Docusign Envelope ID: 17E869F1-B970-46C1-B186-678BFEEFF405

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Police Lt., Police Sgt., Corrections Lt. and Sgt. Promotional Process

Requested Action and Justification:

Requesting approval to utilize the fourth and final one (1) year renewal option with Industrial/Organizational Solutions, Inc. (IOS) for Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation. Period of service is from March 14, 2026 through March 13, 2027. Total award not to exceed $300,000.00. Total maximum indebtedness not to exceed $1,552,000.00.

To be executed by formal contract amendment through the Office of General Counsel and processed by Purchase order Release(s).

Supplier:	Industrial/Organizational Solutions	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	09/09/2021

POA #:	POA-71611-22	**PO #:**	NA	**Change Order #:**	
Solicitation #:	ITB P-27 21	**Contract #:**	71611-22	**Contract ADM #:**	4
Term:	1 year	**Options:**	4, 1 yr	**Options Used:**	3

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	541201	**Acct:**	531090	**Proj:**	000000	**Activity:**	00001759	$ 300,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 1,552,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	SHPS:POLICE SERVICES			
Concurrence:	Signed by: Bergman, Christopher FFB4BB60DBD54C1...	**Title:**	JSO - CHIEF OF HUMAN RESOURCES	2/3/2026
Concurrence:	Signed by: Brian Ree C3A338708BBA444...	**Title:**	JSO - DIRECTOR PERSONNEL AND PROF STANDARDS	2/3/2026
Concurrence:	Signed by: Clement, Bill 3F803720B14E49E...	**Title:**	JSO - CHIEF OF BUDGET AND MANAGEMENT	2/3/2026
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 4547B2180AE148B...	**Chief of Procurement:**	Signed by: B10F1D517352456...	2/10/2026
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman	

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 17E869F1-B970-46C1-B186-678BFEEFF405

To: Dustin Freeman
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Brian Kee
Director of Personnel & Professional Standards

Chris M. Brown
Chief of Personnel Services

Bart Laird
Manager of Personnel Services

Subject: P-27-21 Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation (Contract 71611-22)

Date: January 27, 2026

We are requesting to utilize the forth and final one (1) year renewal option with Industrial/Organizational Solutions (IOS) from March 14, 2026, through March 13, 2027. The expenditure amount for the renewal period is $300,000.00 for a revised total not to exceed expenditure amount of $1,552,000.00. The funding source is 00111.541201.531090.000000.00001759.00000. Attached is the letter and quote from Industrial/Organizational Solutions (IOS) for your review. We are requesting that POA-71611-22 be updated.

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INDUSTRIAL/ORGANIZATIONAL SOLUTIONS
PUBLIC SAFETY SELECTION EXPERTS

1520 Kensington Road, Suite 110
Oak Brook, IL 60523
708. 410. 0200 (office)
708. 410. 1558 (fax)
888. 784. 1290
www.iosolutions.com

January 7, 2026

Dear Mr. Laird,

IOS understands that the Sheriff's Office is interested in extending our current contract to provide promotional processes for an additional year. We would be pleased to extend the current agreement for an additional year, specifically March 2026 to March 2027.

The costs, outlined in the contract dated March 14, 2022, are included below for convenience. At your request, the costs for the Corrections Sergeant have been modified to reflect the development and administration of three assessment exercises, rather than the two exercises included in the contract.

As always, we very much look forward to working with Jacksonville Sheriff's Office.

Best regards,

Chad C. Legel, M.S.
President & CEO

Jacksonville, FL Sheriff Promotional Examinations

Corrections Sergeant (Estimated 120 candidates)

1	*Project Step*	*Consultant Hrs.*	*Consulting Assoc. Hrs.*	*Tech. Wrtr. Hrs*	*Admin. Hrs.*	*Cost*
2	**Kick- off Meeting**	***6***	***0***	***0***	***0***	**$1,170**
3	Phone conference to finalize project details, timelines, discuss expectations and assign roles and responsibilites	*6*				
4	**Written Job Knowledge Examination**	***45***	***50***	***181***	***0***	**$25,445**
5	Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	*6*				
6	Draft 275 multiple choice questions based on exam plan.	3	14	135		
7	Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions.	8	10	8		
8	Construct final examination, answer key, and scoring program		4	6		
9	Develop parallel written examination to be administered to any returning military personnel	5	10	8		
10	Administer and score exam on-site	8				
11	Score exam and conduct item analysis and impact analysis	6				
12	Provide appeals responses and participate in protest hearing	9	12	24		
13	**Assessment Center Development**	***118***	***106***	***0***	***24***	**$32,330**
14	Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	38	2			
15	Develop a parallel assessment center exercises to be administered to any returning military personnel	30	6			
16	Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	8				
17	Develop efficient assessment schedule and coordinate needs for assessment site.	4				
18	Recruit assessors and coordinate travel logistics (estimated 18 assessors, 8 2-person panels plus 2 back-ups)	2	12			
19	Administer the assessment center (estimated 120 candidates: 1 training day plus 3 assessment days, 3 staff)	32	64			
20	Compile assessment scores and conduct quality controls.	3	6		8	
21	Develop candidate score reports.	1	16		16	
22	**Candidate Orientation Presentation**	***6***	***2***	***0***	***0***	**$1,330**
23	Prepare and deliver a virtual candidate preparation/orientation presentation.	6	2			
24	***Technical Report***	***8***	***8***	***3***	***0***	**$2,410**
25	Draft report to document test development, validation, impact analysis, and results	8	8	3		
26	**Project Expenses**					**$57,050**
27	Consultant Travel related costs	**$12,000**				
28	Assessor travel-related costs	**$33,400**				

