-20 Minutes

Potential Scenario Selection Options: Citizen Interaction: Disgruntled Citizen, Community Encounter, Problem Employee.

Description: The exercise is based on a simulated situation that would require the Candidate to conduct a one-on-one interview with an employee (an Assessor) or a citizen encounter in a variety of simulated conditions. The Employee Interview Simulation Exercise most often will deal with some disciplinary or deficient performance problem. However, other scenarios such as interviews with dissatisfied citizens, grievance situations, or almost any other type of one-on-one situation encountered on the job are available.





Writing (Exercise 3)

Dimensions: Conforms to assigned objectives and consensus, presents problems and solutions, writes entirely and accurately, in logical order and format; the reflection of actual details, grammar, sentence structure are assessed.

Approximate Time Per Candidate: 30 Minutes

Description: This exercise is given to evaluate the Candidate's written communication skills utilizing memos, letters, etc. or a narrative format. Often, the Writing Exercise is used in conjunction with another Assessment Center Exercise for more realism and relativity. Examples include writing a Tactical Narrative after a Tactical Assessment Scenario, writing an After-Action Report after an employee counseling session, and writing a consensus report from a Group Problem Solving Exercise.

Presentation Exercise (Option)

Dimensions: Ability to plan and organize several issues/current events into their presentation. Candidates will be assessed on their ability to: prioritize several items/events; development of a strategy for a presentation; oral communication skills, problem analysis, and presentation skills.

Approximate Time Per Candidate: 10-15 Minutes

Description: This exercise requires the Candidate to prepare a standard outline report to be presented to a group (the Assessors). The Candidate will be provided with a list of subjects/topics that he/she will prioritize, develop a delivery strategy and present to the Assessors. The subjects/topics will be developed in collaboration with the client leadership team which will reflect current issues and events within the organization. Simple topic examples could be providing a training session on SCBA, speaking about the benefits of smoke detectors to a homeowners group, providing a morning briefing to the candidates "new crew," etc.

Group Problem-Solving Exercise (Option)

Dimensions: Communications, problem analysis, planning, organization, leadership, sensitivity, decision making, decisiveness, development of subordinates, initiative, listening, and persuasiveness.

Approximate Time Per Candidate: 60 minutes

Description: This exercise is designed for second level supervisors. Candidates work in a small group utilizing their oral and writing skills to arrive at a solution to a problem and justify their position. The topic is developed in partnership with the leadership team. The subject of the exercise often can reflect an emerging issue, an area within the organization that is problematic or a new concept or theory that could be explored.





Pre-Assessment Center Orientation Pricing & Overview

Pricing

Pre-Assessment Center Candidate Training/Workshop

- One (1) four (4) hour session-flat rate/session @\$850.00.....\$850.00
Options available to provide additional workshops @\$850/session w/additional travel expense
 - Travel- \$150/day x 1 day.....\$150.00
- Total Estimated Pre-Assessment Center Workshops:..... \$1,000.00**

Overview

Candidate Orientation Workshops are available in two options: four (4) and eight (8) hours. These are intended for all participating candidates before the Assessment Center. The workshop will provide the candidates with an introduction to the Assessment Center process and an overview of the exercises they will be participating in for the Assessment Center. Each candidate will have the opportunity to practice sample exercises. The eight (8) hour workshop allows greater opportunity for candidate practice time. Assessors that are instructors for the Orientation Workshops do not participate in the Assessment Center. Training Workshops are governed by state statute, and we can review those requirements with you if requested.

The exercises selected below are appropriate for the rank of Lieutenant. Final details of each exercise will be developed in cooperation with the leadership team of the Downers Grove Fire Department to ensure an accurate reflection of policies, procedures (administrative and operational), collective bargaining agreement, and other appropriate reference materials. The fire department leadership team and the IFCA team will work together to select the exercises from the list that is most appropriate for the assessment center; not only reflecting the job responsibilities but also the culture within the fire department.

Candidate Feedback Session Pricing & Overview

Pricing

Candidate Feedback

Candidate Feedback: \$130/candidate x (up to) 32 candidates **\$4,160.00**

Overview

We feel this is one of the most important aspects of the Assessment Center process. The IFCA Team will provide this excellent learning/review opportunity for each candidate; - we will provide a brief synopsis (in hard copy) of their performance (strengths and weaknesses) for each exercise.





