

CITY OF STOCKTON
STANDARD AGREEMENTAgreement Number:

1. This Agreement is entered into between the City of Stockton ("City") and Peckham & McKenney ("Contractor") to provide an Executive Search as set forth in Exhibit A to this Agreement.

2. The term of this Agreement is as follows, unless amended as described in Exhibit A and Exhibit C section 8:

Commences on:

Terminates on: December 31, 2025

3. The maximum not to exceed amount to be paid to Contractor for the term of this Agreement, including if authorized, reimbursement of expenses, is: \$ 137,500

4. The complete Agreement consists of all the following Agreement documents which by reference are incorporated and made a part of this Agreement. The parties agree to comply with the terms and conditions of this Agreement.

- (a) Exhibit A – Statement of Work
- (b) Exhibit B – Insurance
- (c) Exhibit C – General Terms & Conditions
- (d) Exhibit D – Not Applicable
- (e) Exhibit E – Compensation Schedule
- (f) Exhibit F – Timeline
- (g) Exhibit G - Special Funding Terms & Conditions

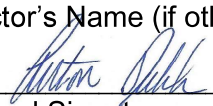
(If applicable check box) YES ☐

IN WITNESS WHEREOF, the authorized parties have executed this Agreement.

CONTRACTOR

Peckham and McKenney

Contractor's Name (if other than an individual, state whether a corporation, partnership, etc.):


 Authorized Signature

5/27/2025

Date

Anton Dahlerbruch, CEO

Printed Name and Title of Person Signing

300 Harding Boulevard, Suite 203-D, Roseville, CA 95678

Address

CITY OF STOCKTON

Steve Colangelo, Interim City Manager

Date

ATTEST:

Katherine Roland, CMC, CPMC, City Clerk

APPROVED AS TO FORM:

Lori M. Asuncion, City Attorney

BY: _____

1.0 STATEMENT OF WORK

Project Objectives

Contractor shall conduct a comprehensive national executive search to identify highly qualified candidates for the positions of:

- Chief Financial Official,
- (2) two Assistant Chief Financial Officer
- Budget Officer
- Assistant Budget Officer
- Procurement Manager

The objectives of this agreement include:

- Create a recruitment plan to identify and attract highly qualified candidates.
- Assess candidates based on leadership, financial expertise, public sector experience and cultural fit.
- Ensure a transparent and efficient selection process.

Project Scope

The executive search process will be designed to attract top-tier financial leaders who align with the City's strategic vision and culture. The recruitment activities will include, but are not limited to the following:

1. Activity - Develop Candidate Profiles
2. Activity - Conduct Outreach and Initial Screenings
3. Activity - Support Interviews and Selections
- 4.

Major Deliverables

- Provide detailed recruitment process documents, including recruitment plans, outlining all recruitment activities and position placement, position profiles, and first-year goals.
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- Placement of ads and job postings.
- Targeted outreach to candidates using traditional and industry databases.
- Candidate review materials for each search, including screening results and internet search.
- Interview materials.
- References and background check on top candidate for each position.

Tasks that Support the Deliverables

The document reviews will include:

- Recruitment plan,
- Recruitment brochure,
- First-year goals.

Internal and External Standards and Guidelines

Contractor will work jointly with the Interim City Manager and the Deputy City Managers to select the most qualified candidate for each position. Any resumes received directly by the City will be referred to the selected executive search firm.

Scope of Work:

Contractor will provide services to conduct a comprehensive national executive recruitment search to identify qualified candidates for the successful placement for the positions of Chief Financial Officer (CFO), 2 (two) Assistant Chief Financial Officer (ACFO), Budget Officer, Assistant Budget Officer, and Procurement Manager. Major tasks will include, but are not limited to, the project requirements and deliverables listed below and found in Attachment A. This service must be completed within six (6) months, but no more than one (1) year from the date of contract execution. The City, in its sole discretion, may waive these deadlines.

Project Requirements and Deliverables:

1. Contractor will meet with the Interim City Manager and Deputy City Managers to become familiar with the values and culture of the organization, develop a candidate profile, as well as to understand the current and future issues, challenges, and opportunities in the City.
 - a. Produce thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. Reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, and direct calls to passive applicants. This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.
 - b. Provide weekly progress reports to the City and participate in conference calls and onsite meetings as requested.
2. Work with Rosemary Rivas, Deputy City Manager, or designee, to discuss key compensation, benefits, and other key information necessary which includes the ideal candidate profile, management style, knowledge skills, education, and experience.
3. Develop the profile for the ideal job candidate for the position.

