



CITY OF IRVINE PURCHASE ORDER

PURCHASING DIVISION
P.O. BOX 19575
IRVINE, CA 92623-9575
(949) 724-6180

**THIS P.O. NUMBER MUST APPEAR ON
ALL PACKAGES AND CORRESPONDENCE**

ATTACHMENT A

Page 1 of 1

P.O. NO. 5S7439

REQUISITION #	BID #	CONTRACT #
PRS03670	161011	9395
ISSUE DATE:	BUYER:	CHANGE ORDER NO.
07/20/18	PATRICK KO	

VENDOR NO.

V67477
DONNOE & ASSOCIATES INC
3526 SERRAMONT COURT
CARMICHAEL, CA 95608

SHIP TO:

(ALL ORDERS MUST ADHERE TO SHIP TO)

V2
CITY OF IRVINE
ONE CIVIC CENTER PLAZA
IRVINE, CA 92606

Pat Drew

PAYMENT TERMS: NET 30

F.O.B. POINT:

ALL ITEMS REQUIRED BY:

ITEM NO.	PROD. ID.	DESCRIPTION	QUANTITY	UNIT OF MEAS.	UNIT PRICE	AMOUNT
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EXAMS@DONNOE.COM
SREED@CITYOFIRVINE.ORG
PDREW@CITYOFIRVINE.ORG

0001	AS-NEEDED EMPLOYMENT TESTING AND ASSESSMENT CENTER DEVELOPMENT.	1	NTE	75,000.00	75,000.00
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WORK TO BE PERFORMED IN ACCORDANCE WITH
CITY OF IRVINE CONTRACT #9395 AND
EXHIBIT I, ATTACHED HERETO. THIS
STANDING PURCHASE ORDER EXPIRES
6/30/2019. TOTAL PURCHASE ORDER NOT TO
EXCEED \$75,000.00.

ACCT. LIST
DISTRIBUTION

SUBTOTAL: 75,000.00
TAX: 0.00
FREIGHT: 0.00
GRAND TOTAL: 75,000.00

PLEASE NOTE:

TERMS AND CONDITIONS:

AUTHORIZATION - The City of Irvine will not be liable for goods or services furnished without a signed authorized purchase order. SPECIFICATION - Any specifications and/or drawing referred to or attached hereto are expressly made a part of the P O CHANGES -No changes or variations of any kind are authorized without the written consent of the Purchasing Agent or authorized representative. DELIVERY - Please notify Purchasing promptly if delivery cannot be made on or before the date specified. The City reserves the right to cancel any and all items not so delivered or to cancel only items if not delivered within 60 days of order. Do not make partial shipments without consent of Purchasing Agent or authorized representative. Packing slip must accompany each shipment. Shipments must be identified as Partial or Complete. No C.O.D. orders will be accepted. INSPECTION - Material is subject to City inspections and approval within a reasonable time after delivery. If specifications are not met, material may be returned at seller's expense. A separate invoice must be submitted for each P O in duplicate. TAX - This purchase order is exempt of Federal Tax but is subject to Sales Tax if applicable. NOTE: All goods and equipment shall comply with any applicable local, state or federal codes, ordinances or statute including the Occupational Safety and Health Act and California Industrial Safety Act. Vendor shall be an Equal Opportunity Employer and comply with any applicable local, state or federal codes, ordinances or statutes.

TOTAL

75,000.00

**NOT VALID
UNLESS SIGNED**

FOR THE CITY OF IRVINE


PURCHASING AGENT

**ALL INVOICES
MAIL TO:**

ACCOUNTS PAYABLE DIVISION
P.O. BOX 19575
IRVINE, CA 92623-9575
(949) 724-6042

EXHIBIT I

Response to City of Irvine RFP 16-1011, for Consultant Team Program:

Human Resources Services: L.2. Employment Testing and Assessment Center Development

Overview of Donnoe & Associates, Inc.