- Continued on Next Page -

29	Meals and snacks for assessors and Sherriff staff	**$3,500**				
30	Facility costs (WE and AC Admin)	**$7,500**				
31	Administrative costs (shipping, freight, printing)	**$650**				
32	**TOTAL PROJECT INVESTMENT**					**$119,735**

- Continued on Next Page

Jacksonville, FL Sheriff Promotional Examinations

2025 Corrections Lieutenant Process - Military Make-up

If the candidate does not Pass the WE, the following items will be removed.	*Project Step*	*Consultant Hrs.*	*Consulting Assoc. Hrs.*	*Tech. Wrtr. Hrs*	*Admin. Hrs.*	*Cost*	
	Written Exam	***2***	***0***	***0***	***1***	**$425**	
	Print and ship written exam and IOS administration script. (The JSO will administer exam. JSO will scan and score onsite.)				1		
	Replicate scoring using SPPS.	2					
	Respond to protests. Prepare a Protest Hearing Booklet. IOS will not be onsite for Protest Hearing. IOS and JSO will utilize video conferencing for IOS to serve on Protest Hearing Panel.						
	Assessment Center	***29***	***11***	***0***	***1***	**$6,570**	
X	Develop schedule to process candidates, one exercise per day over 3 days.)	1					
	Recruit assessors and coordinate travel logistics (estimated 7 assessors)	1	6				
X	Administer the assessor training and assessment center. (The training will occur in the morning. The assessment center exercise will occur in the afternoon. One exercise per day over 3 days.)	24					
X	Compile assessment scores and conduct quality controls.	2	3		1		
X	Develop candidate feedback reports.	1	2				
X	**Post Orientation**	***1***	***1***	***0***	***0***	**$275**	
	Technical Report	***2***	***2***	***0***	***0***	**$550**	
	Update technical report	2	2				
X	**Project Expenses**					**$4,975**	
X	Consultant travel-related costs (1 consultant)	$1,975					
X	Assessor/JSO lunches and snacks at AC	$588					Billed at costs
X	Assessor travel-related cost (6 assessors+alternate)	$9,240					
X	Assessment facility cost	$3,000					Billed at costs
	TOTAL PROJECT INVESTMENT					**$12,795**	

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Jacksonville, FL Sheriff Promotional Examinations

2025 Police Sergeant Process - Military Make-up

If the candidate does not Pass the WE, the following items will be removed.	*Project Step*	*Consultant Hrs.*	*Consulting Assoc. Hrs.*	*Tech. Wrtr. Hrs*	*Admin. Hrs.*	*Cost*	
	Written Exam	***2***	***0***	***0***	***1***	**$425**	
	Print and ship written exam and IOS administration script. (The JSO will administer exam. JSO will scan and score onsite.)				1		
	Replicate scoring using SPPS.	2					
	Respond to protests. Prepare a Protest Hearing Booklet. IOS will not be onsite for Protest Hearing. IOS and JSO will utilize video conferencing for IOS to serve on Protest Hearing Panel.						
	Assessment Center	***29***	***11***	***0***	***1***	**$6,570**	
X	Develop schedule to process candidates, one exercise per day over 3 days.)	1					
	Recruit assessors and coordinate travel logistics (estimated 7 assessors)	1	6				
X	Administer the assessor training and assessment center. (The training will occur in the morning. The assessment center exercise will occur in the afternoon. One exercise per day over 3 days.)	24					
X	Compile assessment scores and conduct quality controls.	2	3		1		
X	Develop candidate feedback reports.	1	2				
X	**Post Orientation**	***1***	***1***	***0***	***0***	**$275**	
	Technical Report	***2***	***2***	***0***	***0***	**$550**	
	Update technical report	2	2				
X	**Project Expenses**					**$4,975**	
X	Consultant travel-related costs (1 consultant)	$1,975					
X	Assessor/JSO lunches and snacks at AC	$588					Billed at costs
X	Assessor travel-related cost (6 assessors+alternate)	$9,240					
X	Assessment facility cost	$3,000					Billed at costs
	TOTAL PROJECT INVESTMENT					**$12,795**	

