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

Cover Page

1a.	Intentionally Omitted		1b.	AC Contract No.: 66	3896	
2.	Approved Service Order No. 00	6				
3.	Consultant's Name: PREQUALIFED READY EMPLOYEES FOR POWER INTERNATIONAL LLC					
4.	Project Name: Division Mana	ger, Animal Care Ser	vices –	Public Works Depart	ment	
5.	Project Location: San Jose, C	Α				
6.	The Consultant and the City wi Agreement, this cover page an (Compensation Table), which a	d Attachments "A" (Ta	sks), "B"	(Terms and Condition		
7.	Budget/Fiscal:					
	a. Current unencumbered am	ount in Master Agreen	nent:		\$	138,000.00
	b. Maximum Service Order C	ompensation for this		ed Service Order:	\$	32,000.00
	c. New unencumbered balance	e in Master Agreement	: (7.a – 7	.b):	\$	106,000.00
	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.					
		001-57-0	000110-4	052		
	Fund: 001 Ar	opn: 57	RC: 00	00110 Amo	ount: \$	32,000.00
	Authorized Signature: _S	Steve Mc	Coll	um	Date:	
	Email	: Steve.McCollum@sanjoseca.gov				
8.	Division Analyst Approval:	Manj	it A	twal	Date:	
9.	Consultant Approval:	•Email: manjit.atwal@sanjoseca.go	0V	—	Date:	
		matt.sadinsky@prepinti.com		repintl.com	Dute.	·
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			Date:	
	L	(Sr.) Deputy City Atte	ornev		-	
11.	City Director Approval:	Jennifer	v Sc	hembri	Date:	·

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 Division Manager - Animal Care Services position for Public Works Department

Task No. 1: Outreach

A. <u>Services</u>: 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. <u>Completion Time</u>: 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:	May 18, 2022	2
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On or before _____ Business Days from ______

Form Name: Master Consultant Agreement (Non-Capital Projects) Service Order - Attachment A: Tasks Form/File No.: 1349220/T-32026 City Attorney Approval Date: September 2016

Task No. 2: Candidate Assessment

A. <u>Services</u>: 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. <u>Deliverables</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 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.** <u>Completion Time</u>: 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. <u>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. Consultant will facilitate final interviews if requested to identify the finalist.

B. <u>Deliverables</u>:

- 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. <u>Completion Time</u>: 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:	July 8, 2022	
	On or before Business Days fro	m	

Task No. 4: Recruitment Closure and Follow Up

A. <u>Services</u>: 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. <u>Completion Time</u>: 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. <u>City's Contract Manager</u>: The City's contract manager for this Approved Service Order is:

Name: Manjit Atwal	Phone No.: 408.975.1402
Department: HR	E-mail: manjit.atwal@sanjoseca.gov
Address: 200 E. Santa Clara St., 4 th Floor, Tower, SJ, CA 95113	

2. <u>Consultant's Contract Manager and Other Staffing</u>: 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."

	Required to File Form 700?			
Consultant's Cont	Yes	Yes	No	
		Already Filed (Date Filed)	Need to File	
Name: Matt Sadinsky, CEO	Phone No.: 704.641.4417			X
Address: 7002 Bevington Woods Lane, Charlotte, NC 28277 - 3581	E-mail: <u>Matt.Sadinsky@prepintl.com</u>			
Other Sta				
<u>Name</u> :	<u>Assignment</u> :			
1.				x
2.				X

Form Name: Master Consultant Agreement (Non-Capital Projects) Service Order - Attachment B: Terms and Conditions Form/File No.: 1349220/T-32026 City Attorney Approval Date: September 2016 Master Agreement AC No.: 663896 Consultant: Prequalified Ready Employees for Power Intl, LLC (PReP Intl) Service Order No.: 03

- 3. <u>Subconsultants</u>: 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:

Subconsultant's Name	Area of Work
1. n/a	
2.	
3.	

- 4. <u>Reimbursable Expenses</u>: 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:

Additional Reimbursable Expense(s)	<u>Mark-up</u>
1n/a	
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 4				
Task Nos. from Attachment A	Basis of Compe	nsation	Invoice Period			Compensation	
1	Time & Materials	☐ Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$8,000.00	
2	Time & Materials	☐ Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$8,000.00	
3	Time & Materials	☐ Fixed Fee	Monthly	Completion of Task(s)	Completion of Work	\$8,000.00	
4	Time & Materials	☐ Fixed Fee		Completion of Task(s)	Completion of Work	\$8,000.00	
Part 2 – Reimbursable Expenses							
No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.				\$0.00			
Part 3 – Subconsultant Costs							
Subconsultant costs are <i>not</i> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.				\$0.00			
Maximum Service Order Compensation (sum of Parts 1 through 3):						\$32,000.00	