



## **City of Urbana, Illinois**

Request for Proposals

# **Fire Engineer Promotional Testing: Practical Assessment**

Issue date:

January 30, 2017

Closing date and time:

A complete copy of proposal must be received by 4:00 PM on February 20, 2017

Contact person:

Division Chief Derrick Odle Urbana

Fire Department

400 S. Vine St.

Urbana, IL 61801

Phone: (217) 722-0025

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# **I. Summary**

## **A. Purpose**

The purpose of this “Request for Proposals: Fire Engineer Promotional Testing - Practical Assessment” is to select a qualified professional vendor to develop, validate, administer, and score assessment centers for the practical portion of the promotional testing for the position of Engineer in the Fire Department, per the specifications contained herein. The selected vendor will also analyze test results and provide final results.

## **B. Background**

### **1. General Background**

It is essential that the procedure comply with professional standards (*Principles for the Validation and Use of Personnel Selection Procedures, Standards for Educational and Psychological Testing*) and legal guidelines (*Uniform Guidelines on Employee Selection Procedures*) and that every reasonable effort to minimize adverse impact be made.

### **2. Urbana Fire Department**

The City of Urbana Fire Department (“the Department”) provides fire protection to over 40,000 city residents as well as the University of Illinois at Urbana-Champaign campus and mutual aid to neighboring communities. Contract language for Department personnel calls for an assessment center to be utilized in the promotional process.

The Department has 60.0 full-time equivalent positions budgeted for FY 2016-17. The Department’s sworn staff consists of 22 Firefighters, 15 Engineers, 12 Lieutenants, three (3) Captains, three (3) Division Chiefs, one (1) Fire Marshall and one (1) Fire Chief.

Fire Engineers have responsibility for the operation and knowledge of departmental apparatus, the safety of personnel riding on assigned apparatus, and for the proper operation of that apparatus. An Engineer must be well informed on the municipal water system and available fire flows. Further, they protect life and property by utilizing firefighting and rescue techniques; assist in fire investigations, fire prevention, and public education activities; provide emergency medical and rescue services to the public; and maintain Departmental apparatus and buildings. An Engineer may be assigned supervisory responsibility on a temporary basis.

### **3. Promotional Process for Engineers**

Firefighters are qualified to test for Engineer contingent on successfully completing the following:

1. Five (5) completed years of service with Urbana Fire Department and currently employed by same.
2. Successful completion class certificate of Fire Apparatus Engineer (FAE) and Fire Service Vehicle Operator (FSVO) either from the Illinois Fire Service Institute (IFSI) or an accredited class that meets the standards of the Office of the State Fire Marshal (OSFM). Certification for the Firefighter III/ Advanced Firefighter must be from the Office of the State Fire Marshal (OSFM).

Per the contractual agreement, the following criteria shall be used to establish the promotional list for Engineer:

1. Seniority points: Seniority points will be calculated at the rate of one-quarter (1 /4) point for every complete year of service with Urbana Fire Department. A maximum of five (5) points (a total of twenty 20 years' seniority) will be awarded. These points are above and beyond the possible 100 points of the promotional examinations.
2. Assessment Center, which constitutes sixty (60) percent of the candidate's combined score;
3. Written Examination, which constitutes forty (40) percent of the candidate's combined score.
4. Engineers Bonus Points: five (5) bonus points will be awarded to each candidate having the FFIII/Advanced Technician Firefighter Certification from the Office of the State Fire Marshal (OFSM). These points are above and beyond the possible 100 points of the promotional examinations.

The use of physical criteria, including but not limited to fitness testing, agility testing, and medical evaluations, is specifically barred from the promotion process. Scoring will be conducted solely by the assessment service evaluators. The final eligibility list will remain in effect for three (3) years after the date of the initial posting.

## **II. Scope of Services**

The scope of services covered in this RFP is to establish a working relationship with a vendor that can develop and administer assessment centers for the practical portion of the Engineer promotional exam. It is expected that the successful Vendor will provide a comprehensive set of services including but not limited to the following:

- A. Make recommendations on appropriate test procedures and provide options and alternatives (if appropriate), and administer assessment services for Fire Engineer including the following:
  1. Facilitating practical assessments for up to 14 (fourteen) candidates.
  2. Providing orientation meeting with candidates the day before actual assessment day.
  3. Recruiting and training assessor(s), controller(s), and safety officer(s).
  4. Developing testing schedules, rule sheets, and process for selection of candidates' testing positions.
  5. Coordinating and administering three (3) assessment centers: two (2) pumping tests and one (1) aerial test, all at a location to be negotiated.
    - a. Assessment centers test will be negotiated between the City and the Vendor to ensure a comprehensive, competitive, and challenging process is provided for the desired qualities of the position.

