



## **McHenry Township Fire Protection District**

### **Request for Proposal (RFP)**

#### **Entry-level and Promotional testing**

The McHenry Township Fire Protection District is seeking proposals for the purpose of choosing a vendor to conduct entry-level and/or promotional testing for full-time personnel.

Proposal packages will be available for pick up at the District office located at 3610 W. Elm St. McHenry, IL 60050 beginning **Wednesday, July 27<sup>th</sup> at 9:00 A.M.** Proposal packages may also be downloaded from the District website [www.mtfpd.org](http://www.mtfpd.org) or emailed by contacting Deputy Chief Steven Spraker in writing at [sprakersteven@fire.mtfpd.org](mailto:sprakersteven@fire.mtfpd.org).

Five (5) original proposal packages along with (1) PDF copy on a USB drive must be addressed to Deputy Chief Steven Spraker in a sealed envelope clearly labeled "Testing RFP". The envelope is to be delivered to MTFPD 3610 W. Elm St. McHenry, IL 60050 by **Friday, August 26<sup>th</sup> at 2:00 P.M.**

The MTFPD reserves the right to reject any and all proposals, or any part thereof, or to accept any proposal or any part thereof, or to waive technical or legal deficiencies, if deemed to be in the best interest of the District.

Proposals **will not** be accepted via email, fax, or after the deadline. It is the responsibility of the Provider to meet the specified deadline and to provide complete information as requested in the RFP. Proposals arriving after the specified deadline, whether sent by mail, courier, or in person will not be accepted. These submittals will either be refused or returned unopened. Mailed submittals which are delivered after the specified deadline will not be accepted regardless of postmark on the envelope.

All questions about this RFP must be submitted via email as follows:

Deputy Chief Steven Spraker  
Email: [sprakersteven@fire.mtfd.org](mailto:sprakersteven@fire.mtfd.org)

All requested clarifications to the RFP must be provided in writing via email as indicated above, unless otherwise provided. No other responses whether verbal or otherwise, shall be deemed official unless in writing by the MTFPD.

The District reserves the right to forward the question and answer to all prospective providers. Please provide a return email address and phone number for responses.

### **General Information**

The McHenry Township Fire Protection District (MTFPD) is a combination fire department providing fire suppression, Emergency Medical Service, specialized team response, and fire prevention services to a population of 60,000 residents located in nine different communities and unincorporated McHenry county. There are approximately 165 total employees.

The district currently employs a full-time Fire Chief, two full-time Deputy Chiefs, three full-time Battalion Chiefs, six full-time Lieutenants, and twenty-four full-time Firefighter/Paramedics. Additionally, the district has approximately 100 part-time personnel in the ranks of Captain, Lieutenant, Firefighter/Paramedic and Firefighter/EMT.

The Board of Fire Commissioners is seeking to select a qualified professional vendor(s) to develop, validate, administer, score assessment centers, conducts interviews and/or written exams for the above testing processes. The selected vendor(s) will also analyze test results and provide final results.

The Board of Fire Commissioners of the McHenry Township Fire Protection District is seeking proposals for the following testing processes.

1. Entry level firefighter/paramedic testing
2. Promotional Lieutenant testing
3. Promotional Battalion Chief testing

Vendors are not required to submit an RFP for all three testing processes. Vendors may elect to submit a response for 1 or more of the above testing processes.

## Specifications

It is expected that the successful Vendor(s) will provide a comprehensive set of services for testing including but not limited to the following:

A. Develop, administer, and score an entry level written exam that is validated for entry level firefighter/paramedic positions. Develop, administer, and score an interview process for entry level firefighter/paramedics.

B. Develop, administer, and score a promotional written exam utilizing Fire Service text and related publication resources that are relative to the fire service in conjunction with department supplied policies and procedures selected by the McHenry Township Fire Protection District.

C. Make recommendations on appropriate test procedures and administer assessment services for promotional level testing.

1. Facilitating practical assessments for eligible candidates.
2. Providing orientation meetings with candidates the day before the written exam and/or assessment day.
3. Recruiting and training assessors/proctors.
4. Developing testing schedules, rule sheets, and written procedures for each promotional process
5. Coordinating and administering assessment centers. Assessment center tests will be negotiated between the Fire Commission and the Vendor to ensure a comprehensive, competitive, and challenging process is provided for the desired qualities of the position. The RFP should explain the available assessment center exercises offered by the vendor.
6. Providing feedback at the end of the testing session.

D. Maintain security of test material.

E. Develop scoring procedures and provide same-day scoring for all tests.

F. Provide feedback on candidates' examination results to the MTFPD Command Staff and Fire Commission.

G. Provide documentation necessary to fulfill professional and legal requirements.

H. Assist with responding to examination appeals which result from the testing procedure and rescore tests if necessary.

I. Provide a resource list of textbooks and publications used to create written examinations.

Vendors are encourage to provide information on any additional services that they may offer that are not specified above.

All exercises will be based on policies, procedures, and methods of the McHenry Township Fire Protection District that are in effect at the time of testing. The selected vendor will utilize input from the MTFPD command staff and Fire Commission to formulate exercises and evaluation of the processes.

Pricing:

Each vendor submitting a proposal shall provide a detailed total price to complete the entry level and promotional tests as requested. Provide detailed pricing that includes:

- Cost per candidate.
- Cost for conducting an orientation workshop with the candidates to provide an overview of entry level exam/promotional process.
- Cost for the assessors to meet with the MTFPD Command Staff to discuss the strengths and weaknesses of the candidates after the assessment processes are completed.
- Cost to have the assessors meet with the candidates individually to discuss their individual strengths and weaknesses following the exercises.
- Administration costs for preparation of the exercises.
- Assessors' costs for travel, lodging, and food.
- Fees charged for cancellation of the assessment exercises.
- Any additional charges associated with the design, preparation, or administering of the assessment or written exam.

Each vendor should provide a list of at least (5) references from Illinois Fire Departments/Fire Protection Districts that have utilized or currently utilize the vendors' services.

Proposals will be reviewed and selected proposals may be asked to provide a presentation at a Board of Fire Commissioner's meeting on a date to be determined.