

# Dane County Contract Cover Sheet

Revised 07/2023

Res 160  
significant

<b>Dept./Division</b>	Administration		
<b>Vendor Name</b>	GovHR USA, LLC	<b>MUNIS #</b>	34006
<b>Brief Contract Title/Description</b>	Executive Search Firm Services		
<b>Contract Term</b>	October 1, 2023 - September 30, 2024		
<b>Contract Amount</b>	\$149,550 + travel		

<b>Contract #</b> Admin will assign	15203
<b>Type of Contract</b>	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
<b>Name</b>	Nick Bubb	<b>Name</b>	Laurie Pederson
<b>Phone #</b>	608-266-8477	<b>Phone #</b>	847-380-3240
<b>Email</b>	bubb.nicholas@countyofdane.com	<b>Email</b>	info@govhrusa.com
<b>Purchasing Officer</b>	Pete Patten		

<b>Purchasing Authority</b>	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input checked="" type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	<b>RFB/RFP #</b> 2023-084
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	



MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year 2023	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

<b>Resolution</b> Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000	
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	<b>Res #</b>
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	<b>Year</b>

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input checked="" type="checkbox"/> Modifications and reviewed by: Dan Lowndes	<input type="checkbox"/> Non-standard Contract

APPROVAL	
<b>Dept. Head / Authorized Designee</b>	
Brockmeyer, Greg	Digitally signed by Brockmeyer, Greg Date: 2023.09.12 10:44:27 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
<b>Director of Administration</b>	<b>Corporation Counsel</b>
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
<b>DOA:</b>	<b>Date In:</b> 9/12/23	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Tuesday, September 12, 2023 11:31 AM  
**To:** Hicklin, Charles; Patten (Purchasing), Peter; Gault, David; Lowndes, Daniel  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15203  
**Attachments:** 15203.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 9/12/2023 11:45 AM	Approve: 9/12/2023 11:45 AM
	Patten (Purchasing), Peter		Approve: 9/12/2023 11:43 AM
	Gault, David	Read: 9/12/2023 12:53 PM	Approve: 9/12/2023 12:54 PM
	Lowndes, Daniel	Read: 9/12/2023 12:40 PM	Approve: 9/12/2023 12:41 PM
	Stavn, Stephanie		
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15203  
Department: Administration  
Vendor: GovHR USA LLC  
Contract Description: Executive Search Firm Services  
Contract Term: 10/1/23 – 9/30/24  
Contract Amount: \$149,550 + travel

### *Michelle Goldade*

Administrative Manager  
Dane County Department of Administration  
Room 425, City-County Building  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
PH: 608/266-4941  
Fax: 608/266-4425  
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

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**2023 RES-160**

**AWARDING A CONTRACT FOR EXECUTIVE RECRUITMENT SERVICES**

The Department of Administration developed and released Request for Proposals #2023-RFP-079, for an Executive Search Firm for Department Heads. The RFP requested proposers assist the County with three executive searches for Department Heads: the Director of the Department of Human Services, the Highway and Transportation Commissioner, and the Director of the Department of Justice Reform.

The results of that Request for Proposals have been evaluated and GovHR was selected as the winning bidder. A contract has been negotiated with GovHR to complete the work as described in the RFP for a maximum cost of \$149,450, plus any expenses for required travel. The term of the contract is for one year but it may be renewed for up to four additional one-year terms to address any future Department Head recruitment needs.

**THEREFORE, BE IT RESOLVED** that the County Executive and the County Clerk are authorized to execute an agreement with GovHR for \$149,450, plus any expenses for required travel.

**DANE COUNTY CONTRACT # 15203**

Revised 06/2021



**Department:** Administration  
**Provider:** GovHR USA  
**Expiration Date:** September 30, 2024  
**Maximum Cost:** \$149,550 + travel

**Registered Agent (if applicable):** N/A  
**Registered Agent Address:** N/A

**THIS AGREEMENT**, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and GovHR USA, LLC (hereafter, "PROVIDER"),

**WITNESSETH:**

**WHEREAS** COUNTY, whose address is 210 Martin Luther King Jr. Blvd., Madison, WI 53703, desires to purchase Executive Search Firm services from PROVIDER; and

**WHEREAS** PROVIDER, whose address is 630 Dundee Road, Suite 225, Northbrook, IL 60062, is able and willing to provide such services;

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

**I. TERM:**

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the Maximum Cost as stated above for all services. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

**II. SERVICES:**

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.
- D. No portion of funds under this Agreement may be used to support or advance religious activities.
- E. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin and has met all state and federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement.
- F. PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accept sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.