Step 1: Coordinate with the City to identify and develop the Ideal Candidate Profile, which includes the following:

- Various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization.
- Position competency requirements, i.e. knowledge, key qualifications, skills, certifications, public sector experience, and finance experience requirements.
- Personal and professional attributes required of and priorities for the new incumbent.

- Type of working relationship senior leadership desires with the new incumbent.
- Advertising strategies in conjunction with a national and/or regional outreach campaign.
- Compensation levels; and
- Schedule of deliverables from Contractor
- Brochure design & posting.

Step 2: Produce a window of application & sourcing

- Leverage industry databases, professional associations and referrals including traditional employment websites such as Indeed, LinkedIn, etc. and professional organizations such as Government Finance Officers Association (GFOA), Chief Financial Officers Council (CFOC), California Municipal Treasurers Association, (CSMFO), etc. and related professional organizations such as the National Institute of Government Procurement (NIGP), California Association of Public Procurement Officials (CAPPO), etc.
- Identify prospects.
- Evaluate qualifications, leadership style, and cultural fit.
- Provide each potential candidate with access to the recruitment brochure.
- Capture interested candidates in the recruitment project database; and
- Provide representative data to the City, including candidate documents, interview notes, and an outline of the recruitment process.

Step 3: Recommendation of Candidates

- Contractor will provide the City with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist.
- The screening process will assess the personal and professional attributes the City has identified and will focus on each candidate's ability, technical competency, and fit with the City's values, culture, and needs.

Step 4: Interview Facilitation

- Advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles.
- Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Step 5: Background, References, and Offer

- Provide a thorough and quality reference and background check process for clients. Call candidates' employment and professional references and have an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge.

4. Contractor provides a 12-month guarantee on full searches. Should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the pricing proposal.

Timeline

In response to this solicitation, it is required that all proponents must submit a timeline of services mentioned in their response to this RFP. This timeline must be agreeable with the City's goals, objectives, and/or needs. The timeline must be included in the full proposal and is not desired to be under separate cover from the main proposal.

If proposed dates are deemed inappropriate or in any way counterproductive to the City's goals, objectives, and/or needs, the City, in agreement with the contractor, may revise them in any way that best suits the City's needs within the contract's term.

TERM

The City intends to award an initial six (6) month contract with the option to renew for up to (6) months. However, the total term of the Agreement including the extended term shall not exceed 1 year.

Exhibit B:
Insurance Requirements
(Professional Services)

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- 1. Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2. Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- 3. Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- 4. Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Stockton requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Stockton.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

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Additional Insured Status

The City of Stockton, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used). Additional insured Name of Organization shall read "City of Stockton, its officers, officials, employees, and volunteers." Policy shall cover City of Stockton, its officers, officials, employees, and volunteers for all locations work is done under this contract.

Primary Coverage

For any claims related to this contract, the **Contractor's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects the City of Stockton, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Stockton, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies. The City of Stockton does not accept endorsements limiting the Contractor's insurance coverage to the sole negligence of the Named Insured.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City of Stockton.

Waiver of Subrogation

Contractor hereby grants to City of Stockton a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City of Stockton by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any

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endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Stockton has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Stockton. The City of Stockton may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Stockton. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds \$25,000 unless approved in writing by City of Stockton. Any and all deductibles and SIRs shall be the sole responsibility of Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. City of Stockton may deduct from any amounts otherwise due Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. City of Stockton reserves the right to obtain a copy of any policies and endorsements for verification.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Stockton.

Claims Made Policies (Professional & Pollution only)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of ***five (5) years*** after completion of work.

Verification of Coverage

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Contractor shall furnish the City of Stockton with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause **and a copy of the Declarations and Endorsements Pages of the CGL and any Excess policies listing all policy endorsements.** All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by the City of Stockton before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City of Stockton reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City of Stockton is an additional insured on insurance required from subcontractors.