Donnoe & Associates is pleased to submit this proposal for the City of Irvine, Consultant Team Program: Human Resources Services. Our company has been providing **Human Resources Services** for the City of Irvine since 1998. We have successfully completed over 100 Human Resources projects for the City of Irvine in this time frame.

For the past 26 years Donnoe & Associates, Inc. has been providing a full range of professional personnel selection consulting services to public agencies, throughout the Western United States, and primarily for public safety jobs. Our services are targeted at effective recruitment and selection of personnel. Our primary work includes job analysis, written testing, assessment centers, executive recruiting, and program evaluation.

Specialty Area

Donnoe & Associates, Inc. Is submitting this proposal for one specialty area: **Human Resources Services: L.2. Employment Testing and Assessment Center Development.**

Company Information

COMPLETE LEGAL NAME: Donnoe & Associates, Inc.

LEGAL ENTITY: Incorporated in California. Owners and Officers: (1) William E. Donnoe, President (2) Diane E. Donnoe, Vice President, Secretary and Treasurer.

CONTRACT NAME: Donnoe & Associates

ADDRESS: 4720 Duckhorn Drive, Sacramento, CA 95834

PHONE(S):

Telephone: (916) 928-4911

Fax: (916) 992-0911

Toll Free Office Number: (877) 22-EXAMS

Project Manager's Cell Phone: (916) 992-3355

EMAIL: exams@donnoe.com

WEBSITE: <http://www.donnoe.com>

RELATED INFORMATION:

- Tax ID Number: 68-0427030
- Certified by State of California as a Small Business Enterprise, Certification Number 55257.

Response to City of Irvine RFP 16-1011, for Consultant Team Program:
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Minimum Qualifications Specified in the RFP	REQUIRED QUALIFICATIONS	DONNOE & ASSOCIATES' QUALIFICATIONS
	<ul style="list-style-type: none"> Office in California Project Manager has 5+ years of experience 	<ul style="list-style-type: none"> Our office is in Sacramento California – this meets the requirement for Human Resource Services. Michael Donnoe will be the project manager. He has 21 years of experience.
Donnoe & Associates' Background and Experience	<p>Donnoe & Associates has been providing Human Resources Services for the City of Irvine since 1998. We have successfully completed over 100 Human Resources projects for the City of Irvine in this time frame.</p> <p>For the past 29 years Donnoe & Associates, Inc. has been providing a full range of professional personnel selection consulting services to public agencies, throughout the Western United States, and primarily for public safety jobs. Our services are targeted at effective recruitment and selection of personnel. Our primary work includes job analysis, written testing, assessment centers, executive recruiting, and program evaluation.</p>	
Insurance	<p>Donnoe & Associates, Inc. maintains all of the following professional business insurance coverage:</p> <ul style="list-style-type: none"> Professional Errors and Omissions - ACE American Insurance Company, Certificate Number: 58G2211377A: \$1,000,000 per occurrence/\$1,000,000 aggregate; psychologists professional liability insurance policy. General Business Liability - State Farm Fire & Casualty Co., Bakersfield, CA. Policy 90-W2-7594-5. Coverage: \$2,000,000 business liability / \$4,000,000 general aggregate. Workers Compensation - State Farm Insurance, CA. Policy 90-W2-7599-6-f coverage: \$1,000,000. 	

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**Project Manager's
Background and
Experience**

Donnoe & Associates' Consultant Team Project Manager will be **Michael Donnoe**, Principal Consultant, Donnoe & Associates, Inc.

Michael has worked with Donnoe & Associates, Inc. since 1995, and he has been working in a leadership role for the past 10 years.

As a Principal Consultant, Michael supervises all other consultants and subcontractors and provides client services in the areas of job analysis, development and validation of examinations, performance test and assessment center administration, and exam scoring.

Education

- Master of Arts (M.A.) University of San Francisco, in Counseling Psychology.
- Bachelor of Science (B.S.) University of San Francisco, in Organizational Behavior.