**III. ASSIGNMENT/TRANSFER:**

PROVIDER shall not assign, subcontract or transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY, including the hiring of independent contract service providers unless otherwise provided herein. Claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

**IV. TERMINATION:**

- A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
  - 1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
  - 2. failure by PROVIDER to carry applicable licenses or certifications as required by law.

3. failure of PROVIDER to comply with reporting requirements contained herein.
  4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

**V. PAYMENT:**

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

**VI. REPORTS:**

PROVIDER agrees to make such reports as are required in the attached schedules, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said schedules shall result in the penalties set forth herein.

**VII. DELIVERY OF NOTICE:**

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

**VIII. INSURANCE & INDEMNIFICATION:**

- A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. Any failure on the part of the PROVIDER to comply with reporting or other provisions of its insurance policies shall not affect this PROVIDER's obligations under this paragraph. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph. The

obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

- B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

1. Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations.

2. Professional Liability Insurance.

If PROVIDER renders professional services (such as medical, architectural or engineering services) under this Agreement, then PROVIDER shall provide and maintain two million dollars (\$2,000,000.00) of professional liability insurance. If such policy is a "claims made" policy, all renewals during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to PROVIDER's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by COUNTY

3. Commercial/Business Automobile Liability Insurance.

If applicable to the services covered by this Agreement, PROVIDER shall provide and maintain commercial general liability and automobile liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage for commercial general liability and automobile liability insurance shall, at a minimum, be at least as broad as Insurance Services Office ("ISO") Commercial General Liability Coverage (Occurrence Form CG 0001) and ISO Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

4. Environmental Impairment (Pollution) Liability

If PROVIDER will be transporting waste or will be disposing of waste or products under this Agreement, then PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

5. Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

6. Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

C. Required provisions.

1. Insurer's Requirement

All of the insurance shall be provided on policy forms and through companies satisfactory to COUNTY, and shall have a minimum AM Best's rating of A- VIII

2. Additional Insured.

COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of PROVIDER; products and completed operations of PROVIDER; premises occupied or used by PROVIDER; and vehicles owned, leased, hired or borrowed by PROVIDER. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Except for the workers compensation policy, each insurance policy shall contain a waiver of subrogation endorsement in favor of COUNTY.

3. Provider's Insurance Shall be Primary

For any claims related to this Agreement, PROVIDER's insurance shall be primary insurance with respect to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by COUNTY, its elected and appointed officers, officials, employees or authorized representatives or volunteers shall not contribute to the primary insurance. PROVIDER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability

4. Cancellation Notice

Each insurance policy required by this Agreement shall state, or be endorsed so as to the state, that coverage shall not be canceled by the insurance carrier or the PROVIDER, except after thirty (30) days (ten (10) days for non-payment of premium) prior written notice by U.S. mail has been given to COUNTY.

5. Evidences of Insurance.

Prior to execution of the Agreement, PROVIDER shall file with COUNTY a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

6. Sub-Contractors.

In the event that PROVIDER employs sub-contractors as part of this Agreement, it shall be the PROVIDER's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such



waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

**IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:**

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

**X. NON-DISCRIMINATION:**

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

**XI. CIVIL RIGHTS COMPLIANCE:**

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further

agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.

- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

**XII. COMPLIANCE WITH FAIR LABOR STANDARDS:**

- A. Reporting of Adverse Findings  
During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.
- B. Appeal Process  
PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- C. Notice Requirement  
PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

**XIII. CONTROLLING LAW AND VENUE:**

It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

**XIV. FINANCIAL INTEREST PROHIBITED:**

Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.

**XV. LIMITATION OF AGREEMENT:**

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

**XVI. ENTIRE AGREEMENT:**

The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

**XVII. COUNTERPARTS:**

The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

**XVIII. CONSTRUCTION:**

This Agreement shall not be construed against the drafter.

**XIX. COPIES VALID:**

This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.

**XX. REGISTERED AGENT:**

PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

**XXI. DEBARMENT:**

By signing this Contract, PROVIDER attests that it is not debarred from participating in federal procurements. COUNTY reserves the right to cancel this Contract if PROVIDER is presently, or is in the future, on the list of parties excluded from federal procurements.

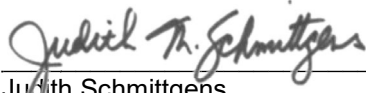
**XXII. EXECUTION:**

A. The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.

B. This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so.

**IN WITNESS WHEREOF**, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

**FOR PROVIDER:**



\_\_\_\_\_  
Judith Schmittgens  
Corporate Secretary

Date 9/11/23

\* \* \*

**FOR COUNTY:**

\_\_\_\_\_  
Joseph T. Parisi  
Dane County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott McDonell  
Dane County Clerk

\_\_\_\_\_  
Date

\* [print name and title, below signature line of any person signing this document]

# **SCHEDULE A**

## **Scope of Services**

PROVIDER will assist Dane County in executive recruitments for several department head positions as outlined within Schedule A. The initial recruitments include Highway and Transportation Commissioner, Director of the Department of Human Services and Director of Department of Justice Reform. Additional recruitments may be conducted on an as needed basis.