Duration of Coverage

CGL & Excess liability policies **for any construction related work, including, but not limited to, maintenance, service, or repair work**, shall continue coverage for a minimum of 5 years for Completed Operations liability coverage. Such Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***

Special Risks or Circumstances

City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Certificate Holder Address

The address for mailing certificates, endorsements and notices shall be:

City of Stockton
Its Officers, Officials, Employees, and Volunteers
400 E Main St, 3rd Floor – HR
Stockton, CA 95202

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **Goods, Equipment and Services.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to City the services described in Exhibit A of the Agreement. Contractor shall provide said services at the time, place and in the manner specified in Exhibit A of the Agreement.

2. **City Assistance, Facilities, Equipment and Clerical Support.** Except as set forth in Exhibit A, Contractor shall, at its sole cost and expense, furnish and maintain all facilities and equipment that may be required for furnishing services pursuant to this Agreement. If applicable, City shall furnish to Contractor only the facilities and equipment listed in Exhibit A to the Agreement.

3. **Compensation.** City shall pay Contractor for services rendered pursuant to this Agreement as described more particularly in Exhibit A and Exhibit E to the Agreement.

3.1 Invoices submitted by Contractor to City must contain a brief description of work performed, time spent and City reference number. Within thirty (30) days of receipt of Contractor's invoice, City will review invoice, and if acceptable make payment on approved invoice.

3.2 Upon completion of work and acceptance by City, Contractor shall have sixty (60) days in which to submit final invoicing for payment. An extension may be granted by City upon receiving a written request thirty (30) days in advance of said time limitation. The City shall have no obligation or liability to pay any invoice for work performed which the Contractor fails or neglects to submit within sixty (60) days, or any extension thereof granted by the City, after the work is accepted by the City.

4. **Sufficiency of Contractor's Work.** All Contractor services, work, and deliverables shall be performed in a good and workmanlike manner with due diligence in accordance with the degree of skill normally exercised by similar contractors supplying services and work of a similar nature, and in conformance with applicable laws, codes and professional standards. Contractor's work shall be adequate and sufficient to meet the purposes of this Agreement.

5. **Ownership of Work.** All reports, work product, all other documents completed or partially completed by Contractor or its approved subcontractors, in performance of this Agreement, and if applicable, drawings, designs, and plan review comments shall become the property of the City. Any and all copyrightable subject matter in all materials is hereby assigned to the City and the Contractor and its approved subcontractors agree

to execute any additional documents that may be necessary to evidence such assignment. All materials shall be delivered to the City upon completion or termination of the work under this Agreement. If any materials are lost, damaged or destroyed before final delivery to the City, the Contractor shall replace them at its own expense. Contractor and its approved subcontractors shall keep materials confidential. Materials shall not be used for purposes other than performance of services under this Agreement and shall not be disclosed to anyone not connected with these services, unless the City provides prior written consent.

6. Timeliness. Time is of the essence in this Agreement. Further, Contractor acknowledges that the failure of Contractor to comply with the time limits described in Exhibit A and Exhibit F may result in economic or other losses to the City.

7. Changes. Both parties to this Agreement understand that it may become desirable or necessary during the term of this Agreement for City to modify the scope of services provided for under this Agreement. Any material extension or change in the scope of work shall be discussed with City and the change and cost shall be memorialized in a written amendment to the original contract prior to the performance of the additional work. Until the amendment is so executed, City will not be responsible to pay any charges Contractor may incur in performing such additional services, and Contractor shall not be required to perform any such additional services.

8. Amendment. No variation of the terms of this Agreement shall be valid unless an amendment is made in writing and signed by both parties.

9. Contractor's Status.

9. 1 In performing the obligations set forth in this Agreement, Contractor shall have the status of an independent contractor and Contractor shall not be considered to be an employee of the City for any purpose. All persons working for or under the direction of Contractor are its agents and employees and are not agents or employees of City. Contractor by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of City. Except as expressly provided in Exhibit A, Contractor has no authority or responsibility to exercise any rights or power vested in the City. No agent, officer or employee of the City is to be considered an employee of the Contractor. It is understood by both Contractor and City that this Agreement shall not be construed or considered under any circumstances to create an employer-employee relationship or a joint venture.

9.2 Contractor shall determine the method, details and means of performing the work and services to be provided by Contractor under this Agreement. Contractor shall be responsible to City only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to City's

control with respect to the physical action or activities of Contractor in fulfillment of this Agreement. Contractor has control over the manner and means of performing the services under this Agreement. If necessary, Contractor has the responsibility for employing other persons or firms to assist Contractor in fulfilling the terms and obligations under this Agreement.

