

CS-19-342

CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT TRACKING NO.
CM2908**

CONTRACTOR INFORMATION

Name: Strategic Government Resources, Inc.

Address: P.O. Box 1642 Keller TX 76244
City State Zip

Contractor's Administrator Name: Cindy Stanfield Hanna Title: Proposals and Contracts Manager

Tel#: (817) 337-8581 Fax: _____ Email: cindystanfield@governmentresource.com

CONTRACT INFORMATION

Contract Name: Professional Recruiting Service Contract Value: NTE \$8,450.00

Brief Description: Agreement for executive Recruitment Services of an Assistant County Attorney - Marketing & Application Management

Contract Dates : From: Execution to: until Cncl'd Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other 5.8 Other Professional Services

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|--|------------------------|---|
| 1. | <u>[Signature]</u>
Department Head Signature | <u>8/21/20</u>
Date | <u>County Attorney</u>
Submitting Department |
| 2. | <u>[Signature]</u>
Contract Management | <u>8.19.20</u>
Date | <u>01141514-531000</u>
Funding Source/Acct # |
| 3. | <u>[Signature]</u>
Office of Management & Budget | <u>8/19/20</u>
Date | |
| 4. | <u>[Signature]</u>
County Attorney (approved as to form only) | <u>8/21/20</u>
Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature]
Michael Mullin

8/21/20
Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance



Date: August 19, 2020

**Agreement for Component Executive Recruitment Services
for Assistant County Attorney
between**

Strategic Government Resources, Inc. ("SGR")
and
Nassau County, Florida ("Organization")

Scope of Services. SGR offers individually priced executive search components to deliver only the specific services you need. All services are rendered remotely. Onsite visits, if desired, are considered a separate component and subject to additional professional fees and travel expenses. Each of the individual components, and the pricing for each, is included below.

- **Marketing and Application Management / \$8,450** *(price reflects \$1,500 discount)*
 - *Position Profile Brochure.* SGR utilizes a professional graphic designer and professional writer to produce a position profile brochure based on information and photos provided by the Organization. The brochure is reviewed and revised in partnership with the Organization until Organization agrees that it accurately reflects the community, organization, position, and desired attributes. ***Organization shall provide photos, graphic images, and other information (job description, budget documents, links to web pages, etc.) needed to develop position profile brochure. **Please note that any changes made to the Position Profile Brochure after the position is launched, there will be a \$250 Change Fee per occurrence*****
 - *Marketing.* The marketing spans over thirty (30) day to a maximum of forty-five (45) days, as specified by Organization. Within this specified time period, SGR agrees to:
 - custom-made graphic for email and social media marketing
 - post in an upcoming edition of SGR's 10 in 10 e-newsletter on Servant Leadership;
 - featured position on SGR website;
 - featured ad on SGR's Job Board;
 - email blast to SGR's category-specific, opt-in network of subscribers
 - promotion on SGR's social media pages (Facebook, Twitter, LinkedIn & Instagram)
 - evaluation and recommendation for ad placements based on type of position and location; and
 - placements of ads (pass-through cost of ad placements not included).

- If the job description and position title change during the marketing period, and there is a need to remarket based on a new position and job description, marketing and promotion will be charged as a new position for the amount of \$4,500.
 - *Application Management.* SGR will receive resumes and cover letters on behalf of Organization through SGR's applicant tracking system, communicate with applicants throughout the application submittal period, evaluate resumes after the position closes, conduct a virtual briefing with Organization after position closes, send emails to retain or release applicants after the briefing with the Organization, and provide application materials of retained applicants to the Organization.
 - ***Organization shall specify how long position will accept applications, up to a maximum of 45 days.***
 - Within seven (7) business days of application close date, SGR will conduct a virtual briefing with Organization and present candidate evaluations.
 - ***Organization agrees to provide SGR with a list of any candidates to be released within two (2) weeks following the briefing with SGR.*** At that time, SGR will release any candidates that will not continue in the process and email the remaining candidates that the Organization will be the primary contact from that point forward. If the Organization does not provide a list of candidates to be released, SGR will email all candidates and notify them that the Organization will be the primary contact from that point forward. SGR will then consider services fulfilled.
 - If the Organization is not satisfied with the applicant pool, SGR must be notified within three (3) weeks of triage briefing date, and SGR will then coordinate with Organization to reopen position, for a maximum of 45 days, at no additional charge to Organization (with the exception of reimbursable expenses). After the second posting of position, each additional opening will be charged as a new position for the full amount of \$9,950.
- **Stakeholder Survey / \$1,000**
 - SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days.
 - ***Organization shall be responsible for marketing and promoting the survey to stakeholders.***
 - A written summary of results is provided to Organization within three (3) business days of survey close date. *Survey is not validated statistically.*

- **Questionnaire / \$225 per candidate**
 - SGR develops a written exercise customized to the position. SGR distributes questionnaire to candidates, evaluates questionnaires, and holds a virtual briefing with Organization after questionnaires are received.
 - SGR will provide a draft questionnaire to Organization within three (3) business days of request. SGR will send questionnaires to candidates within two (2) business days of Organization's approval of questionnaire. Candidates are typically given one (1) week to complete the questionnaire. SGR will be prepared to hold briefing with Organization within three (3) business days after receiving completed questionnaires from candidates.