Optional Feedback Delivery

We can provide feedback through a custom personal one-on-one interview session (approximately 15 minutes/candidate) with each candidate discussing their performance (strengths and weaknesses) for each exercise. There is no hard copy report provided for this feedback session. This approach will also allow the opportunity for the candidate to share his/her experiences about the process, have open dialogue/questions and answers/real-time feedback with the assessors on their performance.

The assessors involved in the assessment center will participate in the candidate feedback session. The feedback session is provided either immediately after the assessment center concludes or scheduled for one day within a maximum of seven (7) days after – depending on the final candidate participants. Schedule to be determined based upon final number of candidates.

Written Examination Pricing & Overview

Pricing

Written Examination

The written examination includes

- Written Exam Development: **\$3,500.00**
 - Written Examination Proctor Travel Expenses Estimate **\$200.00**
 - Exam Booklets per number of candidates (up to 32) **\$350.00**
 - On-site administration of examination..... **\$650.00**
 - On-site scoring of all examinations..... **\$No Charge**
- Total Estimated Written Examination \$4,700.00**

Overview

The IFCA will develop a 100 Question written four-choice multiple choice exam, drawing questions from 3-4 sources from a reference list – to be determined by a consult with Village of Downers Grove.

The IFCA will score the exam immediately after the last candidate concludes their exam. The scores will be released upon conclusion of grading (day of the exam) to the Village of Downers Grove or their designee.

Any test question challenge can be reviewed on-site or can be applied for an official test question review. Most challenges are addressed, and decisions are rendered immediately. Generally, official question reviews are processed within seven days, and results are supplied within two business days.





The Village of Downers Grove would provide a testing classroom facility free from distractions for the candidates to take the exam.

Test Security

The security of the written test is essential for effectiveness and validity. The IFCA shall make every effort to maintain the security of its tests, and to keep the information contained in the tests confidential.

IFCA tests are protected under the criminal and civil provision of copyright laws, and other laws covering trade secrets and confidential information. The unauthorized release of information contained within the tests to candidates or others may expose the person releasing the information to liability under federal, state or local laws covering testing.

All tests shall remain the property of IFCA. The IFCA will provide all reasonable security for the test, including secure storage and prevention of unsupervised access to IFCA tests by anyone other than IFCA representatives who have authorized to order, receive, hold and administer and to score IFCA exams.

Structured Oral Interview Question Development Pricing & Overview

Pricing

- Question/score sheet development **\$500.00**

Overview

Questions will be developed to allow 10-20 minutes for response per candidate. The IFCA will develop five (5) structured oral questions and scoring sheet for use by the Downers Grove Board of Fire & Police Commission in an oral interviewing session.

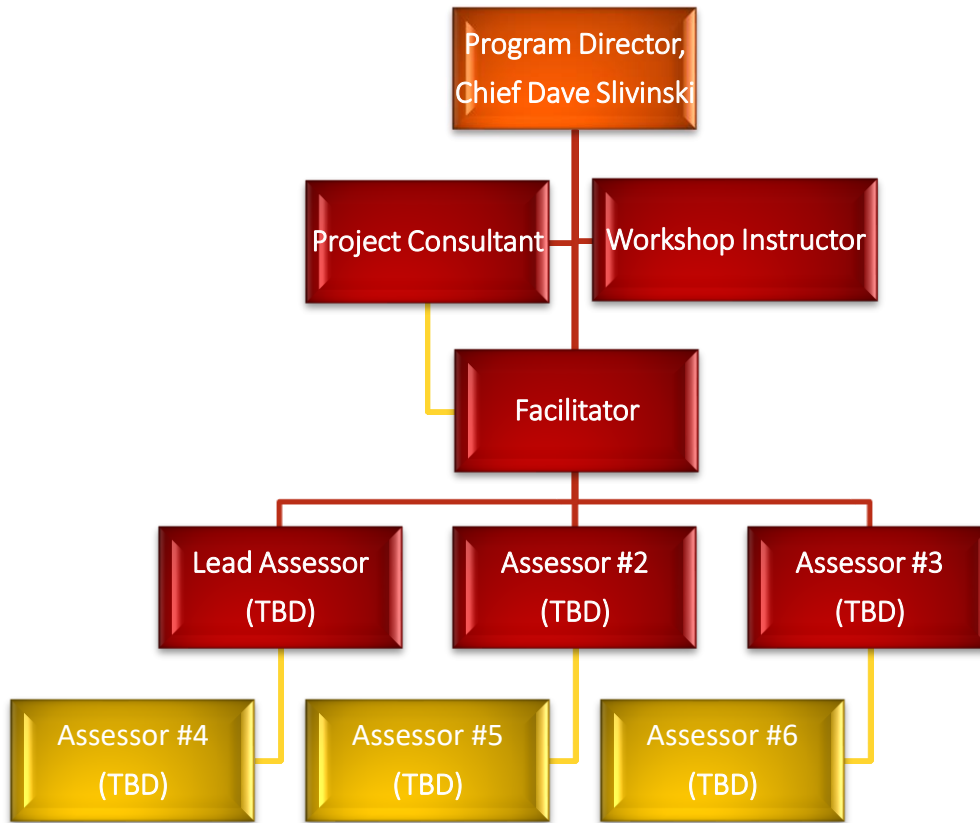
Description: Candidates may be questioned in the following areas:

- Fire Service in general – Training & Safety focus
- Local department rules, regulations, ordinance, and operating procedures
- Candidate's desire to become a manager/leader in the training position
- Candidate's view of management functions





IFCA Downers Grove Project Organizational Chart





Project Management Plan/Time Schedule

TASK	TIMELINE
<p>IFCA representative will meet with key stakeholders of the to establish timelines, details of exercises, gather/collect department information to ensure that the assessment center exercises assess performance dimensions that are job-related and important to each rank being tested. Examination dates can be altered based upon the needs and scheduling requirements of the Village of Downers Grove.</p>	<p>TBD</p>
<p>Development of exercises based on the knowledge, skills, and abilities identified for each rank. Create dimensions, checklists and behaviorally- anchored scoring criteria.</p>	<p>TBD</p>
<p>IFCA Assessor Team Meeting – the IFCA will anticipate using three/six certified assessors for the project plus one facilitator. All assessors assigned to the project are Chief Fire Officers that have greater than ten years in rank with diverse backgrounds with priority given to those who have experience in organizations of similar size and structure to Downers Grove Fire Department.</p>	<p>2-3 weeks before Assessment Center</p>
<p>All assessors participate in annual training that exceeds the OSFM requirements plus assessment center specific training before every assessment center of a minimum of 2.0 hours.</p>	<p>Annually and on-going. 1.5 to 2 hours of training before every assessment center conducted. Assessors are compensated at an hourly rate of \$52.50 for Lead Assessor (1) position and \$46.00 for Assessor role. Assessor pay is included in the price of assessment center development.</p>
<p>Review/confirm the content of all exercises with Downers Grove Fire Department Leadership Team. (Virtual)</p>	<p>Three weeks before the Assessment Center</p>





<p>Downers Grove Candidate Orientation Workshop Training (On-site). Number of workshops based on the final number of candidates and scheduling)</p> <ul style="list-style-type: none"> • 4 hrs. per Workshop Session <p>IFCA anticipates one (1) instructor to be assigned to this phase of the project</p>	<p>These Workshops provide a valuable Orientation to the Assessment Center, provide background, processes, and the ability to practice simulated exercises that the candidates will be exposed to during the Assessment Center.</p> <p>City to provide classroom type space to conduct Workshop.</p> <p style="text-align: center;">TBD</p>
<p>Written Examination. The IFCA will develop a 100 Question written four-choice multiple choice exam drawing questions from 3-4 sources – to be determined by a consult with Village of Downers Grove.</p>	<p>References to be selected by the Village of Downers Grove. The Village of Downers Grove would provide a testing classroom facility free from distractions for the candidates to take the exam. Schedules after Workshop and before Assessment Center.</p> <p><i>The date can be adjusted based on requirements of the Village of Downers Grove.</i></p> <p style="text-align: center;">TBD</p>
<p>Assessment Center will be conducted over several days (based on final candidate numbers). Assessors will rate each candidate immediately following his/her participation in each exercise. Assessors will have a brief consensus discussion to determine the extent of the rating, agreement on aligning scores, so they are not significantly divergent (no more than 3 points apart). We will provide an independent aggregate score for each candidate to the Village of Downers Grove immediately upon the conclusion of the assessment center.</p> <p>All exercises are the sole property of the IFCA and are held in the strictest confidence. Confidentiality Agreements with all IFCA personnel are maintained to protect the integrity of the exercises and process of the IFCA.</p>	<p>Final schedule TBD based upon final candidates.</p> <p>City to provide locations/rooms to conduct the exercises. Final arrangement to be determined based on the number of candidates and exercises selected.</p> <p style="text-align: center;">TBD</p>