9.3 If in the performance of this Agreement any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision and control of Contractor. All terms of employment including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or requirements of law shall be determined by the Contractor.

9.4 It is further understood and agreed that Contractor must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of Contractor's assigned personnel under the terms and conditions of this Agreement.

10. Subcontractor.

10.1 Subcontractors shall not be recognized as having any direct or contractual relationship with City. Contractor shall be responsible for the work of subcontractors, which shall be subject to the provisions of this Agreement. Subcontractors will be provided with a copy of the Agreement and be bound by its terms. Contractor is responsible to City for the acts and omissions of its subcontractors and persons directly or indirectly employed by them.

10.2 If in the performance of this Agreement any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision and control of Contractor. All terms of employment including hours, wages working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be determined by Contractor.

10.3 It is further understood and agreed that all Subcontractors must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of Subcontractors personnel.

11. Termination.

11.1 Termination for Convenience of City. The City may terminate this Agreement at any time by mailing a notice in writing to Contractor. The Agreement shall then be deemed terminated, and no further work shall be performed by Contractor. If the Agreement is so terminated, the Contractor shall be paid for the work actually completed at the time the notice of termination is received.

11. 2 Should either party default in the performance of this Agreement or materially breach any of its provisions, the other party, at that party's option, may terminate this Agreement by giving written notification to the other party.

11.3 Funding- Non-Appropriation. It is mutually understood between the Parties that payment to the Contractor for performance shall be dependent upon the availability of appropriations by the City Council for the purposes of this Agreement. No legal liability on the part of the City for any payment may arise under this Agreement until funds are made available and until the Contractor has received funding availability, which will be confirmed in writing. If funding for any fiscal year is reduced or deleted, or if the City loses funding for any reason, the City, in its sole discretion, shall have the option to either (a) cause this Agreement to be canceled or terminated pursuant to applicable provisions of the Agreement; or (b) offer to amend the Agreement to reflect the reduced funding for this Agreement.

12. Non-Assignability. The Contractor shall not assign, sublet, or transfer this Agreement or any interest or obligation in the Agreement without the prior written consent of the City, and then only upon such terms and conditions as City may set forth in writing. Contractor shall be solely responsible for reimbursing subcontractors.

13. Indemnity and Hold Harmless. To the fullest extent permitted by law, Contractor shall hold harmless, defend and indemnify City of Stockton and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Stockton. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this agreement. These obligations shall survive the completion or termination of this agreement.

14. Insurance. During the term of this Agreement, Contractor shall maintain in full force and effect at its own cost and expense the insurance coverage as set forth in the attached Exhibit B to this Agreement and shall otherwise comply with the other provisions of Exhibit B to this Agreement.

15. Notices. All notices herein required shall be in writing and shall be sent by certified or registered mail, postage prepaid, addressed in Exhibit A to this Agreement.

16. Conformance to Applicable Laws. Contractor shall comply with all applicable Federal, State, and Municipal laws, rules, and ordinances. Contractor shall not discriminate in the employment of persons or in the provision of services under this Agreement on the basis of any legally protected classification, including race, color, national origin, ancestry, sex or religion of such person.

17. Licenses, Certifications and Permits. Prior to the City's execution of this Agreement and prior to the Contractor's engaging in any operation or activity set forth in this Agreement, Contractor shall obtain a City of Stockton business license, which must be kept in effect during the term of this Agreement. Contractor covenants that it has obtained all certificates, licenses, permits and the like required to perform the services under this Agreement. Such licenses, certificates and permits shall be maintained in full force and effect during the term of this Agreement.

18. Records and Audits. Contractor shall maintain all records regarding this Agreement and the services performed for a period of three (3) years from the date that final payment is made. At any time during normal business hours, the records shall be made available to the City to inspect and audit. To the extent Contractor renders services on a time and materials basis, Contractor shall maintain complete and accurate accounting records, in a form prescribed by City or, if not prescribed by City, in accordance with generally accepted accounting principles, such records to include, but not be limited to, payroll records, attendance cards, time sheets, and job summaries.

19. Confidentiality. Contractor shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City reports, information or conclusions.