6. Providing feedback at the end of the testing session.
  7. Informational only: Apparatus and equipment to be provided by the City.
- B. Maintain security of test material.
  - C. Develop scoring procedures and provide same day scoring for all tests.
  - D. Provide feedback on candidates' examination results to the UFD Command Staff.
  - E. Provide documentation necessary to fulfill professional and legal requirements.
  - F. Assist with responding to examination appeals which result from the testing procedure. Rescore tests if necessary.
  - G. Provide expert testimony in court, if necessary.

All exercises will be uniquely based on current policies, procedures, and methods of the Urbana Fire Department. The selected vendor will work with UFD Command Staff to formulate the exercises and evaluation of the processes.

### **III. Proposal Requirements**

The following terms will apply to this Request for Proposals ("RFP") and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms. The successful firm shall respond to the RFP with the information requested below:

#### **A. Inquiries**

All inquiries related to this RFP should be directed, in writing, to: Division Chief Derrick Odle, Urbana Fire Department, at [daodle@urbanaininois.us](mailto:daodle@urbanaininois.us). To receive an email notification any time there is a significant change or an update to this RFP, please indicate this by providing an email address to Division Chief Derrick Odle upon receipt of this RFP.

Information obtained from any other source is not official and should not be relied upon. No other contact with any City official, staff, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. The proposing Vendor is solely responsible for its interpretation of this RFP. All submitted materials become the property of the City of Urbana.

#### **B. Elements to Include**

1. Cover Letter: The proposal must be signed by a person authorized to sign on behalf of the Vendor and to bind the Vendor to statements made in response to this Request for Proposals. The Vendor should ensure its proposal includes a cover letter substantially similar in content to the sample Proposal Cover Letter (Appendix A).

2. EEO Workforce Statistics: Vendors are required to fill out, sign, and return the attached “Urbana EEO Workforce Statistics Form” (Appendix B), and any required attachments, when a contract for any bid is in excess of \$30,000. For additional information visit <http://www.urbanaininois.us/government/mayors-office/human-relations/public-vendorscontractors>. By signing and returning the “Urbana EEO Workforce Statistics Form,” the Vendor certifies compliance with Equal Employment Opportunity law.
3. Purchasing Certification: Vendors are required to fill out, sign, and return the attached Purchasing Certification (Appendix C). By signing and returning the Certification, the undersigned individual certifies that they are familiar with and are in compliance with the legislative acts summarized therein (30 ILCS 580/1 et. seq., 720 ILCS 5/33E 1 et. seq., and 65 ILCS 5/11-42.1-1).
4. General Background of Vendor: This section shall include the general background of the submitting organization. Information on the complete services of the Vendor should be provided but should be kept in a concise format.
5. Assessment Center Experience: This section should include the Vendor’s experience with providing assessment centers to other fire departments similar in size to the Urbana Fire Department and include references where this experience may be verified.
6. Timetable: Submit a timetable consisting of the amount of time that would be required to perform the duties enumerated in Section II (“Scope of Services”) of this RFP.
7. Main Project Team: This section should include the resumes of “key” project team members. As the experience of individuals varies, it is up to the proposing firm to determine who would be “key” to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes provided.
8. Project Approach: Describe in detail your firm’s approach for development and implementation of a successful assessment center for the Department. A schedule must be provided indicating project tasks proposed and their duration and relationship to each other and the completion of the project. The schedule should cover all planned facets of the assessment.
9. References: Provide the names of at least three (3) clients (including contact persons and phone numbers) for whom you have developed Fire Department promotional exams within the last ten years and who may be contacted in regard to the quality and cost of the service provided. These may include the references requested in B(2) of this section.

10. Minority Participation: it is the objective of the City of Urbana to obtain minority and female participation in professional service contracts. Please include a minority participation plan in your proposal.
11. Pricing: Each vendor submitting a proposal shall provide a detailed total price to complete this assessment as requested. Provide detailed pricing for up to 14 Engineer candidates that include:
  - a) Cost per candidate.
  - b) Cost for conducting an orientation workshop in Urbana with the candidates to provide an overview of the exercises. This would be held at least four (4) days prior to the actual assessments.
  - c) Cost for the assessors to meet with the Urbana Fire Department Command Staff to discuss the strengths and weaknesses of the candidates after the assessment processes are completed.
  - d) Cost to have the assessors meet with the candidates individually to discuss their individual strengths and weaknesses following the exercises.
  - e) Administration costs for preparation of the exercises.
  - f) Assessors' costs for travel, lodging, and food.
  - g) Fees charged for cancellation of the assessment exercises.
  - h) Any additional charges associated with the design, preparation, or administering of the assessment services.