<p>Test challenges will be addressed and responded to promptly on-site as soon as practical either with assistance from the Downers Grove leadership team or the IFCA.</p>	
<p>Candidate Review: One-on-One meeting or hard copy synopsis; IFCA will provide this service for each candidate; reviewing their performance for each exercise. (strengths and weakness). The assessors conducting the assessment center will participate in the candidate feedback session. *Optional one-on-one interview session can be selected and scheduled based upon the final number of candidates. * Additional travel costs will apply if one-on-one meetings are chosen. Not to exceed a \$500.00</p>	<p>Upon completion of Assessment Center(s). Provided approximately one (1) week after assessment center.</p> <p>*Scheduled TBD based upon final candidate numbers.</p> <p style="text-align: center;">TBD</p>





Section 4: General Terms

If required, any additional administrative time; meetings and/or consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, statistical analyses, attending special meetings, responding to agency or candidate queries after project deliverables have been provided, etc.) will be billed at our current hourly rate which is \$200 per hour plus any travel required. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administrative cost of \$50.00 per hour.

Any shipping and handling, printing, and travel related expenses will be kept to a minimum cost and billed as incurred.

A contact person for this project will be designated by the Village of Downers Grove and will be responsible for coordinating activities. We anticipate the contact person could be the Fire Chief or his designee.

While the IFCA strives to become familiar with each client's local circumstances, we rely on contact personnel or the client's legal counsel to ensure processes and procedures adhere to local rules. (e.g., Fire and Police Commission rules, collective bargaining agreements, etc.)

Our goal is to provide you with a list of ranked candidates so that you can promote the very best in Lieutenant rank. The trained professionals that conduct the process do not make candidate selections. We know that there are other components of the promotional process that are also crucial to selecting the right people.

Cancellation Policy

Cancellation of candidate participation is required **72** hours in advance of the assessment center for each candidate. Cancellations within **72** hours of the assessment center will be charged a full price per candidate.





Section 5: References

Select Assessment Center Clients & References (Previous 5 Years)

Bridgeview Fire Department, Bridgeview IL

Chief Mike Daly; 708-594-2525; (mdaly@villageofbridgeview.com)

Lieutenant – 10 candidates/4 Exercises (Tactical, Written, Fact-Finding, Oral)

Workshop plus Candidate Feedback

Contract: \$13,700.00

Elgin Fire Department Lieutenant/Captain, Elgin IL

Chief Dave Schmidt; 847-931-6175; schmidt_d@cityofelgin.org

Captain – 12 candidates/4 Exercises (Tactical, Written, Fact-Finding, Oral)

Candidate Feedback

Lieutenant – 24 candidates/4 Exercises (Tactical, Written, Fact-Finding, Oral)

Contract: - \$ 34,163.00

Lisle-Woodridge Fire Protection District, Lisle IL

Chief Keith Krestan; 630/353-3000; (kkrestan@lwfd.org)

Lieutenant – 15 candidates/5 Exercises (Tactical, Written, Fact-Finding, Group, Oral)

Contract: \$15,023.00





Attachments

Proposal Form

Vendor W-9 Request Form

Proposers Certificate

Suspension or Debarment Certificate

Campaign Disclosure Certificate

Certificate of Liability Insurance

Certificate of WC Insurance



V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:

Illinois Fire Chiefs Association

Date: 12-31-18

Company Name

dslivinski@illinoisfirechiefs.org

PO Box 7

Email Address

Street Address of Company

David Slivinski

Skokie, Illinois 60076

Contact Name (Print)


City, State, Zip

(630) 201-6871

(847) 966-0732

24-Hour Telephone

Business Phone



(847) 966-0782

Signature of Officer, Partner or Sole Proprietor

Fax

David Slivinski, Program Director

ATTEST: If a Corporation

Print Name & Title

Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Illinois Fire Chiefs Association