20. Conflicts of Interest. Contractor covenants that other than this Agreement, Contractor has no financial interest with any official, employee or other representative of the City. Contractor and its principals do not have any financial interest in real property, sources of income or investment that would be affected in any manner of degree by the performance of Contractor's services under this Agreement. If such an interest arises, Contractor shall immediately notify the City.

21. Waiver. In the event either City or Contractor at any time waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or of any other covenant, condition or obligation. No payment, partial payment, acceptance, or partial acceptance by City shall operate as a waiver on the part of City of any of its rights under this Agreement.

22. Governing Law. California law shall govern any legal action pursuant to this Agreement with venue for all claims in the Superior Court of the County of San Joaquin, Stockton Branch or, where applicable, in the Federal District Court of California, Eastern District, Sacramento Division.

23. No Personal Liability. No official or employee of City shall be personally liable to Contractor in the event of any default or breach by the City or for any amount due Contractor.

24. Severability. If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal, state or city statute, ordinance or regulation the remaining provisions of this Agreement or the application thereof shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

25. Non-Discrimination. During the performance of this Agreement, Contractor and its officers, employees, agents, representatives or subcontractors shall not unlawfully discriminate in violation of any federal, state, or local law, rule or regulation against any employee, applicant for employment or person receiving services under this Agreement because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition (including genetic characteristics), marital status, age, political affiliation, gender identity, gender expression, sex or sexual orientation, family and medical care leave, pregnancy leave, or disability leave. Contractor and its officers, employees, agents, representative or subcontractors shall comply with all applicable Federal, State and local laws and regulations related to non-discrimination and equal opportunity, including without limitation the City's nondiscrimination policy; the Fair Employment and Housing Act (Government Code sections 12990 (et seq.); California Labor Code sections 1101, 1102 and 1102.1; the Federal Civil Rights Act of 1964 (P.L. 88-352), as amended; and all applicable regulations promulgated in the California Code of Regulation or Code of Federal Regulations. Title VI of the Civil Rights Act of 1964 requires that "no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (42 USC Section 2000d). <http://www.dol.gov/oasam/regs/statutes/titlevi.htm>. The City requires compliance with the requirements of Title VI in all of its programs and activities regardless of funding source.

26. Force Majeure. Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.

27. Taxes and Charges. Contractor shall be responsible for payment of all taxes, fees, contributions or charges applicable to the conduct of the Contractor's business.

28. Cumulative Rights. Any specific right or remedy provided in this Agreement will not be exclusive but will be cumulative of all other rights and remedies to which may be legally entitled.

29. Advice of Attorney. Each party warrants and represents that in executing this Agreement, it has received independent legal advice from its attorneys or the opportunity to seek such advice.

30. Heading Not Controlling. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

31. Entire Agreement, Integration, and Modification.

31.1 This Agreement represents the entire integrated agreement between Contractor and the City; supersedes all prior negotiations, representations, or agreements, either written or oral between the parties and may be amended only by a written Amendment signed by the Contractor and City Manager.

31.2 All Exhibits to this Agreement and this Agreement are intended to be construed as a single document.

32. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

33. Authority. The individual(s) executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

EXHIBIT E

COMPENSATION SCHEDULE

The Contractor shall be compensated for the services identified in Exhibit A, Exhibit C, and Exhibit D to this Agreement as follows:

1. Project Price

1.1 The maximum the Contractor shall be paid on this Agreement is \$_____ (hereafter the “not to exceed” amount). The “not to exceed” amount includes all payments to be made pursuant to this Agreement, including City approved reimbursable expenses, if any. Nothing in this Agreement requires the City to pay for work that does not meet the Standard of Performance identified in Exhibit D section 4 or other requirements of this Agreement.