#### **IV. Request for Proposal Process**

##### **A. Submission Guidelines**

Proposals shall be in a sealed envelope and clearly marked on the front as follows:

**“PROPOSAL FOR FIRE ENGINEER PROMOTIONAL TESTING - PRACTICAL  
ASSESSMENT”**

Only proposals that are received prior to the proposal's due time and contained in a sealed envelope will be considered. Proposals must not be sent by facsimile or e-mail. It is the responsibility of the Vendor to deliver the proposal on or before the due time. Late proposals will be rejected. Postmarks will not be accepted.

Please submit three (3) paper copies and an electronic copy of your proposal on a flash drive on or before 4:00 p.m. CST Monday, February 20, 2017 to:

**Urbana Fire Department  
Attn: Division Chief Derrick Odle  
City of Urbana  
400 S. Vine St.  
Urbana, IL 61801**

## **B. Estimated Time Frames**

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Urbana.

<b>Event</b>	<b>Anticipated Date</b>
Request for Proposal issued	January 30, 2017
Request for Proposal closing	February 20, 2017, 4:00 PM
Proposal evaluation completed	March 1, 2017
Service delivery starts	On or around July 24 , 2017
Minimum service termination	January 31, 2018

## **C. Eligibility**

Proposals will not be evaluated if the Vendor's current or past interests may, in the City's opinion, give rise to a conflict of interest in connection with this project. The City reserves the right to request the Vendor to file a statement that no City official or employee has an interest in the proposal for purchase.

## **D. Evaluation Process**

The City reserves the right to accept or reject any, some, or all proposals, to take exceptions to parts of proposals, and to request written clarification of proposals and supporting materials. The City further reserves the right to negotiate with any Vendor with respect to amendments to their proposal.

The City will form a selection committee to evaluate proposals. Key evaluation criteria will include: ability to successfully perform all of the duties and comply with all of the requirements specified in this RFP; credentials of project staff; relevance and amount of experience; and cost. The selection committee will make a recommendation to the Fire Chief, who will make the final selection decision.

## **V. Vendor Qualifications**

The Vendor must demonstrate that it has been in business for a minimum of five (5) consecutive years. Additionally, the Vendor shall provide detail regarding its experience performing services outlined in the Scope of Services.

1. Proposal must include a description of the company including but not limited to:

- Name of company
- Address of corporate headquarters and of local entity
- Form of company; i.e. sole proprietor, partnership, corporation
- Date company formed
- Company principals
- Licenses (provide a copy of all licenses and/or permits required to do business in the State of Illinois)

Proposal must include the experience of the Vendor. Vendor must include:

- Listing of other government agencies or private entities for which similar work has been performed.
- Detail regarding experience developing and administering testing processes of comparable scope to that outlined in the Scope of Services.

Additionally, the Vendor will disclose any pending acquisitions or divestitures that could impact this contract.

## **VI. Addenda**

It is the intent of the City of Urbana to enter into a contract with the Vendor that submits the proposal most advantageous to the City and in the City's best interest.

### **A. Negotiation Delay**

If a written contract cannot be negotiated within 15 days of notification of the successful Vendor, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Vendor and either negotiate a contract with the next qualified Vendor or choose to terminate the Request for Proposal process and not enter into a contract with any of the Vendors.

### **B. Conflicts of Laws**

The Vendor expressly agrees that the contract shall be governed by Illinois law and that Illinois law will be the controlling law in the events of any disputes, claims, or controversies that should arise out of or in connection with this contract and any subsequent contract that is awarded pursuant thereto. Any party to a dispute shall request that a hearing be scheduled within Champaign County in Illinois subject to the reasonable availability of the parties and their representative.

### **C. Irrevocability of Proposals**

By submission of a clear and detailed written notice, the Vendor may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Vendor agrees that should its proposal be successful the Vendor will enter into a contract with the City of Urbana. All proposal material except for proprietary information may become open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Therefore, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

#### **D. Changes to Proposal Wording**

The Vendor will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City of Urbana for purposes of clarification.

#### **E. Vendors' Expenses**

Vendors are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City of Urbana, if any. The City of Urbana reserves the right to reject any and all bids and to waive all formality as the City sees fit. If the City of Urbana elects to reject all proposals, the City of Urbana will not be liable to any Vendor for any claims, whether for costs or damages incurred by the Vendor in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

#### **F. Limitation of Damages**

Further to the preceding paragraph, the Vendor, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Vendor in preparing its proposal and the Vendor, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Vendor.

#### **G. Firm Pricing**

Prices will be firm for the entire contract period unless this Request for Proposal specifically states otherwise.

#### **H. Acceptance of Proposals**

This Request for Proposal should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a contract with the Vendor who submits the lowest priced proposal or with any Vendor. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Vendor.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, state, regional, district or municipal ordinance, regulation, or by-law.

#### **I. Definition of Contract**

Notice in writing to a Vendor that it has been identified as the successful Vendor and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no Vendor will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events; legal obligations or duties specified herein shall be created upon all Vendors by submission of a proposal in response to this Request for Proposal, however.

