





Master Agreement AC No.: 663238  
Consultant: GovHR USA  
Service Order No.: 05

11. City Director Approval:

*Jennifer Schembri*

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

Email: [jennifer.schembri@sanjoseca.gov](mailto:jennifer.schembri@sanjoseca.gov)  
Date: 09/28/2022 GMT

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## Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

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### General Description of Project for which Consultant will Provide Services:

Recruitment to fill the Zoo Manager position for the Happy Hollow Park and Zoo, Parks, Recreation & Neighborhood Services Department.

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### Task No. 1: Recruitment brochure development and outreach

- A. Services:** Consultant conducts and facilitates meetings with Parks, Recreation & Neighborhood Services Department (PRNS) staff, Human Resources (HR) staff and other stakeholders as identified by the City to obtain detailed understanding of the positions, key goals, challenges, and organizational cultures to perform outreach.

Consultant will develop, distribute and advertise the final, approved brochure to create a diverse and qualified candidate pool.

**B. Deliverable:**

- Consultant compiles input from meetings with PRNS staff, HR staff and/or other stakeholders to develop recruitment profile or brochure including but not limited to:
  - Issues and challenges facing PRNS
  - Desired training, experience, leadership style and other personal characteristics of the candidates.
  - Relevant information about PRNS such as budgets, organization charts, etc.
  - Consultant submits draft brochures to City for modification and approval.
- Upon approval of the final brochure, Consultant shall distribute the brochure in a wide and varied manner including placing advertisements for publication in magazines, newsletters, websites, job bulletins, key professional associations, social media (Twitter, Facebook, LinkedIn, Instagram, etc.), and other resources as deemed appropriate by Consultant to develop a diverse and qualified candidate pool.
- Consultant shall outreach targeted individuals in comparable organizations at the appropriate levels to advertise the recruitment and gauge interest. Targeted outreach can include but not limited to direct phone calls, emails, and/or direct mail campaign.
- Consultant shall outreach to any potential qualified candidates from Consultant's past searches.
- Consultant shall use the brochure to provide information about the position to potential candidates.



**B. Deliverable:**

- Consultant will design a selection process for the recommended top candidates from the preliminary screening including but not limited to interview questions, rating forms, written exercises, selection tips.
- Consultant will prepare all materials needed to conduct interviews and provide them to City prior to interview day for review and approval.
- Consultant will invite candidates for interview and provide candidates with all necessary instructions to prepare for the interview day.
- Consultant will attend and facilitate all interview process.

**C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: \_\_\_\_\_ **April 30, 2022** \_\_\_\_\_.
- On or before \_\_\_\_\_ Business Days from \_\_\_\_\_

[Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

**Task No. 4: Recruitment Closure and Follow Up**

**A. Services:** Upon City's selection of the finalists, Consultants will conduct reference check, background check, credit history check, social media check and credential verification for the finalists. Consultant will also assist City staff to formulate the appropriate compensation and other employment arrangements for the selected candidate.

**B. Deliverable:**

- Consultant will conduct all checks as listed in section A for the top candidates as identified and confirmed by the City through the final interviews.
- Consultant will assist City in formulating the appropriate compensation and other employment arrangements for the selected candidates.

**C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: \_\_\_\_\_ **May 31, 2022** \_\_\_\_\_.
- On or before \_\_\_\_\_ Business Days from \_\_\_\_\_

## Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name: <a href="#">My Truong</a>	Phone No.: <a href="#">408.975.1459</a>
Department: <a href="#">HR</a>	E-mail: <a href="mailto:Myphuong.truong@sanjoseca.gov">Myphuong.truong@sanjoseca.gov</a>
Address: <a href="#">200 E. Santa Clara St., 4<sup>th</sup> Floor, Tower, SJ, CA 95113</a>	

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. *If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."*

		<u>Required to File Form 700?</u>		
		<b>Yes Already Filed (Date Filed)</b>	<b>Yes Need to File</b>	<b>No</b>
<b><u>Consultant's Contract Manager</u></b>				
Name: <a href="#">Judy Schmittgens - Corporate Secretary and Compliance Manager</a>	Phone No.: <a href="#">847-380-3243</a>			<a href="#">X</a>
Address: <a href="#">630 Dundee Road, Suite 225, Northbrook, IL 60062</a>	E-mail: <a href="mailto:jschmittgens@govhrusa.com">jschmittgens@govhrusa.com</a>			
<b><u>Other Staffing</u></b>				
<u>Name:</u>	<u>Assignment:</u>			
<a href="#">1. Chuck Balling</a>				<a href="#">X</a>

**3. Subconsultants:** Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can **not** use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1. Jill Allread	Outreach and candidate selection
2. Stephan Swanson	Outreach and candidate selection
3.	

**4. Reimbursable Expenses:** If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1. _____ <b>n/a</b> _____	_____
2. _____	_____
3. _____	_____

**Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.**



## Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables			
Column 1	Column 2	Column 3	Column 4
Task Nos. from Attachment A	Basis of Compensation	Invoice Period	Compensation
1	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	<b>\$7,500.00</b>
2	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	<b>\$7,500.00</b>
3	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	<b>\$7,500.00</b>
4	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	<b>\$7,500.00</b>
Part 2 – Reimbursable Expenses			
<input type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input checked="" type="checkbox"/> Expenses are separately reimbursable in the maximum amount of (only for consultant's travel expenses if requested to travel for in-person meetings):	<b>\$2000.00</b>
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are <b>not</b> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	<b>\$0.00</b>
<b>Maximum Service Order Compensation</b> (sum of Parts 1 through 3):			<b>\$32,000.00</b>