1.2 Standard Reimbursable Items: Only the reimbursable items identified in Exhibit A, C, and D (Compensation), shall be compensated to the Contractor. Reimbursable expenses will be reimbursed without markup. Fees plus reimbursable expenses shall not exceed the amount set forth in section 1.1 of this Exhibit and a copy of the original invoice for the items listed in i, ii or iii below shall be attached to the invoice submitted to the City for reimbursement. Payments shall be based upon work documents submitted by the Contractor to the City and accepted by the City as being satisfactory to City’s needs. The City shall not pay a markup on any of the items listed in i, ii or iii. Additionally, items such a telephone, fax, postage or freight are already included in the billable hourly rate. Contractor shall be reimbursed the direct expenses, which are the actual cost of the following items that are reasonable, necessary and actually incurred, by the Contractor in connection with the services:

- i. Expenses, fees or charges for printing, reproduction or binding of documents at actual costs with no markup added to the actual cost.
- ii. Any filing fees, permit fees, or other fees paid or advanced by the Contractor at actual costs with no markup added to the actual cost.
- iii. Travel expenses shall be reimbursed in accordance with the City’s travel policy, which is incorporated herein by reference. Reimbursement shall be made at actual costs with no markup added to the actual cost.

1.3 The Contractor shall be entitled to receive payments for its work performed pursuant to the Agreement. The City will pay Contractor based on invoices for acceptable work performed and approved until the “not to exceed” amount is reached. Thereafter, Contractor must complete services based on the Agreement without additional compensation unless there is a material change to the Statement of Work and Scope by a written Amendment.

1.4 If work is completed before the “not to exceed” amount is reached, the Contractor’s compensation will be based on the Contractor’s invoices previously submitted for acceptable work performed and approved.

1.5 Subcontractor Costs: Compensation for subcontractors shall be limited to the same restrictions imposed on the Contractor. Maximum markup Contractor may apply to subcontractor fees, minus reimbursable expenses, shall not exceed ____%.

2. **Task Price**. Below is the price for the services and reimbursable expenses as described in Exhibit A of this Agreement.

Task	Description	Task Price
1	CHIEF FINANCIAL OFFICER	\$28,000
2	(2) ASSISTANT CHIEF FINANCIAL OFFICER	\$33,000
3	BUDGET OFFICER	\$26,000
4	ASSISTANT BUDGET OFFICER	\$26,000
5	PROCUREMENT MANAGER	\$24,500
TOTAL PRICE		\$137,500

2.1 **Guarantee** If initial recruitment yields no qualified candidates as a result of the search efforts, *and* it is mutually agreed upon that the result is due to the search effort and/or process, a second search will be conducted for a reduced fee of \$19,000 for each position.

If qualified applicants are not selected *OR* the selected candidate is separated from employment within one year after accepting the offer, a second search will be conducted for the discounted fixed fee of \$24,000 for the CFO & \$20,000 for each of the five (5) positions.

3. **Process of Payment**

Payments	Due	Invoice	Services (Scope of Work)
First 1/3 of Payment	Upon Execution of Contract	*As a Retainer to Cover Upfront and Necessary Expenses Incurred	<ul style="list-style-type: none"> • Virtual Meeting #1: Kick-off Meeting to Discuss Candidate Profile, Listen to Specific Expectations of Position, Learn Background and Experiences desired in Ideal Candidate • Candidate Profile Development • Develop Marketing Brochure and Obtain Client Approval • Develop Advertising and Recruiting Plan • Ad Placements, Post on Firm’s Website, Social Media Outlets • Electronically Post/Distribute Candidate Profile Up to 500 Identified Industry Professionals • Network & Personal Outreach
Second 1/3 of Payment	60 Days after	Invoiced 30 Days from	<ul style="list-style-type: none"> • Respond to all inquiries and acknowledge all Resumes received within 48 hours • Client Updates on Outreach Status and Progress

	Contract Execution	Contract Execution	<ul style="list-style-type: none"> • Screen Resumes • Conducts Preliminary Internet Research on Top Candidates • Identify Leading Candidates and Request Supplemental Questionnaires • Conduct Preliminary Interviews with Leading Candidates • Respond to all Candidate inquiries • Provide Client with Recommended Candidates Packet • Virtual Meeting #2 to Provide Overview of Recommended Candidates • Client Selects Finalist Candidate(s) for Finalist Interview Process • Notify all Candidates of Status in Recruitment Process
Final 1/3 of Payment	90 Days after Contract Execution	Invoiced 60 Days from Contract Execution	<ul style="list-style-type: none"> • Virtual Meeting #3 to Facilitate Panel Interviews • Provide Orientation Session prior to Interviews and Debrief Session after the Interviews • Assist Client throughout Process and Provide Recommendations • Selection of Leading 2-3 Candidates for Further Consideration • Assist Client with candidate communication for final Interview with City • Background and Reference Checks, as needed • Provide Employment Agreement Negotiation Assistance, if desired by Client

*If the City hires an additional candidate from among those recommended for another position within one year of the close of the recruitment, a fee of \$6,000 will be charged to the City.