## **J. Form of Contract**

By submission of a proposal, the Vendor agrees that, should it be identified as the successful Vendor, it is willing to enter into a contract with the City of Urbana.

## **K. Liability for Errors**

While the City of Urbana has used considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this Request for Proposals is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by the City of Urbana, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Vendors from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

## **L. Modification of Terms**

The City of Urbana reserves the right to modify the terms of this Request for Proposals at any time at their sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a contract with the successful Vendor.

## **M. Ownership of Proposals**

All documents, including proposals, submitted to the City of Urbana become the property of the City of Urbana. They will be received and held in confidence by the City of Urbana, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **N. Use of Request for Proposal**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

## **O. Confidentiality of Information**

Information pertaining to the City of Urbana obtained by the Vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Urbana.

## **P. Adherence to Bargaining Unit Contractual Provisions**

Vendor must adhere to requirements identified within the collective bargaining agreement (CBA) between the City of Urbana and Local #1147 of the International Association of Firefighters. Specifically, Vendor must allow monitoring, proctors, and evaluators to be present during the assessment process.

Vendor will provide a list of four (4) evaluators' names for three (3) assessment stations to the City by June 24, 2017. One (1) name will be selected and struck by the Union.

Vendor will be provided a copy of the promotions process directly from the CBA upon request for reference. Pertinent sections are italicized below:

*§ 25. Monitoring and Proctors.*

*Monitoring permitted. All aspects of the promotion process, including without limitation the administration, scoring, and posting of scores for the written examination and subjective evaluation and the determination and posting of seniority, shall be subject to monitoring and review in accordance with this Section and Sections 30 and 50.*

*Observers. Two impartial persons who are not members of the affected department may be selected to act as observers by the exclusive bargaining agent. The appointing authorities may also select two (2) additional impartial observers.*

*Evaluators. Prior to final selection of the evaluators for the Assessment Center, the City shall tender a list of names of the evaluators to the President of the Union. The list shall consist of one extra evaluator. The Union may veto one evaluator. In addition, if any evaluator on that list is related by blood or marriage or other family relationship to any member of the Urbana Fire Department or City Management, the Union may point out that fact and the City shall select another qualified evaluator in that person's place.*

*Behavior standards:*

*(i) Interference. The observers monitoring the promotion process are authorized to be present and observe when any component of the test is administered or scored. Except as otherwise agreed to in a collective bargaining agreement.*

*(ii) Observers may not interfere with the promotion process, but shall promptly report any observed or suspected violation of the requirements of this Act or an applicable collective bargaining agreement to the proctors, the City's Human Resources Manager, the appointing authority and the executive Board of IAFF Local 1147. Any and all issues or problems observed by an observer must be raised by the observer on the date of the observation.*

## VII. Appendix A: Proposal Cover Letter

Letterhead or Vendor's name and address

Date

Division Chief Derrick Odle  
Urbana Fire Department  
City of Urbana  
400 S. Vine St.  
Urbana, IL 61801

Subject: Request for Proposal -  
Fire Engineer Promotional Testing: Practical Assessment

Dear DC Odle:

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

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***Signature***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Legal name  
of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

<p align="center"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2455 (phone); 328-8288 (fax)</b>  <b>hro@urbanaininois.us</b> </p>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification</b>	
	<b>Date:</b>	
<b>Certificate Expiration Date:</b>		

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

**Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.**

**Section I. Identification**

**1. Company Name and Address:**

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number:	<input type="text"/>	Social Security Number:	<input type="text"/>
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**2. Name and Address of the Company's Principal Office *(answer only if not the same as above)***

Name:

Address:

City/State/Zip

**3. Major activity of your company (product or service):**

**4. Project on which your company is bidding:**

**5. City of Urbana contact staff assigned to contract:**

## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.</b>		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>		

## SECTION III. Employment Information

**IMPORTANT:** Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

**TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE**

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
<b>Date of above Data:</b> _____												



## SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

## SECTION V. Verification

**Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:**

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

YES \_\_\_\_\_

NO \_\_\_\_\_

2. **Have you enclosed your company's EEO statement?**

YES \_\_\_\_\_

NO \_\_\_\_\_

3. **Have you enclosed your company's Sexual Harassment policy?**

YES \_\_\_\_\_

NO \_\_\_\_\_

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

**CITY OF URBANA, ILLINOIS  
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

**DRUG FREE WORKPLACE ACT:** An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

**CERTIFICATION OF COMPLIANCE:** An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

**DELINQUENT TAXPAYERS:** An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

**SIGNATURES (COMPLETE APPROPRIATE SECTION)**

**INDIVIDUAL**  **PARTNERSHIP**  **CORPORATION**  (check one)

Name of the Business \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Date \_\_\_\_\_