# Master City of San José Consultant Agreement Approved Service Order (Non-Capital Projects)

## **Cover Page**

1a.	Intentionally Omitted		<b>1b</b> . AC	Contract No.: 663238			
2.	Approved Service Order No	o. <b>05</b>					
3.	Consultant's Name: GovHF	RUSA					
4.	Project Name: Zoo Manager – Parks, Recreation and Neighborhood Services (PRNS) Department						
5.	Project Location: San Jose, CA						
6.	The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions), and "C" (Compensation Table), which are incorporated herein by references.						
7.	Budget/Fiscal:						
	a. Current unencumbered	amount in Master A	greement:	\$	205,000.00		
	b. Maximum Service Orde	er Compensation fo	r this Approved S	Service Order: \$	32,000.00		
	c. New unencumbered bala	ance in Master Agree	ement (7.a – 7.b):	\$	173,000.00		
	d. <b>Appropriation Certifica</b> Service Order Compens encumbered to pay for the	ation is available in t	he following fund(s	ropriation in the amount of s) and that such fund(s) wi			
		001	64-002020-4050				
	Fund:	Appn:	RC:	Amount: \$3	32,000.00		
	Authorized Signature:  David DeLong  Email: david.delong@sanjoseca.gov Date: 09/27/2022 GMT						
8.	Division Analyst Approva	My Email: myphuong.truong(	phuong Truong	Date:			
9.	Consultant Approval:	Date: 09/23/2022 GMT  Jucitle  Email: jschmittgens@gev Date: 09/21/2022 GMT	Schmittg	Date:			
10.	Approval as to Form (City						
	Service Order Form Approved by the Office of the City Attorney  (Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)						
	Approved as to Form:	N/A		Date:			
		(Sr.) Deputy Ci	ty Attorney	CON663238-	003		

11.	City	Director	Approval:
			ADDIOVAI.

Jennifer Schembri	Date:
asily inputer anhampri@agniagona gay	

Date: 09/28/2022 GMT

Form Name: Master Consultant Agreement (Non-Capital Projects)
Service Order - Cover Page
Form/File No.: 1048028\_4/T-15087.002
City Attorney Approval Date: September, 2015

## **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.

### **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.

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

A. <u>Services</u>: 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.
  - o Relevant information about PRNS such as budgets, organization charts, etc.
  - o 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.

Form Name: Master Consultant Agreement (Non-Capital Projects)
Service Order - Attachment B: Terms and Conditions

Form/File No.: 1349220/T-32026

Master Agreement AC No.: 663238 Consultant: GovHR USA

Service Order No.: 05 C. Completion Time: The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked: On or before the following date: \_\_\_\_\_2/28/2022\_\_\_\_  $\times$ On or before Business Days from Task No. 2: Candidate Assessment A. Services: Consultant will review applications/resumes, conduct preliminary screenings to identify potential, qualified candidates. Consultant will develop a client report (recruitment report) containing the results of the preliminary assessment. Consultant will present the client report (recruitment report) to City staff to identify and select the top five (5) to ten (10) candidates for interviews. B. <u>Deliverable</u>: Consultant will acknowledge, review, and evaluate all applications, resumes, supporting materials received from all candidates. Consultant will provide City with weekly progress report on the applications received to include the applicants' names, their current positions and organizations. Consultant will identify the most qualified candidates based on the position profile. (Review of each candidate's qualifications against key position requirements and presentation of client report or recruitment report.) Consultant will review/screen candidates' applications to ensure that top candidates' meet academic degrees/licenses/certifications requirements as listed on the brochure. Consultant will conduct preliminary screening interviews with candidates. Consultant will prepare a client report (recruitment report) containing the results of the preliminary screening and recommend the candidates whose backgrounds and experiences closely match the requirements of the position. (Preparation of client report or recruitment report for client review and approval that identifies key position requirements with which to evaluate candidates.) Consultant will present the client report or recruitment report to City staff to select top candidates for interviews C. Completion Time: The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:  $\boxtimes$ On or before the following date: \_\_\_\_\_Mar 31, 2022\_\_\_\_\_ On or before \_\_\_\_\_Business Days from \_\_\_\_\_ 

Task No. 3: Selection Process

<u>A. Services</u>: Consultant will design a selection process for the top candidates identified. Consultant will provide City with all materials needed to conduct interviews and facilitate the interviews to identify the finalists.

