



RESPONSE TO Quote Number: FIRE-05282019

Submitted: June 3, 2019

Ascend Leadership, LLC is pleased to provide the following quote to develop and administer a written promotional examination process for the rank of Lieutenant for Escambia County Fire Rescue.

The following proposal is based on no more than 30 candidates. **Our fee for services provided per this proposal is \$3400.** Note this includes an online Orientation that candidates can access anytime or multiple times. If number of candidates exceeds 30, an additional \$500 fee will be added. If an "in person" Orientation is requested, we will offer the Orientation on one afternoon (or evening), and repeat it the the next morning (easier for shift coverage) for an additional \$800.

Scope of Services Provided:

1. A custom, written, 100-item examination, multiple choice format written examination based on study material in the RFP, and administered and graded by Ascend Leadership on site in Escambia County.
2. A written report will be provided per the RFP.

Your Department Would Be Responsible For:

1. Provide qualified assistance from either the Fire Department or Human Resources to check-in candidates at the testing site and verify identity, collect or verify any other records or documentation required by the department. At least one (1) command officer from the Fire Department be on-site prior to and during exam process.
2. Provide qualified assistance from the Fire Department to monitor the challenge process. At least one (1) command officer from the Fire Department to be on-site to assist with any local procedure or content questions by Ascend Leadership.
3. Provide adequate facilities: One room large enough for all candidates to be spaced comfortably with at least one seat (space) between each candidate. That room must have a projector of sufficient brightness and clarity for ease in viewing the projected images used during the pretest orientation clearly. Said projector shall have appropriate connections to a standard laptop computer using VGA or HDMI including cable, and a projection screen(s) so candidates can clearly view the images. The projector will be utilized during the pretest directions to the candidates.

Testing Process Information

All testing processes by Ascend Leadership are custom developed for each agency. Your process is designed as follows:

Written Exam

The written exam will be a 100 item multiple choice exam using state of the art electronic devices to record and score their answers. Each candidate will have individual written booklets to allow them to work at their own pace.

Candidate Challenge/Review of Items

1. The department shall advise candidates to bring all paper copy (no electronic devices) study material to the testing process in a bag with their name on it. Said materials will be stored during the test and then can be accessed when advised by Ascend Leadership after all candidates complete the test or at the completion of the specified time.
2. The department shall provide on-site a command officer authorized to make determinations of any questions to be eliminated or alternate selections approved.
3. It is preferred by Ascend Leadership that the Union Local also provide an authorized representative to assist with the above.
4. Shortly after the completion of the actual test, the candidates will be released for a short time while Ascend Leadership grades and prints the results.
5. A 70% confidence level will be utilized for written test items. That is, if 70% of the personnel taking the exam get an item wrong, it automatically comes under review by Ascend Leadership and the department liaison. The reason for this may be a problem with the item construction, typographical, or with the understanding of the candidates as a group, often of a policy versus a practice.
6. After the above review, candidates will be provided a copy of their results with each item wrong, clearly indicating their response, the correct response, and the source of the question/answer by page number so they can verify the information using the study material they brought to the test. This document is Ascend Leadership's property and will be returned to Ascend Leadership upon completion of the review process that day at the end of that review process. It may not be photocopied, photographed or otherwise have information copied and is a protected document under state law.
7. At this time, candidates will be provided a form so they may challenge any item they were marked wrong, and this challenge will be reviewed by the Ascend Leadership and departmental command staff member with consultation with the Union Local representative.

Additional Information

Ascend Leadership will supply to Escambia County Fire Rescue the list of candidates who have successfully completed the exam process as outlined in our proposal and per the requirements of the announcement. If there are additional "points" to be awarded, such as "seniority points" it shall be Escambia County Fire Rescue's responsibility to calculate and award any additional points over and above the scores as supplied by Ascend Leadership, LLC.

A 25% deposit is due thirty (30) days prior to the agreed upon test date. The remaining payment is due within thirty (30) days of the test being administered, provided all reports have been delivered per our proposal. Cancellation less than 30 days prior to the test date require the

County to forfeit the deposit due to work already undertaken. Delays due to hurricanes or significant weather or wildfire do not incur a penalty.

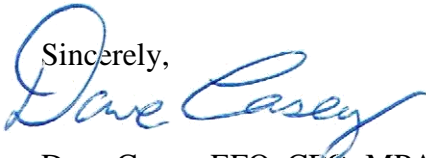
Test date is to be mutually agreed to between ECFR and Ascend Leadership. We have a commitments during the latter weeks of September to conduct classes for the Alaska Fire Chief's Association.

Ascend will endorse Escambia County on our \$1,000,000 General Liability policy for the days Ascend is on site, limited to the immediate area of the testing, or Orientation. Ascend Leadership has \$1,000,000 of Professional Liability over the testing process.

Ascend Leadership agrees to make revisions to services to be provided at the request of Escambia County and to revise the costs accordingly.

Please sign the agreement and keep one copy for yourself, and return to Ascend Leadership a signed copy.

Sincerely,



Dave Casey, EFO, CFO, MPA
Managing Partner
dave@ascendleadershipllc.com

_____ Date _____

Escambia County Fire Rescue

NOTE: please return a copy of the announcement with this document and any correspondence from the county to the candidates.

The designated point of contact with the city (or fire department) is (name, email, office and cell phone) _____.

For Ascend Leadership it is Dave Casey, dave@ascendleadershipllc.com, office 352 519-4694, cell 386 456-7853.