

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: December 9, 2025 (COW)(B of T) December 18, 2025

TITLE: Motion to Waive Bids and Approve An Invoice for Fiscal Year 2025 Fire
Department Entry Level Applications and Testing Services In An Amount Not To
Exceed \$25,789.

SUBMITTED BY: Tim Sexton, Director of Finance

FISCAL IMPACT: \$25,789 101.110.105.75350

BACKGROUND/POLICY IMPLICATIONS:

To increase participation in the Fire Department's entry-level hiring process, the Village engaged IO Solutions for application processing and testing in 2025. In prior cycles, the Village charged candidates an application fee. After reviewing practices of comparable communities (many of whom used IO Solutions and did not charge a fee), the Fire Department adopted this approach to broaden the applicant pool and streamline administration.

The attached invoice for \$25,789.00 from Industrial/Organizational Solutions, Inc. (IO Solutions) is usage-based, driven by the number of applications received and the number of remote supervised testing sessions required.

RECOMMENDATION:

Staff recommends approval of the attached invoice in the amount of \$25,789.00.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X  _____	Date <u>12/9/25</u>
Village Manager X _____	Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon,
Wednesday, prior to the Agenda Distribution.



To: Village President and Board of Trustees
Scott Niehaus, Village Manager

From: Tim Sexton, Director of Finance

Date: December 8, 2025

Subject: Motion to Waive Bids and Approve An Invoice for Fiscal Year 2025 Fire Department Entry Level Applications and Testing Services In An Amount Not To Exceed \$25,789.

Summary

To increase participation in the Fire Department's entry-level hiring process, the Village engaged IO Solutions for application processing and testing in 2025. In prior cycles, the Village charged candidates an application fee. After reviewing practices of comparable communities (many of whom used IO Solutions and did not charge a fee), the Fire Department adopted this approach to broaden the applicant pool and streamline administration.

Results / Operational Benefits

- Applications increased from 24 (2024) to 202 (2025).
- IO Solutions' Remote Supervised Testing reduced staff time spent on testing logistics and administrative activities.
- The larger applicant pool improves competitiveness and supports stronger hiring outcomes.

Invoice (Attached)

The attached invoice for \$25,789.00 from Industrial/Organizational Solutions, Inc. (IO Solutions) is usage-based, driven by the number of applications received and the number of remote supervised testing sessions required.

Recommendation

Staff recommends approval/payment processing of the attached invoice.

Attachment

1. IO Solutions Invoice – FD Entry-Level Application & Testing Services (2025)

Industrial/Organizational Solutions, Inc.
1520 Kensington Road ; Suite 110
Oak Brook IL 60523
www.iosolutions.com



Invoice

BILL TO: Lombard FD
Attn. Kathleen Dunne
50 E St Charles Rd,
Lombard, IL 60148

DATE 11/20/2025

INVOICE # C64607A

ORDER #	P.O. NO.	REP
Job #4834/NS #327971		AE

ITEM	DESCRIPTION	QTY/HRS	RATE	AMOUNT
	FD Entry-Level Applications & Testing - 2025			
Phase V	Job Application Processing (50-candidate minimum)	329	35.00	11,515.00
FST Form - A PUD	Firefighter Selection Tool - Form A (Online Version)	202	25.00	5,050.00
SBSA - Form A P...	Situation-Based Styles Assessment (SBSA: FF) - Form A (Online Version)	202	12.00	2,424.00
In Home Test Fee	IOS Remote Testing Fee (per session)	17	400.00	6,800.00
<div>Attn. ACH Clients!!! Please Update our New Bank Account Information Bank Name: Huntington Bank Account Number: 01060436875 Routing Number: 044000024</div>				
Subtotal				\$25,789.00

Payments/Credits \$0.00

Please remit payment upon receipt

Total \$25,789.00

Please remit payment to I/O Solutions, Inc., 1520 Kensington Road, Suite 110, Oak Brook IL 60523 ; Any questions regarding this invoice, please call 708-483-6379 or email : accounting@iosolutions.com