LETTER OF AGREEMENT

This agreement covers all services related to the development and administration of a Fire Chief Assessment & Selection Process for the Village of Tinley Park, IL by Jack Clancy Associates (JCA). It is understood that the Village of Tinley Park is the client for whom services will be performed and that JCA will bill the Village of Tinley Park for said services. It is further understood that employees of JCA are not employees of the Village of Tinley Park. JCA is responsible for all compensation, taxes, benefits, and insurance of such employees. The terms of the agreement are as follows:

A. The Scope of Work will consist of exam development and administration services as requested by the Village of Tinley Park. The current total cost of the Scope of Work for the assessment and selection process is $8,400.00 (professional fees of $6000, plus expenses). Any additional work or expense beyond the identified project or outside the current scope of said project will be determined by mutual agreement.

B. This agreement shall commence upon signing this Letter of Agreement and shall remain in effect until December 31, 2016. This agreement may be terminated by either party upon giving the other party thirty (30) days written notice of termination. In the event the project is terminated early, JCA will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.

C. The Village of Tinley Park will pay JCA within thirty (30) days after receipt of all invoices; all invoices not paid within thirty (30) days shall incur a late payment penalty (if applicable).

D. This Letter of Agreement contains the complete terms agreed to by the parties. If additional services not encompassed within the scope of this agreement are requested of JCA this agreement shall be suitably amended in writing by mutual agreement of the parties.

David Niemeyer
Village Manager
Village of Tinley Park

9/8/16

Date

Matthew Gruver
Principal
Jack Clancy Associates

9/30/16

Date

Attachment
PROJECT COSTS

VILLAGE OF TINLEY PARK
2016 FIRE CHIEF SELECTION & ASSESSMENT PROCESS

As an active supporter of the fire service community we are very aware of the financial pressures faced by public agencies throughout the country and will cooperate with the Village of Tinley Park to ensure that the Fire Chief Assessment & Selection Process is conducted in the most efficient and cost effective manner possible. Project cost estimates are listed below along with the assumptions upon which they are based:

- The Village of Tinley Park will provide input and guidance to JCA during the exam development phases of the project to ensure that the desirable characteristics are reflected in the evaluation tools used to determine candidate fit. The Village of Tinley Park will also provide a site for the administration of project activities, recruit the necessary assessors, and directly provide them with any expense reimbursement necessary.

- JCA will provide all assessment materials as needed throughout the project. JCA will also assist the Village of Tinley Park by providing four hours of consulting time without charge in defense of the assessment process if it is legally challenged and/or litigated. Additional consulting services would be invoiced at the rate of $250.00 per hour, plus expenses.

I. Fire Chief Assessment & Selection Process

- Project planning and oversight
- Competency design and development
- Assessment exercise design and development
- Training of assessment panel
- Facilitation of assessment process
- Finalization of scores/results

$ 6,000.00

II. Project Expenses

$ 2,400.00
QUALIFICATIONS & EXPERIENCE

Jack Clancy Associates is the premier provider of assessment center programs to the public sector. Our knowledge, expertise and customer service is unparalleled as we have been the industry leader in helping to build successful organizations since 1980.

Headquartered in Sacramento, CA our services include the design and development of assessment centers and performance examinations for recruitment, selection and promotion, and we specialize in the assessment and evaluation of public safety command personnel. We are thoroughly familiar with professional and regulatory standards in the testing area, and our associates possess significant knowledge and experience in fair employment, the Uniform Guidelines on Employee Selection Procedures, and the Guidelines and Ethical Considerations for Assessment Center Operations.

For the protection of itself and its clients, JCA carries insurance in the following amounts:

- General Liability - $2,000,000/$4,000,000
- Professional Liability - $1,000,000/$3,000,000

Experience of Key Personnel

Matt Gruver
Principal

Matt Gruver specializes in the development and administration of public sector selection and leadership development programs. Over the past 20+ years, Mr. Gruver has designed and developed performance tests and assessment centers for the full range of supervisory and management positions within law enforcement. He was heavily involved in the U.S. Transportation Security Administration’s (TSA) efforts to federalize and staff the nation’s airports following the tragic events of 9/11. He is considered an expert in the field of public safety assessment and selection and was the primary architect of the TSA’s assessment interviews for Law Enforcement and Supervisory Law Enforcement Officer. Prior to joining Jack Clancy Associates, Mr. Gruver was the Senior Manager of testing and assessment services for CPS Human Resource Services in Sacramento, CA.

Mr. Gruver is a frequent presenter on issues related to selection and assessment, and is active in numerous professional organizations including the International Association of Chiefs of Police (IACP) and the International Association of Fire Chief’s (IAFC). He holds a M.A. degree in Industrial/Organizational Psychology from California State University, Sacramento.