The key staff that we propose for the Consultant Team include:

- Michael Donnoe – *Project Director for Donnoe & Associates*
- Dr. William Donnoe – *Project Consultant*
- Diane Donnoe – *Project Consultant*
- Lindsay Tzur – *Project Consultant*
- Matthew Pavlos – *Project Consultant*

Resumes for all key staff are provided in Attachment 1 to this proposal.

Response to City of Irvine RFP 16-1011, for Consultant Team Program:
Human Resources Services: L.2. Employment Testing and Assessment Center Development

**Donnoe &
Associates’
References**

References for Exam Services, including assessment centers, job analysis, written tests, oral exams, performance exams, etc.

1. City of Irvine CA

Contact(s): 1) Jimmee Medina, 2) Lakesha Kimbrough
1 Civic Center Plaza, Irvine, CA 92606-5208
Telephone: (949) 724-7219.

Work completed: Exam services for all police department positions; examinations for numerous municipal positions, 1998-2016.

2. City of Inglewood CA

Leonca Cahee, HR Manager
One Manchester Blvd; City Hall, Inglewood, CA 90301
Telephone: (310) 412-5460

Work completed: Exam services for all police department positions; examinations for numerous municipal positions, 1997-2016.

3. City of Cypress CA

Thompson, Cathy, Human Resources Manager
Telephone: (714) 229-6687

Work completed: Exam services for police department positions; examinations for numerous municipal positions, 2008-2016.

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Human Resources Services: L.2. Employment Testing and Assessment Center Development

**Our Approach to
the Scope of
Work for Human
Resources
Services**

L.2. Employment Testing and Assessment Center Development

Donnoe & Associates' approach to employment testing and assessment center development includes the following key tasks:

Written Tests

- Job analysis
- Selection of test materials from our extensive written test item bank to match the requirements of the job, or
- Development of new test questions from agency-specific materials or selected references
- Exam booklet printing
- Answer sheets
- Exam scoring

Assessment Centers / Structured Oral Exams

- Job analysis
- Development of custom assessment exercises, problem sets and exam questions – based on agency policies and procedures, organizational characteristics, and job analysis findings
- Grading criteria for each exercise or problem set
- Exam validation through review with subject matter experts
- Production of all exam materials
- On-site assessor training
- Exam administration
- Forms and spreadsheets for scoring

The services provide by Donnoe & Associates will meet or exceed industry standards including professional and regulatory guidelines, and City of Irvine policies and procedures (e.g., *Uniform Guidelines on Employee Selection Procedures*, and *Principles for the Validation and Use of Personnel Selection Procedures*).

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We will Ensure Deliverables Are Free of Errors

Deliverables produced by Donnoe & Associates will be error free. We have internal processes in place to ensure that key deliverables are checked, then rechecked before we provide a product, solution or result to our client. We also work closely with our client during the process to ensure that they have had an opportunity for buy-in. By working in partnership with our client, we are able to avoid costly mistakes and unwanted outcomes.

Keeping the Project on Schedule

We have completed over 100 exam projects for the City of Irvine – All of these were completed on schedule.

We continually manage each exam project and coordinate timelines and deliverables very carefully with our agency representatives (i.e., Irvine Human Resources staff).

Donnoe & Associates' Strengths

Our strengths include:

- High quality exams
- Expertise in employment testing
- Commitment to our client's mission and values for each of our projects

Exam Validation and Defense

We will thoroughly document all services provided. This documentation will provide the basis for validation of services, and can be used to respond to any issues that arise during, or after, services are rendered.

In the event of a challenge or complaint by candidates in one of our exams, we will take the necessary steps to investigate the issue and correct it if possible. We will also be available post-examination to provide testimony in defense of our examinations.