Activities for an executive search and recruitment assistance firm would be outlined and mutually agreed upon prior to each specific search. These activities could include:

- Meeting with community members, key department leaders, and the County Executive's team to develop to better understand the position.
- Assisting the County Executive's office in developing a leadership profile and position description.
- Assisting the County Executive's office devise an appropriate recruitment process. Some positions may require an additional level of public engagement or involvement. The selected firm would be a key adviser to devise a process that would satisfy all interested individuals.
- Developing recruiting documents, including a brochure, to advertise the opportunity to potential candidates.
- Reaching out to potential candidates and recruiting potential candidates to apply for the position.
- Assisting the Executive's Office in conducting the interview process.

### **Contract Terms**

Term 1: October 1, 2023 – September 30, 2024

Term 2: October 1, 2024 – September 30, 2025 upon renewal

Term 3: October 1, 2025 – September 30, 2026 upon renewal

Term 4: October 1, 2026 – September 30, 2027 upon renewal

Term 5: October 1, 2027 – September 30, 2028 upon renewal

### **Recruitment Approach**

#### **1. Phase I: Position Assessment, Position Announcement & Brochure**

- a. Kick-off meeting. PROVIDER shall schedule a kick-off meeting with the COUNTY. This meeting will establish key points of contact, introduce key staff members from COUNTY and PROVIDER. During this meeting, COUNTY and PROVIDER will confirm roles and responsibilities, discuss approach to the project, and confirm methods of communication.
- b. After the kick-off meeting, PROVIDER will develop a work plan and timeline for the three recruitments under this agreement. PROVIDER will share the work plan with the COUNTY and the COUNTY shall provide feedback on the work plan. The work plan should address how PROVIDER intends to ensure a diverse applicant pool. The work plan should include an overview of all activities for each recruitment.
- c. Information Gathering/. To best conduct the recruitments, PROVIDER should conduct any information gathering for each recruitment. The work plan will describe the necessary activities for each recruitment. This information gathering step may include

- i. One-on-one or group interviews with stakeholders identified by the COUNTY.
- ii. PROVIDER can establish a dedicated email address for feedback from stakeholders or the community.
- iii. Community forums (In-person or via video) may be used to gather input and feedback.
- iv. Surveys can be used for department personnel and/or the community to gather feedback.
- v. Conversations/interviews with department heads.
- d. A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (includes 12 hours of meetings). Dedicated email address and one organizational survey are included.
- e. The COUNTY will share detailed position descriptions for the three positions with PROVIDER. COUNTY reserves the right to modify these position descriptions as necessary.
- f. Development of a Position Announcement to be placed on websites and social media. Development of a thorough Recruitment Brochure for COUNTY review and approval. PROVIDER will use this position announcement to recruit for the position.
- g. Provider will conduct an executive search using the described positions and the position announcement. This search will use PROVIDER's expertise, knowledge, and information. PROVIDER shall provide COUNTY regular updates on search activities.

## **2. Phase II: Advertising, Candidate Recruitment & Outreach**

- a. PROVIDER will use the position description and position announcement to conduct an executive search for the three positions, and any additional positions added to this agreement.
- b. PROVIDER consultants will personally identify and contact potential candidates. PROVIDER shall use their knowledge, expertise, and information to recruit for the position.
- c. Provider will describe the Placement of the Position Announcement in appropriate professional online publications and review that placement with the COUNTY. Potential locations include
  - i. Public sector publications & websites (approximately 20 online sources)
  - ii. Social media: LinkedIn (over 20,000 connections), Facebook and Instagram
  - iii. PROVIDER will provide you with a list of advertising options for approval
  - iv. Any additional publications or advertisement with professional organizations in order to ensure that the County receives a diverse applicant pool.

## **3. Phase III: Candidate Evaluation & Screening**

- a. For each recruitment, PROVIDER shall describe the evaluation and screening process for the COUNTY. These activities could include:
  - i. Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
  - ii. Candidates will be narrowed down to those candidates that meet the qualification criteria
  - iii. Candidate evaluation process:
    - 1. Completion of a questionnaire explaining prior work experience
    - 2. Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
    - 3. References provided by the candidate are contacted

- iv. All résumés will be acknowledged and inquiries from candidates will be personally handled by PROVIDER, ensuring that the COUNTY's process is professional and well regarded by all who participate.

