

**Master City of San José CONSULTANT Agreement  
Approved Service Order  
(Non-Capital Projects)**

**Cover Page**

- 1a.** Intentionally Omitted **1b.** AC Contract No.: 663331
- 2.** Approved Service Order No. 8
- 3.** CONSULTANT's Name: **ADK CONSULTING INC.**

- 4.** Project Name: SO#8: Partial Executive Search Services the Airport's Senior Engineer ("Project")
- 5.** Project Location: Airport Department - 1701 Airport Blvd. Suite B-1130, San Jose CA 95110
- 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 <b>unencumbered</b> amount in Master Agreement:                    | \$ | 81,066.00 |
| b. <b>Maximum Service Order Compensation for this Approved Service Order:</b> | \$ | 17,600.00 |
| c. New unencumbered balance in Master Agreement (7.a – 7.b):                  | \$ | 63,466.00 |
- d. **Appropriation Certification:** I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order.

Fund: 523	Appn: 0802	RC: 121110	Amount: \$ 17,600.00
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

**Authorized Signature:** \_\_\_\_\_ *Magdalena Nodal* Date: \_\_\_\_\_

- 8. Division Analyst Approval:** \_\_\_\_\_ *Matt Shelton* Date: \_\_\_\_\_  
\*Email: matthew.shelton@sanjoseca.gov  
Date: 02/13/2023 GMT
- 9. CONSULTANT Approval:** \_\_\_\_\_ *Doug Kuelpman* Date: \_\_\_\_\_  
\*Email: doug@adkexecutivesearch.com  
Date: 02/13/2023 GMT

- 10. Approval as to Form (City Attorney):**
- 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: \_\_\_\_\_ Date: \_\_\_\_\_

- 11. City Director Approval:** \_\_\_\_\_ *Jennifer Schembri* Date: \_\_\_\_\_  
\*Email: jennifer.schembri@sanjoseca.gov  
Date: 02/14/2023 GMT

## 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 shall Provide Services:** CONSULTANT shall provide Partial Service Executive Search Services the Airport's Senior Engineer.

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### Task No. 1: Search Startup and Candidate Pool Development for the Airport's Senior Engineer.

#### A. Services:

**A.1 Position Profile and Understanding of the Position** - CONSULTANT shall develop candidate profiles, including specific competencies, professional and personal attributes, and the corresponding requirements of the positions. Based upon this information, and a review of previous recruitment information, CONSULTANT shall refine the recruitment strategies to best meet the priority needs of Airport Department on the schedules outlined in this Agreement.

**A.2 Marketing and Outreach** - CONSULTANT shall implement an effective advertisement and outreach effort to ensure maximum awareness and interest in the positions using current executive recruitment practices such as placement of advertisements in appropriate magazines, journals, newsletters, job bulletins, websites, social media, and any other resources deemed appropriate by CONSULTANT. CONSULTANT shall conduct research to target individuals that best match the specific needs and expectations of the positions; and to ensure that the positions are effectively marketed to the appropriate audience to develop diverse and quality pools of candidates for the specific position(s) under recruitment. CONSULTANT shall make direct contact with experienced professionals, initially focusing on facilities and asset management professionals in large scale operations the public and private sections, Airport experience is a plus, and potentially broadening the focus to other administrators as needed, to identify potential candidates on a referral basis. Contacts shall be made soon after receipt of a recruitment brochure to maximize the impact of the multiple contacts.

**B. Deliverable:** CONSULTANT will produce a recruitment brochure and conduct targeted outreach and marketing

**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: March 24, 2023
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

**Task No. 2: Applicant Screening and Assessments for the Airport's Senior Engineer.**

**A. Services:**

**A.1 Résumé Review:** CONSULTANT shall review the candidates' cover letters and résumés in depth and provide a detailed overview of all the candidates for comparison and matching them against the expectations developed in the startup phase.

**A.2 Questionnaire:** CONSULTANT shall have selected candidates respond to targeted questions that will provide insight into the candidates, how they collaborate and respond to others, and an example of their written communication skills. **The Airport shall review, possibly modify, and approve the Questionnaire.**

**A.3 Assessment:** CONSULTANT shall select and administer the appropriate behavioral assessment to a selected group of candidates. Assessments will assist in determining likely behavioral traits, motivations and leadership style and may give an indication of a person's predictability for success or lead to areas to explore further.

**A.4 Video Recordings:** CONSULTANT shall also record a 7-10 minute video interview snippet and provide that interview snippet to the Airport for review to gain insight into the person's presence and demeanor.

**B. Deliverable:** CONSULTANT will provide recommendations and make support materials available for review including: cover letter, résumés, candidates' written responses to the supplemental questions, and links to video interview snippets.

**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: April 16, 2023

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: Matt Shelton	Phone No.: 408-392-3603
Department: Airport	E-mail: mshelton@sjc.org
Address: 1701 Airport Blvd. Suite B-1130	

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>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<b><u>CONSULTANT's Contract Manager</u></b>				
Name: Doug Kuelpman, President	Phone No.: (904) 536-8102			<u>X</u>
Address: PO Box 330906 Atlantic Beach, FL 32233	E-mail: adkconsulting@msn.com			
<b>Other Staffing</b>				
Name:	Assignment:			
1. Annell Kuelpman, Executive Vice President	Executive Recruitment Services			
2. Rod Dinger, Senior Project Manager	Executive Recruitment Services			

**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.	
2.	
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. _____	_____
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
Task #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	\$8,800.00
Task #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	\$8,800.00
Part 2 – Reimbursable Expenses			
<input checked="" type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input type="checkbox"/> Expenses are separately reimbursable in accordance with Subsection 10.5 of this Agreement. Only in case of satisfaction guarantee.	
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>Maximum Service Order Compensation</b> (sum of Parts 1 through 3):			\$35,600.00