



J Powers Recruiting, Inc.
be heard, get results

March 18th, 2013

Mr. Chris Brewton
Utility Director, Electric Department
City & Borough of Sitka
Sitka, AK 99835
chrisb@cityofsitka.com

Subject: Proposal – Professional Recruiting Services

Dear Chris,

Per our discussion last week, the following is a proposal for professional recruitment services for the positions of:

- Electric System Engineer
- Electric T&D System Manager

Attached is our Exclusive & Retained Letter of Agreement and Search Project Schedule. We have reduced our fee from 30% to 25% in return for multiple search assignments.

Please let me know what questions or concerns you have. I can be reached at 916-238-4018.

Best Regards,

Jennifer Powers, President
J Powers Recruiting, Inc.
Jennifer@JPowersInc.com

Attachments:

- Exclusive and Retained Letter of Agreement
- Search Project Schedule

EXCLUSIVE and RETAINED LETTER OF AGREEMENT

This letter is being sent to you to confirm our mutual understanding in the event that you employ a candidate through our efforts. If these terms do not reflect your understanding, please call us immediately.

1. J Powers Recruiting, Inc. fees are on a retained basis. With the execution of this agreement, City & Borough of Sitka "Client" will pay J Powers Recruiting, Inc. a retainer equal to 1/3 of the estimated fee. A second installment of 1/3 will be paid upon delivery of qualified candidates and the final 1/3 will be paid upon the "Client" hiring a candidate.
2. **PERMANENT POSITIONS.** The fees for services for the search assignments for 1) Electric System Engineer and 2) Electric T&D System Manager for "Client" will be 25% of the 1st year's compensation to be earned by the candidate hired. This fee is based on an exclusive listing with J Powers Recruiting, Inc. (exclusive defined as all candidates are forwarded through J Powers Recruiting Inc., regardless of the source). J Powers Recruiting, Inc. agrees to deliver all qualified candidates to "Client" on an exclusive basis and will not release any candidates to other clients until eliminated by "Client". J Powers Recruiting, Inc. will conduct appropriate background investigations to include reference checks, credit, education, and other data as requested by "Client".
3. **ACCEPT AND ACCEPTANCE.** The Terms "accept" and "acceptance" as used herein, shall mean an agreement by and between the candidate and an employer for the candidate to commence employment on a specific date with said employer with a mutual understanding of the terms, conditions, responsibilities, duties and compensation thereof.
4. **GUARANTEE.** In the event that an employee hired through J Powers Recruiting, Inc. is terminated for any reason, other than elimination of the position or insufficient work, within 90 days from the date the employee commenced said employment, J Powers Recruiting, Inc. will replace the terminated employee, provided that "Client" notifies J Powers Recruiting, Inc., in writing, of such termination within five (5) working days of such employees termination. In the event that J Powers Recruiting, Inc. fails to deliver qualified candidates that "Client" agrees to interview, then the full retainer shall be returned to the "Client"
5. **BILLINGS.** Fees, less retainer, shall be invoiced when the candidate accepts employment.
6. **TERMS.** Net due upon receipt of the invoice. Interest will be charged at one percent (1%) per month on the unpaid balance.
7. **ATTORNEYS FEES.** Any action brought to enforce these terms shall include the right to reasonable attorney's fees and costs, whether filed or not.

It is our pleasure to be of service to you and hopefully, we can assist you successfully in filling all of your personnel requirements.

Joseph Brown

3/18/13

Jennifer Powers **Date**
J Powers Recruiting, Inc.

City & Borough of Sitka

Date _____

SEARCH PROJECT SCHEDULE

CLIENT: City of Tacoma Power Generation Division.

POSITION(S):

- Electric System Engineer
- Electric T&D System Manager

Start date: Approximately 12 to 14 weeks from NTP

<i>PROCESS</i>	<i>PROJECTED</i>	<i>ACTUAL</i>
I. Developing The Search Specification	1 week	
Initial Meeting & Conference		
Establish the Hiring Process		
Write "White Paper" & Schedule, send to client for review		
Develop Search Strategy/Selection Criteria		
Commit to a Timeline		
Prescribe Course of Action		
II. Research & Sourcing	1 week	
Identify Competition		
Review All Known Candidates		
Draw from database and current contacts		
Develop Third Party Contacts		
Identify Market Share		
Source from Market Share		
Gather Names of Potential Candidates		
III. Initial Contact, Screening & Evaluation	3 weeks	
Initial Phone Contact		
Secondary Phone Contact/Screen		
Receipt of Paperwork/Resumes/Project Lists		
Evaluation Interview/Qualify Further		
Identify Motivations for Change		
Prepare for Counter Offer		
Preliminary Reference Checking		
Determine Candidates to Refer to Client		
Progress, Status Reports		
IV. Candidates Submitted, First Interviews Arranged	1 week	
Candidate Interview Preparation		
Client Interview Preparation		
First Interview pre-set date		
V. Interview Follow-Up, Secondary Interviews Set	1 week	
De-Brief Candidate		
De-Brief Client		
In-Depth References Completed*		
Identify Finalist(s)		
VI. Final Interview, Decision Time	1 week	
Pre-Offer Conferences, All Obstacles Removed		
Determine Parameters of Offer		
Extend Offer, Gain Offer Acceptance, Set Start Date		
VII. Start Date	2 to 4 weeks	
Facilitate resignation process	after offer	
Facilitate on-boarding process		
VIII. Post Employment Follow-Up	Through '13	
Employer Follow-Up Intervals		
Employee Follow-Up Intervals		

*Dependent upon Candidate approval.