

AGREEMENT FOR SEARCH & RECRUITMENT SERVICES

Search for Chief Human Resource Officer

This is an Agreement between the **ALAMEDA UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of August 20, 2014.

RECITALS

WHEREAS, the Client needs assistance with its Chief Human Resource Officer search and selection process; and

WHEREAS, the Client has examined the abilities of employees of the district, the county office, and adjoining districts to provide these services; and

WHEREAS, the Client finds that these services are either not available, or not available to the same level of expertise as those offered by outside consulting assistance; and

WHEREAS, Consultant is professionally trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:


1. Consultant agrees to assist the Client in the selection of a Chief Human Resource Officer in the following manner:

Interview appropriate district officials, print a brochure, recruit candidates, receive applications and confidential papers and assemble files, assist the expert panel in the screening process, and all other matters pertinent to assisting the Superintendent in the selection of a Chief Human Resource Officer.

2. The Client agrees to pay Consultant for expenses only. Consultant will bill the Client at appropriate intervals for expenses accrued to that date. "Expenses" are defined as actual expenses for items such as advertising, brochure printing, mailing, telephone, travel costs, duplicating, and screening and reference checking.
3. This Agreement shall be effective as of August 20, 2014, and shall terminate upon completion of the project, which is estimated to be December 31, 2014.

4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor, and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below.

BY 
ROBERT CLARK, Ed.D.
Chief Business Officer
Alameda Unified School District

DATE: 20 Aug 2014

BY: _____
SUZANNE SPECK
Associate Vice President
School Services of California, Inc.

DATE: _____

**Estimate of Expenses Related to Chief Human Resources Office Search
for Alameda Unified School District**

Brochure Flyers:		\$800
Includes printing, postage, communication		
Advertising:		
SSC website (no cost)	\$0	
SSC Fiscal Report Executive Search Flyer (no cost)	\$0	
ACSA EdCal Joblink (recommended) (5" x 4" Box Ad)		
\$328 per issue—2 issues	\$656	
EdCal: 30-day online job posting for \$120	\$120	
EdJoin.org (District will post opening) (no cost)	\$0	
CASBO California School Business News (recommended)		
Column Listing (no cost) - PLUS - 1/4 page Box ad (member: \$250 per publication—2 issues) <i>or</i> Nonmember price: \$375 per publication—2 issues)	\$750	
CASBO California School Business News (recommended)		
Online ad: member is \$150; nonmember is \$250	\$250	
TOTAL FOR ADVERTISING		\$1,776
Reference Checks:		
\$500 per 2nd round candidate (two to four candidates - \$1,000 to \$2,000)		\$2,000
Travel (SSC estimated travel to District):		\$405
Includes mileage/meals/lodging		
– One SSC advisor (1st round) (\$300)		
– One SSC advisor (2nd round) (\$105) (no lodging)		
GRAND TOTAL FOR ESTIMATED EXPENSES		\$4,981