4. Hourly Rates. The following is a list of hourly billable rates that Contractor shall apply for additional services requested of the Contractor. Contractor shall be compensated based on the hourly rates set forth below, on a time and material basis for those services that are within the general scope of services of this Agreement, but beyond the description of services required under Exhibit A, and all services are reasonably necessary to complete the standards of performance required by this Agreement. Any changes and related fees shall be mutually agreed upon between the parties by a written amendment to this Agreement.

Hourly Billable Rate Schedule

Title	Role on Project	Hourly Billable Rates
		\$
		\$

		\$
		\$
		\$
		\$
		\$

4. **Additional Fees.** Should an amendment to the Agreement be issued for additional services that require the following items, the unit prices are as follows:

Title	Unit Price
	\$

5. **Invoice to Address.** Each invoice submitted shall identify the specific task(s) listed in Exhibit A and this Exhibit, and the completed work product/deliverable for the agreed upon price listed in this Exhibit. Invoices shall be submitted to the below address:

City of Stockton ASD Department
Attention:
425 N. El Dorado Street
Stockton, CA 95202

EXHIBIT F

TIMELINE

CONTRACTOR SHALL COMPLETE THE REQUESTED SERVICES IDENTIFIED IN EXHIBIT A AS FOLLOWS:

Activity Proposed	Schedule for Chief Fin. Officer	Other 5 Positions	Time Frame
Project Organization <ul style="list-style-type: none"> Conference call to discuss Search Timeline, Process and Logistics Pre-Recruitment 	Pre-Recruitment	Pre-Recruitment	Pre-Recruitment
Development of Candidate Profile <ul style="list-style-type: none"> Virtual Meeting #1 w/Client to discuss Candidate Profile Listen to Specific Expectations of Position Learn Background and Experiences desired in Ideal Candidate Develop Marketing Brochure and Obtain Client Approval Develop Advertising and Recruiting Plan 	Jun. 2 - 16, 2025	Jun. 2 - 16, 2025	Two Weeks
Recruitment <ul style="list-style-type: none"> Recruiter focuses on Direct & Personal Outreach with Quality Potential Candidates Advertise, Network, and Electronically Post/Distribute Candidate Profile Up to 500 Identified Industry Professionals Post Opportunity on Firm's Website Respond to all inquiries and acknowledge all Resumes received within 48 hours Client will be Updated on Outreach Status and Progress 	Jun. 17 – Jul. 22, 2025	Jun. 17 – Jul. 22, 2025	Five Weeks
Preliminary Interviews <ul style="list-style-type: none"> Recruiter Screens Resumes and Conducts Preliminary Internet Research on Candidates for any Areas of Concern 	Jul. 23 – Aug. 13, 2025	Jul. 23 – Aug. 13, 2025	Three Weeks

<ul style="list-style-type: none"> Identify Leading Candidates and Request Supplemental Questionnaires Conduct Preliminary Phone Interviews with Leading Candidates 			
Recommendation of Candidates/Selection of Finalist(s) <ul style="list-style-type: none"> Provide Client with Recommended Candidates Packet Virtual Meeting #2 to Provide Overview of Recommended Candidates Client Selects Finalist Candidate(s) for Finalist Interview Process Recruiter Notifies all Candidates of Status in Recruitment Process 	Aug. 27, 2025	Aug. 27, 2025	Two Weeks
Finalist Panel Interview Process <ul style="list-style-type: none"> Facilitate Virtual Meeting #3: Panel Interviews Panel Interview includes a Panel Orientation and a Panel Debrief with City and Panel Members Assist Client throughout Process and Provide Recommendations Client Selects the Leading top Finalists to bring back for In-Person Interview City Conducts In-Person Interview w/Finalist(s) 	Sept. 9 or 10, 2025 Sept. 12 2025	Sept. 9 or 10, 2025 Sept. 12 2025	Two Weeks
Qualification <ul style="list-style-type: none"> Conduct Background and Reference Checks on Selected Candidate Provide Employment Agreement Negotiation Assistance, if desired by Client 	By Sept. 19, 2025	By Sept. 19, 2025	One Week