

<p>SUBMIT PROPOSALS TO: Seminole County 1301 East 2nd Street Sanford, Florida 32771 Attn: PURCHASING & CONTRACTS (PCD)</p>	<p align="center">REQUEST FOR PROPOSALS (RFP)</p> <p align="center">And Proposer Acknowledgment</p>
<p>Contact: Tammy Roberts, CPPB Procurement Administrator Phone: 407-665-7112 Email: troberts@seminolecountyfl.gov</p>	<p align="center">RFP-604245-21/TLR</p> <p align="center">RECRUITMENT SERVICES FOR COUNTY MANAGER SEARCH</p>
<p align="center"><u>PROPOSAL DUE DATE – November 17, 2021</u> <u>Time: 2:00 PM (Eastern Standard Time)</u></p> <p align="center"><u>Location of Public Opening:</u> Purchasing & Contracts Division, 1301 East 2nd Street, Sanford, FL 32771</p>	
<p>Proposer Name: GovHR USA</p>	<p>Federal Employer ID Number: 27-0598897</p>
<p>Mailing Address: 630 Dundee Rd. #225</p>	<p>If returning as a "No Submittal", state reason <u>(if so, return only this page):</u></p>
<p>City, State, Zip: Northbrook, IL 60062</p>	
<p>Type of Entity (Circle one): Corporation Partnership Proprietorship Joint Venture LLC Incorporated in the State of: _____ List of Principals: Heidi Voorhees Joellen Cademartori</p>	<p>The undersigned Proposer hereby acknowledges receipt of Addenda Numbers _____ through _____:</p> <p>_____ Authorized Signature (Manual) Date</p>
<p>Email Address: jschmittgens@govhrusa.com</p>	<p>Typed Name: Judith Schmittgens</p>
<p>Telephone Number: 847-380-3240</p>	<p>Title: Corporate Secretary</p>
<p>Fax Number: 866-803-1500</p>	<p>Date: November 10, 2021</p>

THIS FORM MUST BE COMPLETED AND RETURNED WITH WRITTEN PROPOSAL

The Proposer is expected to completely analyze the information contained in this Request for Proposals (RFP) as guidance for the preparation of their written proposal. The Proposer's written proposal should be specific, detailed, and complete in order to clearly and fully demonstrate the Proposer's understanding of the proposed work requirements, and it should include a logical plan to accomplish the task(s) under the proposed scope of work.

SEMINOLE COUNTY, FLORIDA COUNTY MANAGER

**Executive Recruitment Proposal
November 12, 2021**



630 Dundee Road
Suite 225

Northbrook, IL 60062

Primary Contact Person: Laurie Pederson

Director of Administrative Services

847-380-3240

info@GovHRusa.com

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.

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Consultant Biography

Client List

Sample Recruitment Brochure

Price Form

Signed RFP forms

November 12, 2021

Ms. Tammy Roberts, CPPB
Procurement Administrator
Seminole County
1301 East 2nd Street
Sanford, FL 32771

Dear Ms. Roberts:

Thank you for the opportunity to provide you with a proposal for the County Manager recruitment and selection process for Seminole County. We understand that the County seeks the services of an experienced firm to assist it in a nationwide search for the next County Manager. The recruitment firm will work in conjunction with the County Attorney and search committee to develop a recruitment strategy and timeline; conduct a nationwide search through appropriate advertising, outreach and other connections; conduct background screenings, resume reviews and reference checks of potential candidates; recommend candidates and assist with interviews; and assist in negotiations and job offer to the most qualified candidate. GovHR USA (“GovHR”) prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position. We have read the terms of the County’s RFP and are able to comply with all of the requirements in a timely manner.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 16 full time and 6 part time employees and 35 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR President Heidi Voorhees (847-380-3243), Chief Executive Officer Joellen Cademartori (847-380-3238), and the undersigned are all authorized to make representations and execute contracts for the firm. We agree to execute an Agreement with the County if selected for this recruitment.

GovHR Vice President Jim Dinneen will be responsible for your recruitment and selection process. He will be assisted by a home office Recruitment Coordinator, and a Reference Specialist. Mr. Dinneen’s biography is attached to the proposal and his contact information is:

Jim Dinneen
Vice President
GovHR USA LLC
Ponce Inlet, Florida
Telephone: 320-262-0303
JDinneen@govhrusa.com

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, please let us know. Please contact Laurie Pederson, Director of Administrative Services, 847-380-3240, if you have questions regarding our proposal or need additional information. We

look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Sincerely,



Judith Schmittgens
Corporate Secretary and Compliance Manager
847-380-3185

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

GovHR has continued to provide effective community engagement processes throughout the pandemic. For example, a client in Illinois launched its City Manager recruitment and selection process late in the spring of 2020. The City has a highly engaged citizenry who advocated for involvement in the process. More than 15 stakeholder meetings were held via zoom including two that were open to everyone in the community. More than 60 residents were on each open zoom call. GovHR provided facilitators to work with groups of 20 residents in separate breakout rooms. In each breakout room

residents were able to provide their thoughts on the challenges facing the City and the qualifications and experiences they would like to see in the next City Manager. In addition, GovHR drafted a survey for residents to complete and more than 650 responses were received. GovHR has also facilitated video interviewing processes that include multiple stakeholder panels interviewing finalist candidates.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the County, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate

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

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR 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.
- The County will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the County reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:

Background Screening Includes:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of County facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

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

Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

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

Firm Qualifications and Experience

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009, and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts,

Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

A list of the County and City Manager recruitments conducted by GovHR in the past 3 years is included with this proposal, and a complete list of clients is available on our website at www.govhrusa.com.

