

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

**Cover Page**

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- 1a.** Intentionally Omitted **1b.** AC Contract No.: **663896**
- 2.** Approved Service Order No. **05**
- 3.** Consultant's Name: **PREQUALIFIED READY EMPLOYEES FOR POWER INTERNATIONAL LLC**
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- 4.** Project Name: **Division Manager, Animal Care Services – Public Works 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.
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- 7. Budget/Fiscal:**
- |   |    |                   |
|---|----|-------------------|
| a. Current <b>unencumbered</b> amount in Master Agreement:                    | \$ | <b>172,000.00</b> |
| b. <b>Maximum Service Order Compensation for this Approved Service Order:</b> | \$ | <b>34,000.00</b>  |
| c. New unencumbered balance in Master Agreement (7.a – 7.b):                  | \$ | <b>138,000.00</b> |
- 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.

**001-57-000110-4052**

**Fund: 001**

**Amount: \$34,000.00**

**Authorized Signature:** \_\_\_\_\_

*Steve McCollum*

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

Email: Steve.McCollum@sanjoseca.gov

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**8. Division Analyst Approval:** \_\_\_\_\_

*Manjit Atwal*

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

Email: manjit.atwal@sanjoseca.gov

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**9. Consultant Approval:** \_\_\_\_\_

*matt.sadinsky@prepintl.com*

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

Email: matt.sadinsky@prepintl.com

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**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:

N/A

(Sr.) Deputy City Attorney

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

**11. City Director Approval:** \_\_\_\_\_

*Jennifer Schembri*

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

Email: jennifer.schembri@sanjoseca.gov

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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 Division Manager – Animal Care Services position for **Public Works Department**

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#### Task No. 1: Outreach

- A. Services:** Consultant will develop a brochure to advertise the position. Consultant conducts and facilitates meetings with Public Works Department (PW) 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. If requested by the City, Consultant will also conduct and/or facilitate community outreach meetings and focus group discussions.

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

**B. Deliverables:**

- Consultant will develop a brochure to advertise the position.
- Meet with stakeholders regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Posting of position announcement on consultant's website and social media sources as applicable (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone. 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 as applicable.
- Placing advertisements for publication in magazines, journals, newsletters, websites, job bulletins, key professional associations, and other resources as deemed appropriate by Consultant to develop a diverse and qualified candidate pool.
- 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.

- 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: \_\_\_\_\_ **May 18, 2022** \_\_\_\_\_.
- On or before \_\_\_\_\_ Business Days from \_\_\_\_\_

## Task No. 2: **Candidate Assessment**

**A. Services:** Consultant will review application packages, conduct preliminary screenings to identify potential, qualified candidates. Consultant will develop a client report containing the results of the preliminary assessment. Consultant will present the client report to City staff to identify and select the top five (5) to ten (10) candidates for interviews.

**B. Deliverables:**

- 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 conduct preliminary (phone/virtual) screening interviews with candidates. Consultant will identify the most qualified candidates based on the position profile.
- Consultant will review/screen candidates' applications to ensure that top candidates' meet academic degrees/licenses/certifications requirements as listed on the brochure.
- Consultant will prepare a client report containing the results of the preliminary screening and recommend the candidates whose backgrounds and experiences closely match the requirements of the position.
- Consultant will present the client 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:

- On or before the following date: \_\_\_\_\_ **June 15, 2022** \_\_\_\_\_.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_

## Task No. 3: **Selection Process**

**A. Services:** 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. Consultant will facilitate final interviews if requested to identify the finalist.

**B. Deliverables:**

- Consultant will design a selection process for the recommended top candidates from the preliminary screening including but not limited to interview questions, rating forms, and selection tips.
- Consultant will prepare all materials needed to conduct interviews and provide them to City with sufficient time 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 the interview process.

**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:           **July 8, 2022**          .
- On or before        Business Days from

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

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

**B. Deliverables:**

- Consultant will conduct reference checks, media check, credit history check and background check 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 deliverable for this task in accordance with whichever one of the following time is marked:

- On or before the following date:           **August 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="#">Manjit Atwal</a>	Phone No.: <a href="#">408.975.1402</a>
Department: <a href="#">HR</a>	E-mail: <a href="mailto:manjit.atwal@sanjoseca.gov">manjit.atwal@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>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<b><u>Consultant's Contract Manager</u></b>				
Name: <a href="#">Matt Sadinsky, CEO</a>	Phone No.: <a href="#">704.641.4417</a>			<a href="#">X</a>
Address: <a href="#">7002 Bevington Woods Lane, Charlotte, NC 28277 - 3581</a>	E-mail: <a href="mailto:Matt.Sadinsky@prepintl.com">Matt.Sadinsky@prepintl.com</a>			
<b><u>Other Staffing</u></b>				
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				<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. <i>n/a</i>	
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. _____ <i>n/a</i> _____	_____
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>\$8,500.00</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>\$8,500.00</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>\$8,500.00</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>\$8,500.00</b>
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 the maximum amount of:			<b>\$0.00</b>
Part 3 – Subconsultant Costs						
<input checked="" type="checkbox"/> Subconsultant costs are <i>not</i> 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>\$34,000.00</b>