Attachment 1. Resumes

Project Manager: **Michael Donnoe, Principal Consultant, Donnoe & Associates, Inc.**
Michael Donnoe Michael has worked with Donnoe & Associates, Inc. since 1995, and he has been working in a leadership role for the past 10 years. As a Principal Consultant, Michael supervises all other consultants and subcontractors and provides client services in the areas of job analysis, development and validation of examinations, performance test and assessment center administration, and exam scoring.

Education

- Master of Arts (M.A.) University of San Francisco, in Counseling Psychology.
- Bachelor of Science (B.S.) University of San Francisco, in Organizational Behavior.

Professional Associations

- President, Personnel Testing Council of Northern California (PTC-NC)

Project Manager Role and Responsibilities

Michael Donnoe will be the **Project Manager** for Donnoe & Associates. In this capacity he will have lead responsibility for the following:

- Primary contact person between Donnoe & Associates and the City of Irvine.
- Primary on-site service person for the City of Irvine.
- Project planning.
- Project management, including coordination of time lines; management of deliverables; and quality control.
- Exam design and validation.
- Assessment center administration.

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**Project
Consultant: Dr.
William Donnoe**

William Donnoe, President, Donnoe & Associates, Inc.

Since 1987 Dr. Donnoe has served as the President of Donnoe & Associates, Inc.. In this capacity, he has directed all major consulting projects for the company. He has 40 years of experience in personnel selection, including work with local, state and federal government agencies.

Education

- Doctor of Education (Ed.D.), University of San Francisco, in Organization & Leadership
- Master of Arts (M.A.), California State University, Sacramento, in Psychology
- Bachelor of Arts (B.A.), California State University, Sacramento, in Psychology

Professional Associations

- American Psychological Association (APA)
- Society for Industrial Organizational Psychology (SIOP)
- Personnel Testing Council (PTC-NC and PTC-SC).

Project Consultant Role and Responsibilities

Dr. William Donnoe will function as a **Project Consultant** for Donnoe & Associates. In this capacity he will have lead responsibility for the following:

- Job analysis.
- Written test development.
- Assessment center design with Michael Donnoe.
- Assessment center administration with Michael Donnoe.
- Secondary contact person between Donnoe & Associates the City.

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Human Resources Services: L.2. Employment Testing and Assessment Center Development

**Project
Consultant:
Diane Donnoe**

Diane Donnoe, Vice President, Donnoe & Associates, Inc.

Diane has been with Donnoe & Associates, Inc. as the business manager since its inception in 1987. Diane provides client services in the areas of: Test rental, lease and purchasing; Custom written exam development; Executive recruiting...including direct recruiting contacts, design of advertisements, and assessment of applications; Examination proctoring, administration and scoring; Assessment center administration; Management of subject matter expert scoring panels, and recruiting and coordination of subject matter experts and subcontractors; and, Coordination of exam facilities, equipment and materials for exam panels.

Education

- Bachelor of Science (B.S.) University of San Francisco, in Organizational Behavior.

Project Consultant Role and Responsibilities

Diane Donnoe will function as a **Project Consultant** for Donnoe & Associates. In this capacity she will have lead responsibility for the following:

- Production and quality control for all exam materials.
- Written exam scoring.
- Post-exam candidate scoring and feedback reports.
- Logistical support for projects.
- Contract administration and billing.

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**Project
Consultant:
Lindsay Tzur**

Lindsay Tzur, Administrative Analyst, Donnoe & Associates, Inc.
Lindsay has worked with Donnoe & Associates, Inc. for over five years, initially from 2000 through 2004, and starting again in 2014.

Lindsay now provides services for Donnoe & Associates in the areas of written test rental and scoring, business logistics, and accounting.

Education

- Bachelor of Fine Arts degree from the Academy of Art University, in San Francisco.

Project Consultant Role and Responsibilities

Lindsay Tzur will function as a **Project Consultant** for Donnoe & Associates. In this capacity she will have lead responsibility for the following:

- Written test assembly / test rental / test lease.
- Written exam scoring.