ADDRESS: PO Box 7

CITY: Skokie

STATE: Illinois

ZIP: 60076

PHONE: (847) 966-0732 FAX: (847) 996-0782

TAX ID #(TIN): 36-2732739

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

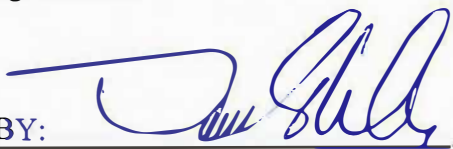
Individual	Limited Liability Company –Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical Corporation	
<u>Charitable/Nonprofit</u>	Government Agency

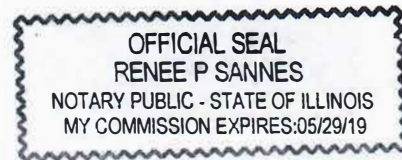
SIGNATURE:  DATE: 12-31-18

PROPOSER'S CERTIFICATION

With regard to Fire Lieutenant Promotion, proposer Illinois Fire Chiefs Association hereby certifies
(Name of Project) (Name of Proposer)
the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: 
Proposer's Authorized Agent



3 6 - 2 7 3 2 7 3 9

FEDERAL TAXPAYER IDENTIFICATION NUMBER

OR _____
Social Security Number

Subscribed and sworn to before me
this 28 day of Dec., 2018.


Notary Public)

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of _____, which operates under the Legal name of _____, and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

and it does have a corporate seal. (In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) **Partnership**

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____
 which name is registered with the office of _____ in the state of _____.

(c) **Sole Proprietor**

The Supplier is a Sole Proprietor whose full name is: _____
 and if operating under a trade name, said trade name is: _____
 which name is registered with the office of _____ in the state of _____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract?

Insurer's Name Arch Insurance Company

Agent The Horton Group

Street Address 10320 Orland Parkway

City, State, Zip Code Orland Park, IL 60467

Telephone Number (708) 845-3000

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Illinois Fire Chiefs Association

Print Name and Title of Authorizing Signature: David Slivinski, Program Director

Signature: 

Date: 12-31-18

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency.
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the bidder is unable to certify to any of the statements in this certification, bidder shall attach an explanation to this certification.

Company Name: Illinois Fire Chiefs Association

Address: PO Box 7

City: Skokie Zip Code: 60076

Telephone: (847) 966-0732 Fax Number: (846) 966-0782

E-mail Address: dslivinski@illinoisfirechiefs.org

Authorized Company Signature: 

Print Signature Name: David Slivinski Title of Official: Program Director

Date: 12-31-18

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.


The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.



 Signature

David Slivinski

 Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
 (company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

 Signature

 Print Name



050-000000

DENISE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Illinois Public Risk Fund P. O. Box 725 Bedford Park, IL 60499-0725	CONTACT NAME:		PHONE (A/C, No, Ext): (800) 289-4773		FAX (A/C, No): (708) 429-6488
	E-MAIL ADDRESS:				
INSURED Illinois Fire Chiefs Association Educational and Research P. O. Box 352 Mundelein, IL 60060	INSURER(S) AFFORDING COVERAGE				NAIC #
	INSURER A : Illinois Public Risk Fund				
	INSURER B :				
	INSURER C :				
	INSURER D :				
	INSURER E :				
INSURER F :					

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

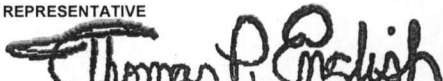
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			050	1/1/2018	1/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE - EA EMPLOYEE \$ 3,000,000 E.L. DISEASE - POLICY LIMIT \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Promotional Testing Services for Lieutenant

CERTIFICATE HOLDER

CANCELLATION

Village of Downers Grove 801 Burlington Avenue Downers Grove, IL 60515	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Horton Group 10320 Orland Parkway Orland Park IL 60467	CONTACT NAME:	
	PHONE (A/C. No. Ext): 708-845-3000	FAX (A/C. No):
	E-MAIL ADDRESS: mailroom@thehortongroup.com	
	INSURER(S) AFFORDING COVERAGE INSURER A : Arch Insurance Company	NAIC # 11150
INSURED Illinois Fire Chiefs Association Association PO BOX 7 Skokie IL 60076 ILLIFIR-03	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
	INSURER G :	

COVERAGES **CERTIFICATE NUMBER:** 688865881 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	MEPK07764808	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	MEPK07764808	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			MEUM07756008	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 20,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Promotional Testing Services for Lieutenant

CERTIFICATE HOLDER Village of Downers Grove 801 Burlington Avenue Downers Grove IL 60515	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE