



January 7, 2019

Chief Deputy Tim Ryle
Williamson County Sheriff's Office
508 S. Rock Street
Georgetown, TX 78626

Sent via e-mail: tim.ryle@wilco.org

Dear Chief Deputy Ryle:

We are very pleased that you are considering our physical ability test development and validation services for the Williamson County, TX Sheriff's Office. This price quote is to develop two (2) job-simulation based physical ability tests (one for the Law Enforcement Division - Deputy Sheriff and the other for the Corrections Division - Corrections Officer) to be used for entry-level selection for the Williamson County, TX Sheriff's Office and potentially as an in-service standard for the positions of Law Enforcement Division - Detective, Sergeant and Lieutenant and Corrections Division Cadet, Corrections Deputy, Bailiff, Sergeant, and Lieutenant. To meet these specifications, below are the steps and associated costs necessary to complete this project.

Step	Description of Step
1.	An S&A representative will discuss the scope of the project with the Williamson County Sheriff's Office (WCSO), including its past experience with physical ability testing. S&A will likely request information that includes the number of personnel by rank and job assignment, and the demographic composition of the WCSO. S&A will request and review current job descriptions, as well as incident reports over the past two years (or other available documentation) that describe physically demanding behavior performed by personnel to better understand the physical requirements of the Law Enforcement Division - Deputy Sheriff, and Corrections Division - Corrections Officer jobs. The next steps in the process will be discussed and a timeframe for completing major milestones will be established.
2.	S&A will request the WCSO to provide Subject Matter Experts (SMEs) in each of the target positions for the purpose of (1) providing critical incidents and examples of physically demanding job requirements, (2) responding to an online job analysis questionnaire containing physical tasks, and (3) participating in the physical ability field tests. S&A provides SMEs with instructions to gather critical incidents and examples of physically demanding job requirements. The instructions will inform SMEs to think of a physically demanding incident in which they have been involved, and which they believe a minimally qualified officer should be able to perform. SMEs will be instructed about how to provide the details, and will forward these incidents to S&A for analysis.
3.	Based on the critical incidents provided by SMEs, S&A will create a list of potential job tasks, knowledge, skills, abilities (KSAs) and equipment to be incorporated into a Law Enforcement Division Job Analysis Questionnaires (JAQ), and a Corrections Division JAQ. S&A will provide the JAQs to the WCSO for review and approval. Once approved by the WCSO, S&A will web-enable the JAQs online for personnel to complete. The JAQ data will help S&A identify important physical tasks, KSAs and equipment required for each of the jobs and ranks within job. The physical ability tests will take the form of job task simulations. S&A's experience suggests that some of the command staff at higher ranks may perform few physical functions

	on a routine basis, so our suggestions for the applicability of the physical ability tests to various ranks are guided by the data collected during the job analysis phase. While S&A strives to become familiar with each client's local circumstances, we are not attorneys and we rely on contact personnel and/or client agency's legal counsel to adhere to local rules (e.g. local civil service rules, collective bargaining agreements, etc.). We encourage agencies establishing in-service physical ability standards to consult with their legal counsel prior to finalizing the guidelines for in-service standards.
4.	Once the JAQs are approved, S&A will send personalized email invitations to personnel in the target jobs for the purpose of completing the online JAQs. Officers should expect to spend 1 to 2 hours completing the questionnaires. S&A has created online JAQs to allow personnel to save their work as they proceed through the questionnaires. This is helpful in case officers are interrupted when responding to the JAQs and must come back to complete them later. The JAQ administration typically takes place over a month. Periodic email reminders are sent to those officers who have yet to complete their JAQ. The administration period can be extended, if necessary, to increase the response rate. Once the job analysis and interview data have been obtained and reviewed, S&A will prepare for and conduct SME panel meetings with a representative group of SMEs from the WCSO. The purposes of the meeting are to decide on which essential physical tasks to include in the physical ability tests, discuss equipment/material needs, and gather additional content validity evidence for the examinations. After the SME meeting, S&A examines potential test sites with the WCSO to become familiar with how testing components can be situated in various test sites, and to take measurements of the test layouts.
5.	Using this information, S&A will create an administration guide for the physical ability tests and provide them to the WCSO as a PDF file. The initial version of the administration guides will familiarize WCSO personnel with the tests for field test purposes and indicate what supplies and equipment are needed to conduct the field tests. The final version of the administration guides will provide test proctors with the specifications necessary to administer the tests in a fair, objective and accurate manner. WCSO is responsible for obtaining the required equipment for the tests, and providing the test sites.
6.	S&A will administer the field-test process for each test, on-site, over one-day periods per test. During this time, test proctors within the WCSO will also be trained. The WCSO will use the administration guide to set up components of the test as necessary. S&A will review information on current personnel, and determine a sampling plan for field test participants. Field-test representation by ethnic group and age will be examined so that it is appropriate, and incumbent participants must be able to perform the physical functions of their job at a minimal level in order to participate in the field test. During the field test, three SMEs will rate the ease/difficulty with which field test participants complete each component of the tests for validation purposes. S&A will gather test completion times and ratings of the ease/difficulty with which participants complete the tests, and will calculate all required statistics.
7.	S&A will analyze the results data to identify one cutoff score for each test to be used to assess the physical ability of test takers. If warranted, the administration guide will be revised after field-testing. In addition, a guide to assist participants in preparing for the examination will be developed which can then be distributed to participants on an as needed basis by the WCSO.
8.	S&A will write a technical report in accordance with the Uniform Guidelines on Employee Selection Procedures documenting the existence of the content validity of the physical ability tests. At its hourly rate, S&A is available to defend a test's validity, if necessary.

The cost to develop this test is \$47,000.00 (\$40,000.00 for project fees and \$7,000.00 for travel expenses). Our travel expenses will include airfare, car rental, parking, lodging and meals. We anticipate devoting two consultants for this project. The consultants will be required to make four round trips from Chicago, IL or Denver, CO to Austin, TX (Georgetown) – 2 round-trips per test. Although actual travel expenses would be billed as incurred, they would be capped at \$7,000.00. S&A estimates the travel expenses to be the following.

Travel Expense Item	Estimated Cost	Multiplier	Total
Mileage, parking to/from Chicago or Denver airport	\$100	4 trips	\$400
Airfare (round trip)	\$425	8 r/t flights	\$3,400
Automobile and gas	\$55/per day	10 days	\$550
Lodging	\$135 per night	8 nights	\$1,080
Meals	\$50 per day	8 days	\$400
Total Estimated Expenses			\$5,830.00

Important Notes

- If needed, additional administrative time and/or consulting (e.g., responding to candidate challenges/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 rates which are \$175.00 per hour for Bachelors and Masters-level staff and \$250.00 per hour for Ph.D.-level staff. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administrative rate of \$30 per hour.
- All shipping and handling, printing, and travel-related expenses will be kept to a minimum and billed as incurred.
- The Williamson County Sheriff's Office will be responsible for securing a location for all process administrations, where applicable and also provide all test components/equipment (training dummy, etc.).
- A contact person for the project will be designated who is responsible for coordinating activities, such as providing S&A with requested information and scheduling meetings with internal SMEs.
- Work performed or meetings scheduled on weekends requiring S&A's attendance will be billed at 1.5 times the quoted project rate.
- S&A invoices for one-half payment up front and the other half upon project completion.

Chief Deputy Ryle, I hope you find this information helpful. We would be eager to begin this project as soon as you are ready to proceed. Project completion will take approximately three months. However, this assumes that we have the full cooperation of all Sheriff's Office personnel in order to meet this timeline.



Thank you for your consideration and we look forward to working with you on this important project. If you have any questions or need additional information, please do not hesitate to contact me.

Best regards,

A handwritten signature in black ink, appearing to read 'Michael J. Thomason', written over a horizontal line.

Michael J. Thomason
Vice President

To accept this price quote and authorize Stanard & Associates, Inc. to begin work, simply sign, date, scan and e-mail to mike.thomason@stanard.com or fax to my attention at 312-553-0218.

Authorized contact:

Chief Deputy Tim Ryle
Williamson County, TX Sheriff's Office

Date