

**AMENDMENT NO. 1 TO CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
TERI BLACK & COMPANY, LLC
FOR
Recruitment of Finance Managers**

This **Amendment No.1** (“Amendment”) is made by and between the City of San Leandro (“City”) and Teri Black & Company, LLC (“Consultant”) (together sometimes referred to as the “Parties”) as of June 20, 2022, and amends that certain Consulting Services Agreement (“Agreement”) dated March 21, 2022, between the Parties.

WHEREAS, City and Consultant have executed the Agreement, pursuant to which Consultant has provided certain consulting services to City with regard to a recruitment for Chief Technology Officer, and

WHEREAS, the Parties desire to amend the Agreement to include recruitment for Finance Managers.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 1.1 of the Agreement entitled “Term of Services” is hereby amended to extend the term from March 20, 2023, to June 30, 2023; and
2. Section 2 of the Agreement entitled “Compensation” is hereby amended to pay Consultant a sum not to exceed \$72,000; and
3. Exhibit A of the Agreement entitled “Scope of Services” is hereby amended as attached.
4. Exhibit B of the Agreement entitled “Compensation Schedule & Reimbursable Expenses” is hereby amended as attached.
5. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

TERI BLACK & COMPANY, LLC

Fran Robustelli, City Manager

Teri Black, President

Attest:

Kelly Clancy, Acting City Clerk

Budget Approved:

Approved as to Fiscal Authority:

Susan Hsieh, Finance Director

Account Number

Approved as to Form:

Richard D. Pio Roda, City Attorney

Emily Hung, Human Resources Director

EXHIBIT A

SCOPE OF SERVICES

SCOPE OF WORK

The scope of work presented represents a comprehensive **Chief Technology Officer and Finance Managers (2)** recruitments that include the following services:

Phase I

- Develop ideal candidate profile in partnership with the Client
- Design and execute advertising, marketing, and social media campaigns

Phase II

- Produce and distribute recruitment brochure (traditional & electronic mail)
- Conduct extensive personal outreach activities

Phase III

- Conduct screening interviews
- Develop and deliver written report to Client (highlighting the results of the recruitment and subsequent screening interviews)

Phase IV¹

- Design and facilitate one (1) day of candidate interviews with the Client (in-person or via Zoom)
- Offer interview coaching sessions and debriefing opportunities to Finalists
- Assist Client with final selection deliberations
- Perform background and reference checks (top candidates)
- Facilitate negotiations and transition details

¹ TBC will work closely with the city in adjusting and redesigning activities associated with the recruitment in response to COVID-19 circumstances at any given time.

EXHIBIT B

COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

The **professional fee** for the Chief Technology Officer is **\$19,500**. This includes all work outlined in Phases I – IV articulated in the scope of work. Because of our results-oriented philosophy, the professional fee covers the entire scope of work. Services include conference calls/Zoom meetings for the purposes of gathering stakeholder feedback on candidate profile, briefing client on results of the recruitment, facilitating one day of panel interviews² assisting the Client with selection deliberations and conducting background and reference checks.

REIMBURSABLE EXPENSES³ (NOT TO EXCEED)

Advertising	\$2,300
Recruitment Brochure & mailing	\$1,500
Administrative support	\$2,500
Shipping & FedEx	\$ 600
Background & records checks	\$ 600
Consultant Travel (LA -Oak air/ground transp./hotel accommodations for 1-night if allowed pending COVID conditions)	\$1,000

Project expenses (NTE)	\$ 8,500
------------------------	-----------------

Professional fees and expenses are billed in phases as work progresses and expenses are incurred. Expenses are billed at their actual level and are never marked-up or inflated with special fees.

The **professional fee** for the comprehensive recruitment for multiple Finance Manager positions will be **\$33,000**. This includes all work outlined in Phases I – IV articulated in the scope of work. Because of our results-oriented philosophy, the professional fee covers the entire scope of work. Services include conference calls/Zoom meetings for the purposes of gathering stakeholder feedback on the candidate profile, briefing client on results of the recruitment, facilitating up to two (2) days of panel interviews, assisting the Client with selection deliberations and conducting up to three (3) background and reference checks.

² Additional interviews can be facilitated at \$200-\$300 per hour depending on the recruiter assigned.

³ Reimbursable Expenses by Category are an estimation. Invoices may reflect actual expense amounts in any given category that are above or below the estimated amount, however, total expenses billed during the project shall not exceed the total "Project Expenses (NTE)" amount as stated.

REIMBURSABLE EXPENSES (NOT TO EXCEED)

Advertising	\$3,300
Recruitment Brochure & mailing (one brochure)	\$1,500
Administrative support	\$3,500
Printing & FedEx	\$ 600
Background & records checks (up to 3)	\$1,800
Consultant Travel (mileage & tolls)	\$ 300

Project expenses (NTE) **\$11,000**

Placement Guarantee

If a candidate selected and appointed by the City of San Leandro for any of the Finance Manager positions terminates employment for any reason before the completion of the first year of service as a result of a comprehensive TBC recruitment, the firm will provide the city with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at a discounted rate of 25-50% of the initial fee.⁴ Expenses will be covered by the Client.

Additional Fees & Discounts

Because of the challenging market for top talent, our clients are increasingly taking advantage of selecting additional candidates from a single recruitment that will benefit the organization in different capacities. In these instances, an additional placement fee of \$3,500 per candidate selected will apply and will include completion of background check records review as well as reference checking. This fee would only apply if a position beyond the two Finance Manager positions were filled. If TBC is not successful in placing two Finance Managers, the professional fee will be discounted \$1,000 per unfilled position.

⁴ To be negotiated at the time of re-engagement and will be dependent on scope of work needed to refill the position.