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## 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

	On or before the following date:April 30, 2022
	On or beforeBusiness Days from
[Fill in	e second box if completion time for the task is contingent on completion of the prior task or an event.]
Task	o. 4: Recruitment Closure and Follow Up
A Se	
	<b>ices</b> . Unon City's selection of the finalists. Consultants will conduct reference check, background check
credi	ices: Upon City's selection of the finalists, Consultants will conduct reference check, background check story check, social media check and credential verification for the finalists. Consultant will also assist Ci
credi	
credi staff	story check, social media check and credential verification for the finalists. Consultant will also assist Ci
credi staff	story check, social media check and credential verification for the finalists. Consultant will also assist Ci ormulate the appropriate compensation and other employment arrangements for the selected candidate
credi staff B. De	story check, social media check and credential verification for the finalists. Consultant will also assist Ci formulate the appropriate compensation and other employment arrangements for the selected candidate erable:  Consultant will conduct all checks as listed in section A for the top candidates as identified and
credi staff B. De	story check, social media check and credential verification for the finalists. Consultant will also assist City formulate the appropriate compensation and other employment arrangements for the selected candidate 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.
B. De	story check, social media check and credential verification for the finalists. Consultant will also assist City formulate the appropriate compensation and other employment arrangements for the selected candidate erable:  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
B. De	story check, social media check and credential verification for the finalists. Consultant will also assist City formulate the appropriate compensation and other employment arrangements for the selected candidates.  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.  pletion Time: The Consultant must complete the services and deliverables for this task in accordance

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Form Name: Master Consultant Agreement (Non-Capital Projects) Service Order - Attachment B: Terms and Conditions

Form/File No.: 1349220/T-32026

## **Attachment B: Terms and Conditions**

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

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

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."

Consultant's Cont	Yes Already Filed (Date Filed)	Yes Need to File	No	
Name: Judy Schmittgens - Corporate Secretary and Compliance Manager  Phone No.: 847-380-3243				X
Address: 630 Dundee Road, Suite 225, Northbrook, IL 60062	E-mail: jschmittgens@govhrusa.com			
Other Sta				
<u>Name</u> :	<u>Assignment</u> :			
Chuck Balling				<u>X</u>

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	Subconsultant's Name	Area of	Work	
	1. Jill Allread	Outreach and ca	ındidate	
	2. Stephan Swanson	Outreach and ca	Outreach and candidate election	
	3.			
	mbursable Expenses: If the Compensation Table vice Order states that the City will reimburse the C			
Serv iden	mbursable Expenses: If the Compensation Table vice Order states that the City will reimburse the Contified in Subsection 10.5.3 of the Master Agreemed wing box is marked and additional reimbursable of In addition to the expenses identified in Subsection 10.5.2 of the Master Agreemed wing box is marked and additional reimbursable expenses are Reimbursable Expenses.	onsultant for expenses, nt are Reimbursable Ex xpenses are set forth: ction 10.5.3 of the Mast	then only the penses unles	
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Serv iden	vice Order states that the City will reimburse the C httfied in Subsection 10.5.3 of the Master Agreeme wing box is marked and additional reimbursable e In addition to the expenses identified in Subse following expenses are Reimbursable Expense	onsultant for expenses, nt are Reimbursable Ex xpenses are set forth: ction 10.5.3 of the Mastes:	then only the penses unles er Agreemen	
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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.

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Consultant: GovHR USA Service Order No.: 05

# **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 1 Column 2			Column 4				
Task Nos. from Attachment A	Basis of Compensation			Compensation				
1	☐ Time & Materials		☐ Monthly		☐ Completion of Work	\$7,500.00		
2	☐ Time & Materials		☐ Monthly		☐ Completion of Work	\$7,500.00		
3	☐ Time & Materials		☐ Monthly		☐ Completion of Work	\$7,500.00		
4	☐ Time & Materials		☐ Monthly		☐ Completion of Work	\$7,500.00		
Part 2 – Reimbursable Expenses								
	are separately reimbursable. Th Part 1 include(s) payment for all o		Expenses are separately reimbursable in the maximum amount of (only for consultant's travel expenses if requested to travel for inperson meetings):			\$2000.00		
Part 3 – Subconsultant Costs								
<ul> <li>Subconsultant costs are <i>not</i> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.</li> <li>Subconsultant costs are separately compensable in the maximum amount of:</li> </ul>						\$0.00		
Maximum Service Order Compensation (sum of Parts 1 through 3):								

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Service Order - Attachment C: Compensation Table

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