

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 *T. Sexton* \_\_\_\_\_ Date 12/9/25  
Village Manager X *SN* \_\_\_\_\_ Date 12/9/25

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.