- **Online Interviews / \$225 per candidate**
 - SGR provides recommended position-specific questions for Organization approval, prompts candidates to complete online interviews, and emails a link to Organization to view the recorded interviews.
 - Candidates are typically given five (5) to seven (7) days to complete the interviews. SGR will provide a link with the candidate interviews within two (2) business days after candidates complete the recorded interviews.

- **Comprehensive Media Reports / \$500 per candidate**
 - SGR uses a proprietary media search process to go far beyond automated Google/LexisNexis searches. SGR's process is customized to provide a comprehensive media search on each candidate.
 - SGR will provide media report via email or on flash drive with two (2) weeks of receiving completed release form from candidate.

- **Management Style Analysis / \$175 per candidate**
 - SGR uses the DiSC Management psychometric assessment to provide detailed insights regarding how a candidate would lead and manage an organization. SGR will also provide a DiSC Management Comparison Report, which presents a side-by-side view of each candidate's preferred management style.
 - Candidates are typically given two (2) to three (3) business days to complete the assessments. The assessment reports will be provided to Organization within two (2) business days of assessment completion by candidates.

- **Background Checks / \$400 per candidate**
 - Through SGR's partnership with a licensed private investigations firm, we are able to provide detailed comprehensive background reports.

- Background check reports include: SSN trace and address verification; credit and financial summaries and credit bureau report (if desired); personal information, address, and employment comparisons; county criminal and civil records search (for last three counties of residence); state criminal records search (for last three states of residence); county wants and warrants; Federal criminal records search; InstaCriminal national search; Global homeland security search; sex offender records search; driving/motor vehicle records; education verification for highest degree obtained; employment verification (if desired); and military verification (if desired).
- **Reference Checks / \$225 per candidate**
 - SGR provides the organization a specific list of contacts to request from the candidate, based on the type of position. SGR provides a written (anonymous) summary of reference checks.
- **Supplemental Services / \$250 per hour**
 - If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Reimbursable Expenses.

- **Ad Placement and Social Media Marketing Fees.** Ad placements and social media marketing are billed at actual cost. No ad placement or marketing costs will be incurred without prior approval of Organization.
- **Reproduction Costs.** Reproduction costs are not anticipated or taken into consideration in component search pricing.
- **Flash Drives.** Flash drives are billed at \$10 each.
- **Shipping.** Shipping charges are billed at actual cost.
- **Travel.** Travel is not anticipated or taken into consideration in component search pricing. If the Recruiter and Organization agree that Recruiter travel is beneficial for the component search, travel time for the recruiter will be paid at a rate of \$250 per hour, plus \$1,000 per day for each day the recruiter is working onsite, regardless of number of hours worked. Travel expenses will be reimbursed in accordance with SGR's travel policy rates.

Terms and Conditions.

- **Obligation.** This contract provides enabling authority only, and no work will be initiated without the advance authorization of Organization. There is no obligation under this agreement for the Organization to utilize any of these services or any minimum volume of these services.

- **Severability.** The Organization reserves the right to terminate this agreement at any time upon giving SGR seven (7) days advance written notice. In such event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination. From and after the effective date of termination, neither party shall have any obligation to the other.
- **Confidentiality.** The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects who may or may not ultimately become a candidate, and that SGR may utilize its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of applicants and prospective applicants, may be damaging to the prospects and to SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization, including all decisions regarding release of information.

Summary of Pricing. Please initial below to confirm anticipated services.

Service	Pricing (<i>excludes reimbursable expenses or add-ons</i>)	Initial for Service
Marketing and Application Management	\$9,950 \$8,450	
Stakeholder Survey	\$1,000	
Questionnaire	\$225 per candidate	
Online Interviews	\$225 per candidate	
Comprehensive Media Reports	\$500 per candidate	
Management Style Analysis	\$175 per candidate	
Background Checks	\$400 per candidate	
Reference Checks	\$225 per candidate	

Payment. SGR will invoice for each component option immediately upon completion. This may result in multiple invoices for this contract, depending on how many service options are selected by the Organization. Payment terms are ^{forty five (45)} ~~thirty (30)~~ days from date of invoice.

Florida Prompt Payment Act Fl. stat. 218.73+
218.74

Organization Contact for Invoicing:

Name: Michael Mullin

Position: County Attorney

Email: mmullin@nassaucountyfl.com

Phone: (904) 530-6100

Approved and Agreed to, this the _____ day of _____, 2020 by and between

Melissa Valentine, Managing Director of
Recruitment and Human Resources
Strategic Government Resources



Nassau County, Florida

Name: Michael Mullin

Title: County Manager

Organization Contact for Invoicing:

Name: Michael Mullin

Position: County Attorney

Email: mmullin@nassaucountyfl.com

Phone: (904) 530-6100

Approved and Agreed to, this the 18th day of August, 2020 by and between



Melissa Valentine, Managing Director of
Recruitment and Human Resources
Strategic Government Resources



Nassau County, Florida

Name: Michael Mullin

Title: County Manager