Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

05/01/18 13:30:16
Procurement Division

From: Tom Hackney
Director of Personnel & Professional Standards

Larry Schmitt
Chief of Personnel Services

Bart Laird
Manager of Personnel Services

Subject: P-21-16 (Contract #10198) Police Lieutenant & Police Sergeant Promotional Process Development and Implementation of Subcommittee Report

Date: April 27, 2018

Amd #2

We are requesting to utilize the second of four (4) one (1) year renewal options with Industrial/Organizational Solutions (IOS) from May 2, 2018 through May 1, 2019. We are requesting to include Military Make-up exams for those JSO members who are or will be on military duty when the original exams are conducted. The expenditure amount for the renewal is $20,831.00 for a revised total not to exceed expenditure amount of $530,379.00. The funding source is SHPP011PR – 03109. Attached is the quote from Industrial/Organizational Solutions (IOS) for your review.

Attachment: Vendor Statements of Work

APR 27 '18 4:25

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

Statement of Work

Client: City of Jacksonville

Project Title: Military Make-up, Police Lieutenant & Sergeant Promotional Process Implementation

Extension Under Agreement P-21-16 signed on May 2, 2016

Date: April 27, 2018

The purpose of this document is to describe the components of the assessment center administration, result preparation and technical reporting for the military make-ups of the 2016 sergeant and lieutenant promotional processes and to document the costs associated with the project. The following was stated in Agreement P-21-16, signed on May2, 2016,"Should military assessments need to be administered, IOS will assess our hourly rate to implement that future process". The table on the following page 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.

IOS will submit the invoice upon project completion. The proposed price is fixed-firm and will be invoiced in total.

The following table(s) contain a breakdown of the project steps and associated costs.

Project Step	*Consultant Hrs.*	*Consulting Assoc. Hrs.*	*Tech. Wrtr. Hrs*	*Admin. Hrs.*	*Cost*
Assessment Center Development	***30***	***38***	***0***	***6***	**$8,610**
Develop schedule to process up to 9 Sgt. candidates and 1 Lt. candidate using the same pattern as recently deployed for Sgt. and Lt. processes (Lt candidate, one exercise per day over 3 days; Sgt candidates, one exercise per day over 2 days).	2				
Recruit assessors and coordinate travel logistics (estimated 9 assessors - all 9 will be qualified to conduct Lt. assessment rating)	1	8			
Administer the assessment center (Training and Lt assessment in morning, Sgt. assessment in afternoon.)	24	24			
Compile assessment scores and conduct quality controls.	2	2		2	
Develop candidate feedback reports.	1	4		4	
Technical Report	***2***	***2***	***0***	***0***	**$520**
Update technical report	2	2			
Project Expenses					**$11,701**
Consultant travel-related costs	$3,730				
Assessor travel-related cost	$7,971				
Assessment facility cost	TBD				
TOTAL PROJECT INVESTMENT					**$20,831**

Schedule of Hourly Rates - IOS 2018

Category	*Rate*
Consultant/Industrial Psychologist	$185/hour
Consulting Associate	$75/hour
Technical Writer	$70/hour
Administrative Assistant	$35/hour

Assumptions made in project steps and costs:

- A new candidate orientation is not necessary. Candidates will be advised to watch the recorded orientation.
- If a fee is charged for the assessment facility, it will be invoiced at cost.
- Two IOS staff onsite for AC.

Acceptance by IOS:

Industrial/Organizational Solutions, Inc. (d.b.a. I/O Solutions, Inc.; IOS, Inc.) agrees to conduct the work outlined herein according to a timeline that is mutually agreeable to both parties.

Chad C. Legel

Signature of Authorized Agent

President & CEO

Title of Authorized Agent

April 27, 2018

Date

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

May 25, 2017

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-21-16 Police Lieutenant and Sergeant Promotional Process Development and Implementation (Amendment No. 1)
Jacksonville Sheriff's Office

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:

That Contract # 10198 between The Jacksonville Sheriff's Office and Industrial/Organizational Solutions (IOS) for Police Lieutenant & Police Sergeant Promotional Process Development and Implementation is amended to: (i) exercise the first of four renewal options extending the period of service from May 2, 2017 thru May 1, 2018, with three renewal options remaining; (ii) incorporate the attached Scope of Services/Cost Proposal identified as Revised Exhibit A; and (iii) increase the maximum indebtedness by $376,113.00 to a new not-to-exceed total maximum of $509,548.00. All other terms and conditions shall remain the same. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
N.K. Chairman, Professional Services
Evaluation Committee

APPROVED:

Lenny Curry, Mayor

This 25th day of May, 2017

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

GP: ab

cc: Council Auditor
Julia Davis, OGC
Melba Gray GAD
Subcommittee Members

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

March 31, 2016

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-21-16 Police Lieutenant & Sergeant Promotional Process Development/Implementation
Jacksonville Sheriff's Office

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company for the above-captioned project.

The following motion/recommendation was **adopted**:

That the City of Jacksonville enter into a contract with Industrial Organizational Solutions (IOS) to provide Police Lieutenant & Sergeant Promotional Process Development/Implementation by:(i) incorporating the attached Scope of Services identified as Exhibit "A"; (ii) incorporating the attached Contract Fee Summary identified as Exhibit "B"; (iii) providing a total not-to-exceed maximum indebtedness of $133,435.00 for the services; and (iv) providing a period of service from date of execution of the contract to one year, with four one-year renewal options remaining at terms mutually agreeable. All other terms and conditions are per the RFP and the city's standard contract language. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.

If the foregoing meets your approval, please affix your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
N.K. Chairman, Professional Services
Evaluation Committee

APPROVED:

ML Lenny Curry, Mayor

This 31st day of March, 2016

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

GP: ab

cc: Council Auditor
James McCain, OGC
Philip Boston, GAD
Subcommittee Members