



Executive Search Services Master Service Agreement

Vendor Contact Information:

Newland Associates, Inc.

Robert Newland, CEO

Jeremy M. Fondren, Vice President, Executive Search Division

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January 10, 2022

Michael Bateman
CareerSource Broward
2890 W Cypress Creek Rd
Fort Lauderdale, FL 33309

Re: Executive Search Services

Dear Mr. Bateman,

Thank you for the opportunity to respond to your interest in our executive search recruiting services for CareerSource Broward. We value the partnerships we have built over the years and are proud of the results we have achieved in working with our local and global clients.

You may be asking, “How is Newland Associates different?” from other firms:

- 1. Our Business Model is Unique.** As a shareholder of Career Partners International (CPI), a global talent management consultancy, we collaborate with 50 partners across 90 offices in the U.S. and Puerto Rico (over 300 globally) who are personally, and financially invested in your success. This “boots on the ground” model gives us the unmatched ability to source and vet local candidates in any market in the US and beyond. **We are the only firm with the advantage of this “nationwide footprint” for any executive search we conduct.**
- 2. Local Presence and Knowledge.** Our local knowledge gives us a unique advantage that allows us to provide top candidates utilizing our local expertise of the market and state of Florida. This knowledge is vitally important when we identify and convince talent to entertain an opportunity in Orlando. We are headquartered in Florida and proud to call it our home. Every search we conduct in Orlando is of special significance because we are passionate about helping our local community.
- 3. Industry Expertise.** Our executive search practice is one of the most recognized in the Southeast United States. We also have expertise in your sector, currently being under contract with Career Source Central Florida (executive search) and CareerSource Tampa (talent management consulting).
- 4. Predictive Index Certified Partner.** We use advanced talent acquisition analytics to find candidates who “fit” the position and an organization’s culture and mission. That’s why many our staff, including members of our recruitment team are certified in the Predictive Index.

We are excited to build a partnership with you. We believe the depth of our over 25 years of excellence in executive search, executive coaching and talent management, combined with our local and nationwide reach makes us the pre-eminent talent management firm of choice for those who want “best-in-class” with a personalized experience.

Sincerely,



Robert Newland, CEO

Executive Search Process

The Executive Search process has been designed to provide our clients with the best candidates possible, along with the greatest degree of customer service and timeliness. We thoroughly vet each candidate and shepherd each through the recruiting process, while keeping focus on confidentiality and client employee branding.

Step 1 - Diagnosis & Planning

Before a search can properly be initiated, we must accurately understand your expectations and the culture into which the chosen candidate will enter. To carry out this objective, Newland Associates will work closely with client management, review job descriptions, business and department goals and KPI's thereto. We will then conduct a job assessment utilizing the Predictive Index so we can identify the behavioral and cognitive traits of ideal candidates, thus creating the most accurate candidate profile.

Step 2 – Create a Recruiting Strategy and Timeline

Based on client discussions and the expertise of our team, we will devise a recruitment strategy with the appropriate messaging, selecting the appropriate channels for sourcing talent. This strategy will include a channel mix which includes our recruiter contact network, our extensive Career Partners offices network around the country, plus other channels in social media, web sourcing through recruitment sites and trade publications. We will then lay out a specific timeline with milestones and role clarification of Newland and client.

Step 3 – Sourcing & Recruiting

Statistics show that many of the best senior executive hires are found through the sourcing of passive candidates that aren't usually looking at job boards or new employment options. Our sourcing process is strongly based on leveraging our unparalleled contact network, which includes our recruiting team and the extensive footprint of CPI partner offices across the country. We will however, complement our sourcing of talent with social media and relevant job boards.

Step 4 – Screening & Interviews

We will screen all available talent we identify in a thorough fashion. Those that pass initial muster will be administered the Predictive Index Behavioral and Cognitive Assessments. Once the assessments are completed, we will conduct in-depth interviews with the candidates that more closely match the position profile, using behavior-based interview questions designed by our experts in Industrial Organizational Psychology.

Step 5 – Present Comprehensive Panel of Candidates

We will present an initial pool of candidates for your consideration. Profiles of candidates will include resumes, behavioral/cognitive reports with highlights of key strengths and salient qualifications, alongside our personal candidate assessment. We will also assist the client in narrowing down the list of candidates for invitation for consideration and interviews with client.

Step 6 – Detail Interview Process and Create Interview Guides

We will help manage/coordinate the onsite interview process, prepare interview forms and deliver candidate dossiers with resumes, profiles and suggested battery of interview questions so that the client has a successful interview and deliberation process. At this stage of the process, it is important that top candidates are nurtured through the process and remain engaged/interest in the opportunity. We excel at this and take great pride in our ability to keep top talent truly invested in the process.

Step 7 - Client Interviews

After the client has interviewed each candidate, we will debrief with both the client and candidate to assist in the recommendation of the selected candidate. We will notify all candidates that have not been selected. One of our main roles in this stage of the process is to serve as external advisors to the client. Our expertise in executive recruiting and understanding of behavioral science is one of the reasons organizations turn to us for senior searches.

Step 8 – Reference Checks.

We will provide reference checks at client request on top candidates with a goal of evaluating past job performance and any other pertinent factors.

Step 9 - Offer & Negotiations

Our offer and negotiation process helps identify mutually acceptable compensation/benefits arrangements so the client and potential hire do not reach an unnecessary impasse. This is a vital part of our process where expectations are aligned to avoid unnecessary surprises. We will advise and help negotiate, if necessary, to help both parties navigate to a successful acceptance of an offer of the selected candidate. As an integral part of this process, we always pay close attention to “keeping warm” relationships with other process finalists in case the negotiations break down.

