

E.L.I.T.E Public Safety Consulting

PO Box 901
Greenwood, IN 46142

SOW 25-130 for Agreement to Perform Consulting Services to Greenfield Fire Department

Date	Services Performed By:	Services Performed For:
05/08/2025	E.L.I.T.E Public Safety Consulting PO Box 901 Greenwood, IN 46142	Greenfield Fire Department 17 W. South Street, Greenfield, IN 46140

Period of Performance

The services shall take effect immediately and remain in full force and effect until the contractor has completed the services and delivered materials as outlined in the SOW as agreed upon by both parties, unless earlier terminated.

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

The contractor, E.L.I.T.E Public Safety Consulting, agrees to construct; score; and validate the promotional process written exams; structured oral interviews; and assessment center exercises to establish an eligibility list for the ranks of Lieutenant and Captain for the client, Greenfield Fire Department, by:

1. The contractor will provide a written exam for the ranks of Lieutenant and Captain based on the reading material selected by Greenfield Fire Department administration. This test will be no more than 150 questions and no less than 50 questions. A proctor will be provided by the client to oversee an online test provided by the contractor.
2. The contractor will provide structured oral interview questions for the ranks of Lieutenant and Captain. The contractor also agrees to provide a monitor for the structured oral interview along with training for the evaluation panel. Scoring sheets and a structured scoring system will also be provided to the panel. The monitor will oversee the entire structured oral interview and collect all scoring sheets upon completion of the interviews. The monitor will be available for questions if any arise from the structured oral interview panel.
3. The contractor will create assessment center exercise(s) for the ranks of Lieutenant and Captain. The contractor will also provide a structured scoring process and training to the evaluation panel on how to score the assessment

center exercises. The contractor will provide a monitor to oversee the assessment center exercises. The monitor will be on site to collect results and be available for questions if any arise.

4. . If needed, the contractor will assist with interview questions for the second oral interview board. The contractor also agrees to provide a monitor for the second oral interview along with training for the evaluation panel. Scoring sheets and a structured scoring system will also be provided to the panel. The monitor will collect all scoring sheets upon completion of the interviews.

5. The contractor will provide the client with multiple scoring sheets upon completion of the promotional process. Greenfield Fire Department administration will be provided with overall scoring for each portion of the process to include the written examination, the structured oral interviews, and assessment center exercise(s). The contractor will also provide an overall scoring sheet that will rank the candidates in order from highest score to lowest score for the three portions of the process that include the written examination, structured oral interview, assessment center exercise(s), and second oral interview. These scores will be calculated based on the percentage that each portion is assigned by the Greenfield Fire Department's General Order 6.04 Titled Promotional Process.

Deliverable Materials

E.L.I.T.E Public Safety Consulting agrees to deliver a scoring booklet to the Greenfield Fire Department ranking all the candidates that participated in the promotion process for their specific rank tested within 14 business days of the conclusion of the testing. The booklet will have the overall scoring totals for the candidates from their total on the written test, structured oral interview, assessment center, and second oral interview; combined with seniority, educational experience, and performance record points received from the Client.

Client Responsibilities

The client will work with the contractor to finalize the overall scoring percentage for each portion of the process. These percentages will be provided to the contractor by the client as stated in the Greenfield Fire Department General Order 6.04, titled Promotional Process. Any changes to rules will be provided to the contractor in a timely manner. The client will also be responsible for providing the contractor with one copy of each book/materials that is selected for the written exam.

The client will verify each candidate meets the minimum eligibility requirements for the rank he/she will be tested and will notify each candidate he/she is eligible to continue in the promotional process and provide the final eligibility list with current email addresses to the contractor.

If any points and/or deductions are included as part of the promotional process total score and come from candidate's personnel or training files, the client will provide the contractor with total points and/or deductions if applicable. Examples would include points awarded for seniority, training, education experience, performance records, attendance, and/or military service or possible deduction in points based on a candidate's disciplinary history.

Greenfield Fire Department will provide a suitable location for the testing process to include the written test, the structured oral interview, and the assessment center exercise(s).

The client agrees to provide a three-person panel of supervisory firefighters, outside the county, to grade each aspect of the structured oral interview and assessment center exercise(s). The evaluation panel will hold the minimum of the rank being evaluated.

If the client wants a second interview board, the client agrees to provide a three-person panel of chiefs, including the Fire Chief and two other Chief Officers to grade the second oral interview.

Fee Schedule

The terms of this agreement to conduct the promotional processes for the Greenfield Fire Department will be completed for a total cost of \$50000 dollars to provide all services offered. The terms of this agreement will not exceed the agreed upon price unless otherwise agreed to in writing by both parties. The contractor shall submit an invoice for services performed under this agreement after delivery. The client will pay the contractor within thirty (30) days after receipt of invoice.

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with written notice to the other party. If services have already been rendered including the creation of the written test, then the client will be responsible for those services at a rate of \$250 dollars per hour.

Assumptions

Greenfield Fire Department

By: _____

Name: _____

Title: _____

E.L.I.T.E Public Safety Consulting

By:  _____

Name: CANDACE D. ASHBY

Title: PRESIDENT