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Police Lt./Sgt., Corrections Lt./Sgt. Promotional Process

Requested Action and Justification:

Recommend approval to utilize the third of four (4) one (1) year renewal options with Industrial/Organizational Solutions (IOS) for Police Lt./Sgt., Corrections Lt./Sgt. Promotional Process. Period of service is from March 14, 2025, through March 13, 2026. Total expenditure amount for the renewal period is $360,000.00, for a new total not to exceed $1,252,000.00.

Supplier:	Industrial/Organizational Solutions	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	09/29/2021

POA #:	71611-22	**PO #:**	N/A	**Change Order #:**	
Solicitation #:	PDS P-27 21	**Contract #:**	71611-22	**Contract Amd #:**	3
Term:	1 year	**Options:**	4	**Options Used:**	2

Federally Funded:	No	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	541201	**Acct:**	531090	**Proj:**	000000	**Activity:**	00001759	$ 360,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	1,252,000.00	**Contingent Amt:**	0	**DMP/ODPO Amt:**	0

Using Agency/BU:	SHPS POLICE_SERVICES		
Concurrence:	Clement, Bill	**Title:**	JSO - CHIEF OF BUDGET AND MANAGEMENT 2/26/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Wallace Cohen, Olive	**Chief of Procurement:**	3/4/2025
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

A NEW DAY

March 12, 2024

The Honorable Donna Deegan, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Deegan:

Ref: P-27-21 Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation (Amendment No. 2)
Jacksonville Sheriff's Office

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building for the purpose of amending the above referenced contract.

The following motion/recommendation was **adopted**:

That Contract No. 71611-22 between the City of Jacksonville and Industrial/Organizational Solutions, Inc., for Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation, be amended to exercise the second renewal option extending the period of service from March 14, 2024 thru March 13, 2025, with two (2) renewals remaining; and increasing the maximum indebtedness by $280,000.00 to a new not-to-exceed maximum of $892,000.00. All other terms and conditions shall remain unchanged.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Dustin Freeman, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED

Karen Bowling

Donna Deegan, Mayor

This 13th day of March, 2024

GP ab

cc Council Auditor
James McCain, Jr., OGC
Subcommittee Members

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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Docusign Envelope ID: B8A5CB45-20F9-4060-AB8D-61D7F15A1FB3

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY ONE JACKSONVILLE

February 9, 2023

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-27-21 Police Lieutenant, Police Sergents, Corrections Lieutenant and Corrections Sergents Promotional Process Developments and Implementation (Amendment #1)
Jacksonville Sheriff's Office

The Professional Services Evaluation Committee met today in Board Room 85 on the eighth floor of the Ed Ball Building for the purpose of amending the above-referenced contract.

The following motion/recommendation was **adopted:**

That Contract No. 71611-22 between the City of Jacksonville and Industrial/Organizational Solutions, Inc., for Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation, be amended to exercise the first of four (4) one (1) year renewal options extending the period of service from March 14, 2023 thru March 13, 2024 with three (3) renewals remaining; and increasing the maximum indebtedness by $310,000.00 to a new not-to-exceed maximum of $612,000.00. All other terms and conditions shall remain unchanged.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Phillip Freeman, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

Lenny Curry, Mayor

This 9th day of February, 2023

DF:cb

cc Council Auditor
James McCain, Jr., OGC
Subcommittee Members

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Docusign Envelope ID: B8A5CB45-20F9-4060-AB8D-61D7F15A1FB3

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

February 3, 2022

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-27-21 Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation
Jacksonville Sheriff's Office

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company/firm for the above-captioned project.

The following motion/recommendation was **adopted**:

That the City of Jacksonville enter into a contract with Industrial/Organization Solutions (IOS) to provide Police Lieutenant, Police Sergeant, Corrections Lieutenant and Corrections Sergeant Promotional Process Development and Implementation that incorporates the attached Scope of Services, identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'; the period of service shall be from execution of the contract thru one (1) year with four (4) additional one-year renewal options available at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of $302,000.00. All other terms and conditions are per the RFP and the City's standard contract language.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

Lenny Curry, Mayor

This 7th day of February 2022

GP ab

cc: Council Auditor
James McCain, Jr. OGC
Subcommittee Members

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02