**Project
Consultant:
Matthew Pavlos**

Matthew Pavlos, Management Analyst, Donnoe & Associates, Inc.
Matthew provides client services for Donnoe & Associates in the areas of written test development, assessment center and performance exam administration, job analysis, and exam scoring. Matthew started working with Donnoe & Associates in 2013.

Education

- Bachelor of Arts degree in English from California State University in Sacramento.

Project Consultant Role and Responsibilities

Matthew Pavlos will function as a **Project Consultant** for Donnoe & Associates. In this capacity he will have lead responsibility for the following:

- Test item writing.
- Job analysis.
- Assessment center administration with Michael Donnoe.

ATTACHMENT I

Proposal to the City of Irvine for Consultant Team Program:

Human Resources Services
L.2. Employment Testing and Assessment Center
Development

PRICING INFORMATION

RFP Number 16-1011

Presented by:



William E. Donnoe, President
Donnoe & Associates, Inc.

February 23, 2016



Donnoe & Associates, Inc.

4720 Duckhorn Drive, Sacramento, CA 95834 www.donnoe.com exams@donnoe.com
Telephone (916) 928-4911 Fax (916) 928-4911 Toll Free (877) 22-EXAMS

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Fees for Services Donnoe & Associates' fees for services will be at current, published rates. This includes standardized fees for assessment centers and written tests. We typically charge a flat rate for project work and general exam services (e.g., written tests, assessment centers, executive recruiting). These flat rates are inclusive of our hourly rates, overhead, and travel expenses.

We are open to negotiation of fees, on a project-by-project bases, as specified in the RFP.

Hourly Rates Our rates are \$300 per hour for the Michael Donnoe, and \$300 per hour for Dr. William Donnoe. All remaining Project Consultants will be billed at \$200 per hour.

Where hourly rates apply, any normal expenses associated with unique project costs are also direct billed. Fees for services will not be greater than the hourly rates shown above; our currently advertised rates (as found on our website, www.donnoe.com); nor greater than shown below for sample fees.

**Assessment
Center Fees**

Assessment Center Fees options:

1. Complete Exam. \$9,500 flat fee for one complete assessment center exam, with Donnoe & Associates developing all exam problems, training the assessors, facilitating the scoring, and producing post-exam score reports. This may include:
 - A custom written test at no additional fee
 - Oral exam(s)
 - Simulation exercises
 - Staff + Supervisor Evaluations
2. Assessment Exercise. \$2,500 flat fee for one stand-alone work simulation exercise (e.g., in-basket). This type of exam problem would be produced with all necessary related materials, and provided to City HR staff for administration.

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- Written Test Fees** We have three levels of service for our written tests: Stock Tests, Build-A-Test, and Custom Tests. For each of these options clients will pay a base fee, and \$10 per test booklet, plus shipping and handling for the order. Clients may use test booklets twice during a two-week rental period (e.g., order 100 test booklets and test up to 200 candidates in successive administrations, at no additional fee).
1. **Stock Test;** \$300 base fee. Choose from over 70 Stock Tests.
 2. **Build-A-Test;** \$600 base fee. We will select questions from our item bank to match your job requirements, or reading list, to create a unique written test for your agency. Agencies can select from available test content and segments in our Build-A-Test catalog, or work with our Analysts to determine appropriate test materials for specific jobs. Subsequent rental of a Build-A-Test is at stock test pricing.
 3. **Custom Test;** \$900 base fee
We will provide a pool of questions to create a custom written test. Subsequent rental of a custom written test is at stock test pricing.

Test Booklets; \$10 each. In addition to the base fee, there is a per booklet charge for tests. Clients may use test booklets twice during a two-week rental period (e.g., order 100 test booklets and test up to 200 candidates in successive administrations, at no additional fee). This test book fee is the same for a Stock Test, Build-A-Test, or Custom Test order.

Shipping and Handling: 10% of order
We always ship by Federal Express, in order to ensure complete tracking of each order.