Optional Executive Onboarding Service

Research indicates that 40% or more of executives fail or quit during the first 18 months of a new position and one in four executives leave in their first six months, all before they can productively contribute to the organization. Don't let this happen to your executives! With our optional Executive Onboarding Program, you set the stage for effective assimilation and engagement of your leaders for success in their new roles. From understanding organizational expectations and your business imperatives to creating and implementing strategic action plans, our personal onboarding coaches propel the success of your executives and your business.

Investment

As a retained executive search firm, our clients hire us to evaluate the logical choices of candidates (pre-existing candidates and additional candidates whom we generally identify). We are paid for our professional time and expertise to objectively evaluate both the competence and compatibility of the candidates. To maintain objectivity, our fees are not based on making a placement, but rather they are based on the thoroughness and quality of our researching, sourcing, recruiting, and evaluating of appropriate candidates.

Our search assignment(s) with you will be exclusive - the client will not, on its own or through other parties, conduct these searches in parallel with us. Our professional fee is typically 1/3 of the first-year total projected cash compensation. However, we are offering you **a discounted rate of 20% for retained search work**. These terms shall remain confidential.

The search fee is invoiced in three installments: 1st, 1/3 after 30 days of work, 2nd, 1/3 at 60 days, and 3rd, the remaining balance upon selection and acceptance of employment by the selected candidate(s). Hires of semi-finalists for other positions (part-time or full-time, as employees or independent contractors) for the client or any affiliate organization will be invoiced at a 20% rate of the first-year base salary. If you choose to utilize the optional Executive Onboarding services, the fee for this service is of \$8,000. However, we will offer you and discounted rate of \$6,000 for Executive Onboarding services.

In the case of search cancellation without cause, only fees and expenses representing work completed through the date of cancellation shall be due. Cancellation date will be effective on date of client written notification (email acceptable) to the search firm. Sometimes “internal candidates” are encouraged to apply for the position and go through the process of interviewing. We recommend that they interview with us as do all candidates and then, if necessary, with the leadership team.

Expenses for travel, if needed, would be billed to you at cost. Any such expenses would require your prior approval.

Guarantee

We will find a suitable replacement free of additional charge in the event that a new hire leaves the employ of the Client, within the first 180 days for executive positions and within 90 days for non-executive roles, from date of hire, for any reason other than a significant change in employee's job responsibilities, understood compensation structure, reporting structure, or the employee is laid off in a reduction in force.

Non-Solicitation

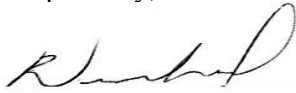
We will not solicit employees of client for employment opportunities in other organizations for a period of 24 months after the search is completed. This clause does not apply to employees who on their own apply for open positions where we are recruiting. If CareerSource Broward finds that employees were solicited their fee will be returned.

In Closing

Once again, thank you for the opportunity to present our services to your organization. We are strong believers in partnering for success, driven by an unwavering commitment to quality and an unparalleled customer experience.

You can authorize this proposal by returning a signed copy.

Respectfully,



Robert Newland
President & CEO

ACCEPTED FOR CLIENT BY:

Signature: Carol Hylton

Date: 01/14/2022

Print Name: CAROL HYLTON

Title: PRESIDENT/CEO

Client Legal Entity Name: CAREERSOURCE BROWARD

Terms are Net 30 days. Please make payments on behalf of Newland Associates, Inc. We are a **Certified Minority Owned Business**. Talk to your Diversity Procurement representative to learn how doing business with us can help advance your diversity goals!

SIGNATURE CERTIFICATE



REFERENCE NUMBER

3E9505F6-ABC5-4967-8ADA-0DAA1AD63DCA

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 3E9505F6-ABC5-4967-8ADA-0DAA1AD63DCA	Document Name Careersource Broward Es Jan 2022 Final Clean
Transaction Type Signature Request	Filename careersource_broward_es_jan_2022_final_clean.pdf
Sent At 01/14/2022 16:42 EST	Pages 6 pages
Executed At 01/14/2022 17:04 EST	Content Type application/pdf
Identity Method email	File Size 300 KB
Distribution Method email	Original Checksum 74bfd6ba61e9cbbc1031530ca009c4a319d8b963f944dd33a12a6c09eb8f8e56
Signed Checksum ffdd864281b5e6dceed1412c7281d377b32561b5eb2ee910b50dfd7d23582bfe	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Carol Hylton	Status signed	Viewed At 01/14/2022 17:03 EST
Email chylton@careersourcebroward.com	Multi-factor Digital Fingerprint Checksum 22a2533df69587dbbcf0b1f60645736e55a4ec1fdffacc061fc39c10082a12d2	Identity Authenticated At 01/14/2022 17:04 EST
Components 2	IP Address 174.212.4.145	Signed At 01/14/2022 17:04 EST
	Device Mobile Safari via iOS	
	Typed Signature 	
	Signature Reference ID CE6635FC	

AUDITS

TIMESTAMP	AUDIT
01/14/2022 16:42 EST	Moya Brathwaite (mbrathwaite@careersourcebroward.com) created document 'careersource_broward_es_jan_2022_final_clean.pdf' on Chrome via Windows from 67.23.70.69.
01/14/2022 16:42 EST	Carol Hylton (chylton@careersourcebroward.com) was emailed a link to sign.
01/14/2022 17:03 EST	Carol Hylton (chylton@careersourcebroward.com) viewed the document on Mobile Safari via iOS from 174.212.4.145.
01/14/2022 17:04 EST	Carol Hylton (chylton@careersourcebroward.com) authenticated via email on Mobile Safari via iOS from 174.212.4.145.
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