References

The following references can speak to the quality of service provided by GovHR.

Pinellas County, FL

(Director of Office Management and Budget, 2021) - Joellen Cademartori

(Human Resources Director, 2020) - Joellen Cademartori

(Assistant County Administrator, 2020) - Joellen Cademartori

(Deputy County Administrator, 2019) – Heidi Voorhees

Barry Burton, County Administrator

727-464-3485

bburton@pinellascounty.org

Jill Silverboard, Deputy County Administrator

jsilverboard@co.pinellas.fl.us

Riviera Beach Community Redevelopment Authority, FL

(Executive Director, 2020) - Heidi Voorhees & James Dinneen

Michael Haygood, CRA Attorney

561-758-1210

mhaygood@haygoodlaw.com

Lakeland FL

(City Manager, 2020) – Heidi Voorhees

Bill Mutz, Mayor

863-834-6000

Bill.Mutz@lakelandgov.net

Gainesville, FL

(Assistant City Manager, 2021) - Dele Smith & Carmen Davis

(Director, Department of Sustainability, 2021) - Dele Smith & Carmen Davis

(Fire Chief, 2020) - Tim Sashko

Lee Feldman, City Manager

352-334-5000

feldmanlr@cityofgainesville.org

Zanorfa Lynch, Assistant to the City Manager

lynchzb@cityofgainesville.org

Alachua County, FL

(Human Resources Director, 2018) – Sarah McKee

(Court Services Director, 2018) - Sarah McKee

Gina Peebles, Assistant County Manager

Community and Administrative Services

Alachua County Board of County Commissioners

352-538-8262

gpeebles@alachuacounty.us

Deerfield Beach, FL

(Director of Parks and Recreation, 2021) - Chuck Balling & James Dinneen

Amanda Robin, Director of Human Resources and Risk Management

954-480-4433

ARobin@deerfield-beach.com

Our Team

Project Manager & Main Point of Contact:

GovHR Vice President Jim Dinneen will be responsible for your recruitment and selection process. His biography is attached to this Proposal and his contact information is:

Jim Dinneen
Vice President
GovHR USA LLC
Ponce Inlet, Florida
Telephone: 320-262-0303
JDinneen@govhrusa.com

Mr. Dineen is a Florida resident and former County Manager of Volusia County, Florida. Mr. Dinneen's career spans over 42 years in the public sector which includes 16 plus years as a City or County Manager.

In addition, he has over 26 years in executive leadership roles in Public Works, Solid Waste, Transportation, Budgeting, and Planning. Mr. Dinneen will also be assisted by a home office Recruitment Coordinator and a Reference Specialist.

Proposal Inquiries:

Laurie Pederson
 Administrative Services Director
 847-380-3198
LPederson@GovHRusa.com

Price Proposal

Summary of Costs	Price
Recruitment Fee: Phase 1 – Interviews and Brochure Development - \$3,500 Phase 2 – Advertising and Outreach - \$2,500 Phase 3 – Candidate Evaluation and Background Screening - \$8,000 Phase 4 – Presentation of Candidates - \$2,000 Phase 5 – Interview Process and Additional Screening - \$2,000 Phase 6 – Appointment of Candidate	\$18,500
Recruitment Expenses: (not to exceed) Expenses include candidate due diligence efforts	1,500
Advertising: Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	2,500
Total:	\$22,500*

*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses not to exceed \$1,500 will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the County (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client 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, client 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, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the County or the employee's own determination, leave the employ of the County within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed

distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.



JAMES DINNEEN



James Dinneen’s career spans over 42 years in the public sector which includes 16 plus years as a City or County Manager. In addition, he has over 26 years in executive leadership roles in Public Works, Solid Waste, Transportation, Budgeting, and Planning.

Following 17 years in Dayton, Ohio where he advanced from Planner to Deputy Public Works/Director of Operations, he became the Director of Montgomery County Ohio’s Department of Solid Waste and Public Works. In 1995, he was promoted to Assistant County Administrator and was responsible for numerous management reorganizations and projects, such as the successful public/private partnership named Riverscape including \$23 million worth of public infrastructure creating a regional interactive theme park. Development of a criminal justice and administrative services master plan including a new \$30 million juvenile detention center and the implementation of a county wide facility reinvestment and capital depreciation program.

In 2002, Mr. Dinneen was recruited back to the City of Dayton, Ohio as its City Manager to streamline the organization and prevent a looming fiscal crisis. During this time he did the following: brought Dayton’s budget under control by aggressive actions that erased a year end deficit of \$12 million by eliminating 345 positions, reducing overtime and restricted future hiring. Developed 5 housing and urban redevelopment initiatives defining a new strategy around community anchors, introduced a new Community Oriented Policing Enforcement Program (COPE), exercised leadership in collaboration with regional partners in implementing County-wide dispatching, combining SWAT teams, and emergency management services.

In 2006, he became the County Manager of Volusia County, Florida. He was tasked to restructure for greater efficiency an organization of 4,000 employees. This reorganization became even more critical and complicated as the U.S. economy entered the Great Recession of 2007 -2014. During his tenure of 12 years, before his retirement in 2018, he accomplished the following: Implemented major tax reductions starting in 2007 while ensuring service stability saving citizens of over \$200 million while reducing the workforce by 500 full time positions. Developed and implemented a plan known as “Go to Zero” that achieved zero debt in the General Fund in 2018, completed the consolidation of emergency dispatch services county-wide and managed over \$500 million in infrastructure construction. Implemented a county-wide emergency transport system (EVAC), developed a county diversity and inclusion strategic masterplan, implemented a Green Volusia program, developed a county dynamic masterplan which won a 2018 NACO award.

Over the course of his long career, Mr. Dinneen has developed in-depth professional expertise in the following skill areas: Community Engagement, Personnel Management, Budgetary/Fiscal Management, Labor Relations/Negotiations, Reorganizations, Economic Development, Construction/Capital Project Management, and Strategic Planning.

PROFESSIONAL EDUCATION

- Master of Arts in Public Administration, University of Dayton, OH
- Master of Arts in Urban and Regional Planning, Virginia Tech University, VA
- Bachelor of Arts in Anthropology, University of Dayton, OH
- Graduate of Senior Executive Program, John F. Kennedy School of Government, Harvard University, MA

MEMBERSHIPS AND AFFILIATIONS

- International City-County Management Association, Member
- Team Volusia Economic Development Corporation, Member
- Halifax Urban Ministries, Board Member

PROFESSIONAL BACKGROUND

Over 42 Years as a Local Government Management Professional

- County Manager, Volusia County, FL 2006-2018
- City Manager, Dayton, OH 2002-2006
- Montgomery County, OH
 - Assistant County Administrator 1995-2002
 - Director Department of Solid Waste 1992-1995
- City of Dayton, OH
 - Deputy Director of Public Works 1985-1992
 - Superintendent of Fleet Management 1982-1985
 - Senior Budget Analyst 1978-1982
 - Department of Planning 1975-1978





City and County Manager Recruitments 2019 - 2021

STATE	CLIENT	POSITION	POPULATION	YEAR
Alabama	Lee County	Chief Administrative Officer	166,831	2021
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Englewood	City Manager	34,957	2019
Connecticut	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2020
	Manchester	General Manager	59,710	2021
Florida	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Palm Beach	Assistant City Manager	85,933	2021
	Pinellas County	Assistant County Administrator	970,600	2020
		Deputy County Administrator/Chief of Staff	970,600	2019
Georgia	Albany	City Manager	77,434	2021
	College Park	City Manager	14,500	2021
Illinois	Centralia	City Manager	13,000	2020
	Crest Hill	City Administrator	21,169	2021
	Decatur	Deputy City Manager	76,178	2019
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2021
	Geneseo	City Administrator (Virtual)	6,500	2019
	Greenville	City Manager	7,000	2021
	Homewood	Assistant Village Manager (Virtual)	19,464	2021
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake County	County Administrator	703,462	2019
	Mundelein	Village Administrator	31,385	2020
	Niles	Village Manager	30,001	2021
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2021
		Oak Park	Assistant Village Manager/Human Resources Director	52,000
		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Peoria	Assistant City Manager	115,234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2019



City and County Manager Recruitments 2019 - 2021

STATE	CLIENT	POSITION	POPULATION	YEAR
	River Forest	Village Administrator	11,635	2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	St. Clair Shores	Assistant City Manager (Professional Outreach)	59,984	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021
	Washington	City Administrator	15,700	2021
	Wauconda	Village Administrator	14,125	2021
	Willowbrook	Village Administrator	8,967	2019
	Winnetka	Assistant Village Manager	12,422	2019
Indiana	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Knoxville	City Manager	7,300	2021
	Muscatine	City Administrator	23,819	2020
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Williamstown	Town Manager	7,806	2021
Michigan	Charlotte	City Manager	9,100	2020
	Clawson	City Manager	11,946	2021
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Lincoln Park	City Manager	36,665	2019
	Ottawa County	County Administrator	296,200	2021
	Royal Oak	City Manager	59,112	2019
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
Minnesota	Buffalo	Assistant City Administrator	15,855	2021
	Hibbing	City Administrator	15,855	2021
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	University City	Assistant City Manager	35,172	2020
		Assistant to the City Manager/Director of Human Resources	35,172	2020
	Warrensburg	City Manager	20,200	2021

Executive Recruitment for

PINELLAS COUNTY, FLORIDA

GovHRUSA LLC is pleased to announce the recruitment and selection process for a Deputy County Administrator/Chief of Staff for Pinellas County, Florida (pop. 970,600). The County seeks candidates who have experience in the policy and administrative oversight of multiple, complex operations in a large organization. Candidates must have strong interpersonal skills and possess well developed strategic planning abilities. This brochure provides background information on this exciting opportunity, on the quality of life in Pinellas County, on the Pinellas County organization and on the expected qualifications for the position. Interested candidates should submit a cover letter, résumé and contact information for five work-related references by February 22, 2019 to www.govhrjobs.com. Please call 847-902-4110 or email HVoorhees@GovHRUSA.com with any questions about this position. Thank you for your interest in this excellent opportunity!

Please note that applications for this position are subject to disclosure under the Florida Public Records Act.

Heidi Voorhees, President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
847-380-3240 (o)
847-902-4110 (c)
Email: HVoorhees@GovHRUSA.com
Formal Applications should be submitted to:
www.GovHRjobs.com



DEPUTY COUNTY ADMINISTRATOR/ CHIEF OF STAFF





PROFESSIONAL ANNOUNCEMENT

Pinellas County, FL (population 970,600) seeks a visionary leader who excels in collaborative team building and thrives in a culture of continuous improvement as candidates for its Deputy County Administrator/Chief of Staff position. Candidates' approach to local government service delivery must value best practices, entrepreneurial innovation and the use of metrics in decision making. This position is a key member of the County Administrator's management team that includes three assistant county administrators, an assistant to the County Administrator, Legislative liaison and outstanding support staff.

The individual must be a strategic thinker and consensus builder who can bring strong leadership and communication skills, as well as experience in conducting negotiations, developing inter-governmental agreements, strategic planning and shared services.

With its nearly perfect year-round climate, Pinellas County is one of the fastest growing regions in the country. Located on Florida's west coast it is home to St. Petersburg, Clearwater and 22 other municipalities. It's

280 square miles of beaches, recreational areas, open spaces, residential, commercial and business sectors make it a highly desirable place to live, work and vacation. It is an internationally known tourist destination and the region also has a strong professional baseball presence adding to its tourism appeal.

Pinellas County is a large, complex organization consisting of more than 30 departments and divisions that provide services including human services, safety and emergency services, solid waste, transportation, public works, utilities, land use planning, real estate management, building inspections, airport, parks and conservation, environmental management, tourism and emergency management. The county provides services countywide but is also the direct service provider to almost 300,000 unincorporated residents and also provides many contract services to area municipalities. The county has a long tradition of regional planning and collaboration, a commitment to environmental stewardship and sustainability, and protection of over 20,000 acres of open space. The County has approximately 6,000 employees of which 2,000 report to the County Administrator. Pinellas County has a \$2.5 billion budget and is governed by a seven-member elected Board.

The Deputy County Administrator/Chief of Staff will lead highly complex strategic initiatives and special projects often involving numerous stakeholders with the opportunity to participate in and influence regional level decision making. Minimum requirements include a bachelor's degree in public administration, public policy, business, or related field along with at least ten years of progressively responsible experience in local government or similar organization, with significant experience at a senior level interacting with elected officials and other stakeholder groups. An MPA/MBA or other advanced degree is highly desirable. Starting salary range is \$175,000 - \$210,000 +/- depending on qualifications and experience. Submit resume, cover letter, and contact information for five professional references by February 23, 2019 to www.govhrjobs.com to the attention of Heidi Voorhees, President, GovHRUSA,LLC, 630 Dundee Road #130, Northbrook, IL 60062. Tel: 847-380-3243.

PINELLAS COUNTY QUALITY OF LIFE

Few places in the country can match the near perfect year-round weather of Pinellas County, making it an extraordinary place to live, work and vacation. Pinellas County is part of the Tampa-St. Petersburg- Clearwater SMSA with Clearwater serving as the county seat.

St. Pete-Clearwater is the leading destination on the Gulf Coast, drawing more than 6.5 million overnight visitors in 2017.

From bustling nightlife, shopping and dining in its largest cities (St. Petersburg and Clearwater) to vast expanses of natural beauty, Pinellas County truly has something for everyone. For beach lovers, Pinellas County is home to 35 miles of beaches and dunes which comprise the county's 11 barrier islands and provide important storm protection for the inland communities. The barrier islands and other natural areas are home to sea turtles, gopher tortoises, otters, wild turkeys, bobcats, alligators and coyotes.

Recreation and sports are a major attraction for Pinellas County. St. Petersburg is home to the professional baseball team the Tampa Bay Rays and Clearwater and Dunedin host spring training for the Philadelphia Phillies and Toronto Blue Jays respectively. Both passive and active recreation abounds with numerous golf courses, expansive trails for biking and hiking, camping, boating, fishing and many, many more recreational opportunities. For more information on Pinellas County, visit their website at www.pinellascounty.org



Quick Facts – Pinellas County

Population: 970,600

Unincorporated Area Population: 300,000

County Seat: Clearwater

Number of Municipalities in the County: 24

Square Miles: 280

Open Space: 20,000 acres owned by the County

Median Household income: \$45,258

Number of Households: 415,876

The County Organization

Pinellas County is governed by a 7 member elected Board, four of whom are elected from districts and three of whom are elected at large for four-year terms. The County Board serves as the legislative body of the county government with the power to adopt ordinances (local laws), approve the County budget and set millages, and establish the requirements for the departments under its control. The Board governs all unincorporated areas of the county directly; municipalities may call upon the County for specialized services. Approximately 300,000 people reside in the unincorporated area.

The Commission approves support funding for court services, insofar as County funds are concerned, and approves the budgets of the Clerk of the Circuit Court, the Sheriff, and the Supervisor of Elections. Budgets for the Tax Collector and the Property Appraiser are approved by the State Department of Revenue and filed with the Board of County Commissioners. The commissioners also serve as other Boards for the County, such as the Emergency Medical Services Authority, the Fire Protection Authority, the Mosquito Control Board, the Countywide Planning Authority, and the Water & Navigation Control Authority.

The County Board appoints a County Administrator who has authority over approximately 2,000 of the County's 6,000 employees and a \$2.5 billion budget. The County Board and County Administrator and staff are dedicated to strategic and long term planning. The following are the county's mission, vision and values:

Pinellas County Mission

Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and responsible management of public resources, to meet the needs and concerns of our citizens today and tomorrow.

Pinellas County Vision

To be the standard for public service in America
To achieve our vision we place the highest importance on:

- Quality Service
- Respectful Engagement
- Responsible Resource Management

Pinellas County Values

- We will be respectful of the needs of individuals while recognizing our responsibility to the community as a whole.
- We will be community-centric, embracing the individuality of partners working together as one, toward the community's vitality.
- We believe it is our responsibility to improve the overall quality of life through the management and preservation of the natural and built environment.
- We will provide open and accountable governance.
- We will foster a diverse work culture, a safe workplace, and opportunity for professional and personal growth.

To further the mission, vision and values outlined by the County Board, the County Administrator and staff are dedicated to a culture of continuous improvement, local and regional collaboration, the use of metrics in decision-making and performance management and a strong focus on fiscal responsibility.

Strategic Planning

The County Board and staff regularly conduct strategic planning efforts that include significant community engagement. The results of the most recent strategic plan is as follows:



Deliver First Class Services to the Public and Our Customers

- Maximize partner relationships and public outreach
- Be responsible stewards of the public's resources
- Ensure effective and efficient delivery of county services and support
- Strive to exceed customer expectations



Foster Continual Economic Growth and Vitality

- Proactively attract and retain businesses with targeted jobs to the county and the region
- Invest in communities that need the most
- Catalyze redevelopment through planning and regulatory programs
- Invest in infrastructure to meet current and future needs
- Provide safe and effective transportation systems to support the efficient flow of motorists, commerce, and regional connectivity
- Support a vibrant community with recreation, arts, and culture to attract residents and visitors

Practice Superior Environmental Stewardship

- Implement green technologies and practices where practical
- Preserve and manage environmental lands, beaches, parks, and historical assets
- Protect and improve the quality of our water, air, and other natural resources
- Reduce/reuse/recycle resources including energy, water, and solid waste

Ensure Public Health, Safety and Welfare

- Provide planning, coordination, prevention, and protective services to ensure a safe and secure community
- Be a facilitator, convener, and purchaser of services for those in need
- Provide comprehensive services to connect our veterans and dependents to the benefits they have earned
- Support programs that seek to prevent and remedy the causes of homelessness and move individuals and families from homelessness to permanent housing
- Enhance pedestrian and bicycle safety

Create a Quality Workforce in a Positive, Supportive Organization

- Recruit, select, and retain the most diverse and talented workforce
- Leverage, promote, and expand opportunities for workforce growth and development
- Make workforce safety and wellness a priority
- Maintain a fair and competitive compensation package



Challenges and Opportunities

The Deputy County Administrator/Chief of Staff can expect to work with the County Administrator, Assistant County Administrators, elected officials and other senior staff on a wide variety of projects within the county and regionally. Some of these efforts include:

- **Regional Growth and Partnerships:** Pinellas County continues to grow and develop and is one of the most visited tourist destinations in the country. This growth, development and tourism provides opportunities and challenges on both a regional and local basis. Solutions to these issues are complex, regional and often require careful negotiations. The next Deputy County Administrator/Chief of Staff can expect to work closely with county officials and partners throughout the region to address issues related to transportation, development, tourism and emergency services.
- **Infrastructure Planning:** On Nov. 7, 2017, voters chose to renew the Penny for Pinellas with nearly 83 percent support countywide. This has been in effect since 1990 and is dedicated to funding only long term capital infrastructure projects. The recent approval provides a ten-year renewal (2020-2030). Pinellas County does not have any debt with the exception of debt related to utilities. This is a critical funding

mechanism for the County's infrastructure. The County has also embarked on an ambitious asset management program in conjunction with its continuous efforts to upgrade and maintain infrastructure.

- **Rising Sea Level:** Several federal, state, regional and local agencies are monitoring and measuring the sea level as it impacts Pinellas County. Changes in building codes and development guidelines have been enacted, however, will not completely address the impact of the rising sea level. Leaders at all government levels are monitoring this activity and collaborating on solutions as well as preparedness for emergencies in the lower elevations of the county.
- **Human Capital:** The Pinellas County workforce is facing the same hiring challenges as local governments across the country. The need for career ladders, succession planning and attracting the best possible candidates for positions is essential. The City's human resources function is governed by a board appointed by the County Commissioners. The county is currently refining a classification and compensation study for non-exempt employees and will embark on a study for exempt employees in the next year. The County does not have any unionized employees.

The Deputy County Administrator/Chief of Staff Position

The Deputy County Administrator/Chief of Staff is a key member of the County Administrator's executive team. This position is a key member of the County Administrator's management team that includes three assistant county administrators, an assistant to the County Administrator, Legislative liaison and outstanding support staff.

It is expected that the Deputy County Administrator/Chief of Staff will be extensively involved in complex, multi-department projects, will interact regularly with County Board members, and elected and appointed department heads. The County Administrator is seeking innovative, progressive and highly energetic candidates to move complicated projects forward within a multi-stakeholder environment.

The starting salary range is \$175,000 - \$210,000 +/- DOQ. Residency in Pinellas County is highly desirable.

CANDIDATE QUALIFICATION CRITERIA

This position is geared toward local government professionals who value the results of collaboration, are skilled at working with stakeholders who have competing interests and who approach their position with energy, intellect and enthusiasm. Ideal candidates will be dedicated public servants with a passion for transparent, effective government.

The following education, experience, leadership and management criteria have been identified by Pinellas County as important skills and abilities for candidates to possess and demonstrate:



Education and Experience (not in order of importance)

Candidates must have a bachelor's degree in public administration, public policy, business, or related field. A master's degree in business or public administration is highly desired.

Candidates must have a minimum of ten years of progressively responsible local government or comparable organizational experience, including a record of successful interaction with elected officials, department heads and stakeholder groups.

Candidates must be comfortable working effectively in a fast paced environment, with a record of handling a wide variety of projects at one time and with the ability to be nimble in changing course or direction.

Candidates must demonstrate significant accomplishments in complex project management with the ability to interact with elected officials, senior staff, boards or commissions

and community organizations in the development and implementation of project goals and objectives.

Candidates must have strong analytical skills with the ability to examine programs, budgets and proposed policies for efficiency and effectiveness; candidates must approach local government with a desire to improve processes and procedures in a thoughtful way that inspires managers and other affected employees.

Candidates must have strong supervisory skills with demonstrable experience in leading through subordinates, assigning projects with timelines and ultimate accountability for effective implementation.

Candidates must have experience in effectively making change in an organization with the ability to work with different employee groups to "bring them along" and see the value of the change.

Candidates must have experience in leading in a customer service-driven organization that ensures responsiveness to its residents, businesses and other stakeholders.

Candidates should have an entrepreneurial spirit, understanding and promoting the efficiencies gained through shared services, technology and other best practices can provide for various county programs and processes.



Leadership Skills and Management Style (not in order of importance)

Candidates must be able to establish lasting credibility with county department heads and elected officials; candidates must be innately collaborative with the ability to develop effective partnerships.

Candidates must be able to effectively implement new strategies in a diplomatic manner, understanding when it is appropriate to collaborate and when it is necessary to stand firm.

Candidates must be strategic and “big picture” in his or her general approach, yet have a willingness to learn and understand the county’s business operations.

Candidates must be independent workers with the ability to take initiative when appropriate, understanding when to advise the County Administrator of issues or concerns.

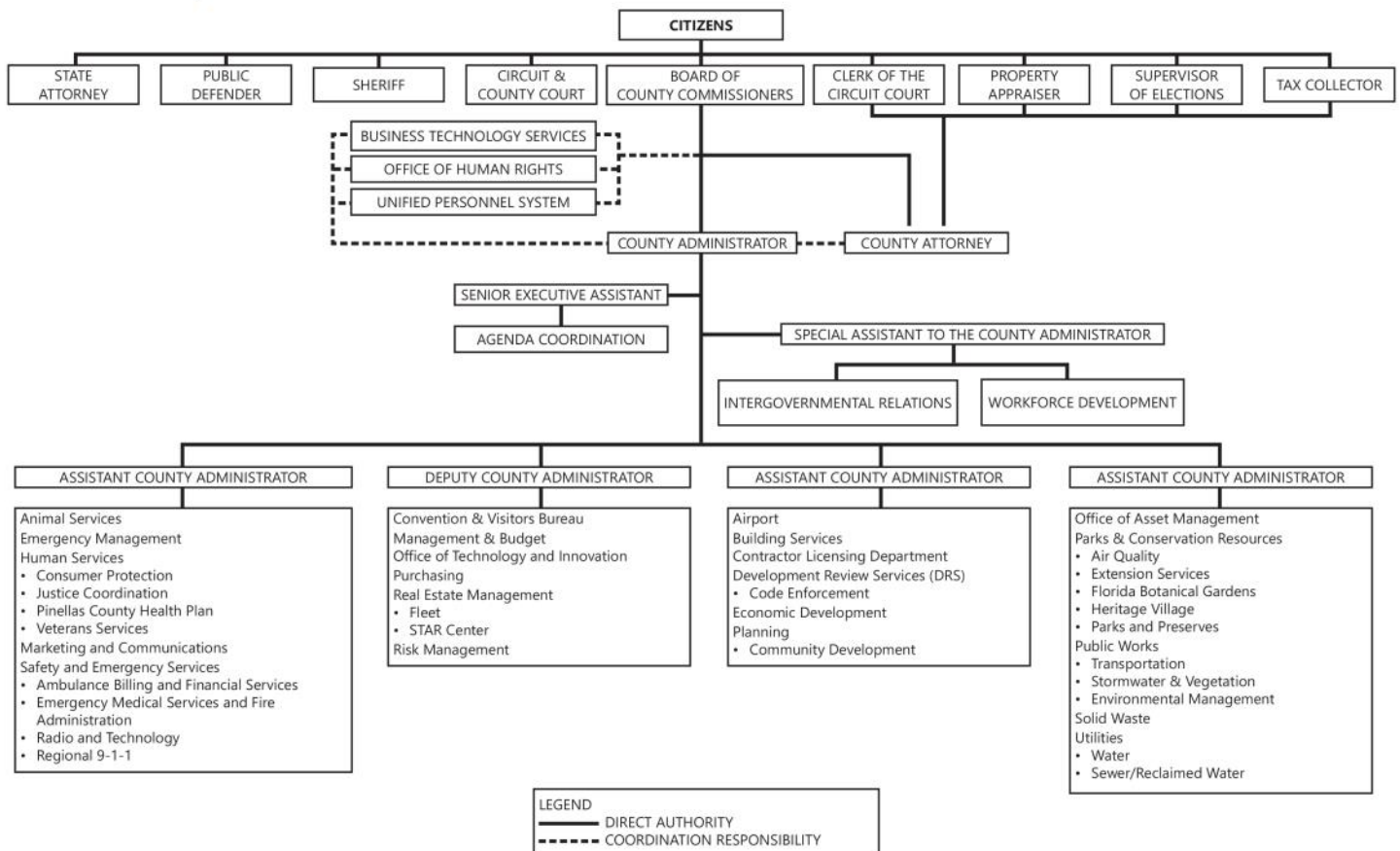
Candidates must demonstrate an approachable style, one that communicates effectively and with foresight and strategic planning in mind.

Candidates must inspire confidence as a senior representative of the County, meeting deadlines, effectively addressing concerns and “owning” projects.

Candidates must use sound judgment in decision making and in the conduct of their daily duties, serving as a role model for other employees.



Government Organizational Chart



**Part - 4
Price Proposal**

RFP-604245-21/TLR – RECRUITMENT SERVICES FOR COUNTY MANAGER SEARCH

Name of Proposer: GovHR USA

Mailing Address: 630 Dundee Rd., #225

City/State/Zip: Northbrook, IL 60062

Phone Number: (847)380-3240 FAX Number: (866)803-1500

E-Mail Address: jschmittgens@govhrusa.com

Pursuant to and in compliance with the Request for Proposals, the undersigned Proposer agrees to perform the Work in strict conformity with Contract Documents, including Addenda Nos. ____ through ____, on file for the rates hereinafter set forth. The undersigned Proposer declares that the only persons/parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm or corporation; and proposes and agrees that, if the proposal is accepted, Proposer will execute an Agreement with the COUNTY and will furnish Insurance Certificates.

A numeric price must be provided for all items (“no charge” or “N/C” will not be accepted). If a “0” price is indicated, the Proposer must provide a narrative explanation as to how charges for this service will be assessed.

Not-to-exceed proposed consulting fee: \$ 22,500 (includes \$1500 outreach expenses; \$2,500 ads)*
Calculation of NTE, broken down by task categories (e.g. leadership profile development; preliminary screening; final screening and interviews; etc.)

Travel costs and expenses for the firm should be itemized separately. any meetings, additional not-to-exceed travel expenses of \$1500/up to 3 trips

Include an hourly rate for services performed beyond those originally contemplated by the agreement. \$125/hour

Judith Schmittgens
(Printed name of person signing FORM)


(Signature of person signing FORM)

GovHR USA
(Name of Proposer)

ATTACHMENT A
CONFLICT OF INTEREST STATEMENT

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

THIS FORM MUST BE SWORN TO AND SIGNED BY MEANS OF PHYSICAL PRESENCE OR ONLINE NOTARIZATION BY A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. I, Judith Schmittgens (Full Name of Affiant), certify that I am the Corporate Secretary (Title) of GovHR USA (Full Legal Name of Firm) with a local office in Ponce Inlet (City, State) and principal office located in Northbrook, IL (City, State).
2. The above named entity is submitting an Expression of Interest for the Seminole County project described as County Manager Executive Recruitment Services.
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in any other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. The Affiant certifies that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of Seminole County.
9. The Affiant certifies that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with Seminole County.
10. The Affiant certifies that no member of the entity's ownership or management is currently serving as a member of any Seminole County advisory board(s) or committee(s), or alternatively, state that (insert the individual's name) N/A, who is a member of the above-named entity's ownership or management, is currently serving as a member of the following Seminole County advisory board(s) or committee(s): N/A.
11. In the event that a conflict of interest is identified in the provision of services, the Affiant, on behalf of the above named entity, will immediately notify Seminole County in writing.


Signature of Affiant

Judith Schmittgens
Printed Name of Affiant

11/10/21
Date

Corporate Secretary
Title

Sworn to (or affirmed) and subscribed before me by means of physical presence OR online notarization, this 10th day of November, 2021, by Judith Schmittgens (Full Name of Affiant).



Cristina Facchini-Cram
Signature of Notary Public

Cristina Facchini-Cram

Print/Type/Stamp Commissioned Name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced: _____

Revised 11/09/20

ATTACHMENT B COMPLIANCE WITH THE PUBLIC RECORDS LAW

Seminole County shall comply with the Public Records Law as provided by Chapter 119, Florida Statutes, and all applicable amendments. Applicants must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected by separate envelope, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a response authorizes release of your firm's credit data to Seminole County.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their submittal/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the County in a separate envelope marked "**EXEMPT FROM PUBLIC RECORDS LAW**". Failure to identify protected material via a separately marked envelopment will cause the County to release this information in accordance with the Public records Law despite any markings on individual pages of your submittal/proposal.

(a) CONTRACTOR acknowledges COUNTY's obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that COUNTY is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.

(b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records that ordinarily and necessarily would be required by COUNTY in order to perform the services required under this Agreement;

(2) provide the public with access to public records on the same terms and conditions that COUNTY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and;

(4) meet all requirements for retaining public records and transfer, at no cost to the COUNTY, all public records in possession of CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to COUNTY in a format that is compatible with the information technology system of COUNTY.

(c) Failure to comply with this Section shall be deemed a material breach of this Agreement for which COUNTY may terminate this Agreement immediately upon written notice to CONTRACTOR.

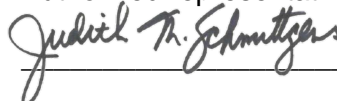
By submitting a response to this solicitation, the company agrees to defend the County in the event it is forced to litigate the public records status of the company's documents.

Company Name: GovHR USA

Authorized representative (printed):

Judith Schmittgens

Authorized representative (signature):



Date:

11/10/21

Project Number: RFP-604245-21/TLR

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

ATTACHMENT C
WORKERS' COMPENSATION
COMPLIANCE CERTIFICATION

Chapter 440, Florida Statutes establishes a workers' compensation system designed to assure the quick and efficient delivery of disability and medical benefits to an injured worker and to facilitate the worker's return to gainful employment at a reasonable cost to the employer. It is the policy of Seminole County to do business only with those entities which are fully compliant with Chapter 440, including all reporting and premium payment requirements.

To comply with this requirement, the undersigned hereby certifies that

GovHR USA

(Full Legal Name of Entity)

Has fully complied with all requirements of Chapter 440, Florida Statutes, including provisions regarding reporting and premium payments; or

Is exempt from the provisions of Chapter 440, Florida Statutes, for the following reasons:

Signed: *Judith Th. Schmittgens*
Printed Name: Judith Schmittgens
Title: Corporate Secretary

STATE OF Illinois
COUNTY OF Lake

The foregoing instrument was acknowledged before me by means of physical presence, or online notarization, this 10th day of November, 20 21, by Judith Schmittgens, who is personally known to me or who has produced _____ as identification.



Cristina Facchini-Cram
Signature of Person Taking Acknowledgement
Cristina Facchini- Cram
Printed, Typed or Stamped Name
Recruitment Supervisor
Title or Rank

Serial Number (if any)

ATTACHMENT E
DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Section 287.087, Florida Statutes, hereby certifies that

GovHR USA

_____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will propose by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Proposer's Signature

GovHR USA

Firm
11/10/21

Date

Rev. 2/13/06

**ATTACHMENT F
AMERICANS WITH DISABILITIES ACT AFFIDAVIT**

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the COUNTY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 *et seq.* It is understood that in no event shall the COUNTY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the COUNTY, its agents, officers, or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: GovHR USA

Signature: *Judith Th. Schmittgens*

Printed Name: Judith Schmittgens

Title: Corporate Secretary

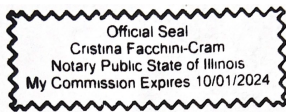
Date: 11/10/21

Affix Corporate Seal (if applicable)

STATE OF Illinois

COUNTY OF Lake

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 10th day of November, 2021, by Judith Schmittgens.
(name of person making statement)



Cristina Facchini-Cram
Signature of Notary Public

Cristina Facchini- Cram

Print/Type/Stamp Commissioned Name of Notary Public

X Personally Known OR _____ Produced Identification

Type of Identification Produced: _____

Revised 11/09/20

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>GovHR USA, LLC</p>	
		<p>2 Business name/disregarded entity name, if different from above</p>	
		<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u> P </u> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>630 Dundee Road, Suite 225</p>	<p>Requester's name and address (optional)</p>
		<p>6 City, state, and ZIP code</p> <p>Northbrook, IL 60062</p>	
		<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
2	7	-	0	5	9	8	8	9	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 4/1/2021
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.