#### **4. Phase IV: Presentation of Top Candidates**

- a. COUNTY will confirm the number of top candidates for review and consideration for each recruitment. Generally, the County is expecting to receive the top 8 to 10 candidates for review consideration. COUNTY will then select finalist from the initial list. The details of this process will be confirmed in the work plan.
- b. PROVIDER will prepare a Report presenting the credentials of those candidates most qualified for the position.
- c. PROVIDER will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- d. COUNTY will receive a log of all applicants and may review résumés if requested.
- e. Report will arrive in advance of the Recruitment Report Presentation.
- f. PROVIDER will spend approximately 2 hours with the COUNTY reviewing the recruitment report and providing additional information on the candidates.

#### **5. Phase V: Interviewing Process & Background Screening**

- a. PROVIDER will assist the COUNTY in constructing the interview process as requested for each position.
- b. Where necessary, PROVIDER should develop the interview questions for review and comment. COUNTY reserves the right to modify the interview questions as necessary.
- c. PROVIDER shall coordinate candidate travel and accommodations.
- d. Provide you with an electronic file that includes:
  - i. Candidates' credentials
  - ii. Set of questions with room for interviewers to make notes
  - iii. Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities
- b. For the finalists, Additional references will be contacted and the following background screenings will be conducted:
  - i. County/Statewide Criminal
  - ii. Civil Search
  - iii. Bankruptcy, Leans and Judgements
  - iv. Motor Vehicle Record
  - v. Education Verification – All Degrees Earned
  - vi. Social Security Trace & Verification
  - vii. U.S. Federal Criminal Search
  - viii. Enhanced Verified National Criminal
    - National Sex Offender Registry
    - Most Wanted Lists FBI, DEA, ATF, Interpol
    - OFAC Terrorist Database Search
    - OIG, GSA, SAM, FDA
    - All felonies and misdemeanors reported to the National Database
- c. PROVIDER will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. PROVIDER consultants will be present for all the interviews, serving as a resource and facilitator.
- d. In addition to a structured interview, the schedule can incorporate:
  - i. Tour of County facilities

- ii. Interviews with senior staff

**6. Phase VI: Appointment of Candidate**

- a. PROVIDER will assist COUNTY as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- b. PROVIDER will notify all applicants of the final appointment, providing professional background information on the successful candidate.

**General Recruitment Timeline**

<b>Phase</b>	<b>Week(s)</b>
Phase 1: Interviews & Brochure Development	Weeks 1 & 2
Phase 2: Advertising, Candidate Recruitment & Outreach	Weeks 3 – 6
Phase 3: Candidate Evaluation & Background Screening	Weeks 7 – 9
Phase 4: Presentation of Recommended Candidates	Week 10
Phase 5: Interview Process & Additional Background Screening	Week 11 & 12
Phase 6: Appointment of Candidate	Week 13 & 14

**Provider Guarantee**

PROVIDER is committed to assisting COUNTY until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the COUNTY does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, COUNTY will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the COUNTY.

Upon appointment of a candidate, PROVIDER guarantees the following: should the selected and appointed candidate, at the request of the COUNTY or the employee’s own determination, leave the COUNTY within the first 12 months of appointment, PROVIDER will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee’s departure.



## SCHEDULE B

### Pricing Structure and Payment

**Invoices/Payment:**

PROVIDER shall issue an invoice upon completion of services and/or delivery of such deliverables. Invoices must reference the Dane County purchase order number issued for the services/deliverables described herein. Email delivery of invoices is encouraged and preferred – see the Bill To section of the purchase order. Payment shall be made within 30 days of COUNTY’s receipt of accepted invoice unless otherwise noted in Schedule B.

#	Initial Recruitments - Term 1	Qty	UOM	Unit Cost
1	Highway and Transportation Commissioner	1	Each	\$24,500.00
2	Director of the Department of Human Services	1	Each	\$24,500.00
3	Director of the Department of Justice Reform	1	Each	\$24,500.00
<b>TOTAL</b>				\$73,500.00
4	Term 1 additional recruitments, as needed	2	Each	\$51,450.00
<b>TOTAL</b>				\$149,450.00

#	Future Recruitments	Qty	UOM	Unit Cost
5	Term 1: The fixed cost per additional recruitment	1	Each	\$24,500.00
6	Term 2: The fixed cost per additional recruitment	1	Each	\$25,725.00
7	Term 3: The fixed cost per additional recruitment	1	Each	\$27,000.00
8	Term 4: The fixed cost per additional recruitment	1	Each	\$28,350.00
9	Term 5: The fixed cost per additional recruitment	1	Each	\$29,500.00

The above pricing does not include travel expenses for PROVIDER consultants or candidates. When applicable, travel expenses would be billed to COUNTY in addition to the per recruitment pricing and must include original receipts of all travel expenses incurred.