

**#24215 Compensation Study**  
**AGREEMENT FOR PROFESSIONAL SERVICES**  
**For LAKE COUNTY**

This Agreement for Professional Services (“**Agreement**”) is between the County of Lake (“**County**”) and Baker Tilly US, LLP (“**Consultant**”), whose principal business address is 205 N Michigan Ave, 28<sup>th</sup> floor, Chicago, IL 60601.

**RECITALS**

1. Lake County issued an RFP seeking a firm to review the current compensation structure and system presently in place for non-union employees.
2. Consultant responded timely with a proposal dated January 5, 2024.
3. Based on Consultant’s Proposal, the County and Consultant have negotiated terms under which Consultant will perform the Services.
4. To memorialize the terms and conditions under which Consultant will perform the Services, the parties have drafted this Agreement.

In light of the foregoing, Lake County and Consultant agree as follows:

**SECTION 1. AGREEMENT DOCUMENTS**

The documents that encompass the parties’ understanding are listed below and shall be considered in the following order of precedence, with the Consultant’s proposal or the RFP supplying terms or specifications only where not superseded by the terms or specifications contained in this Agreement.

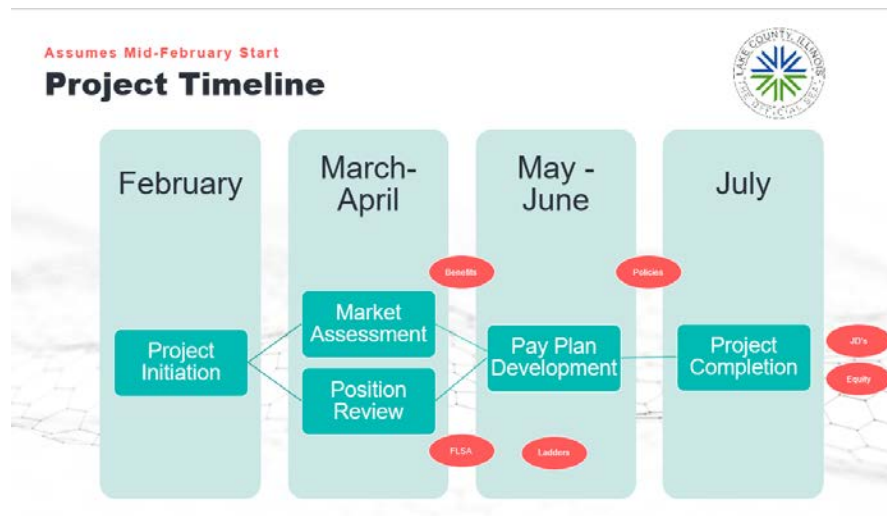
- A. This Agreement and its exhibit(s).
  - a. Exhibit A- Scope of Work
- B. Consultant’s proposal dated January 5, 2024.
- C. The County’s RFP (including any addenda to it).

**SECTION 2. SCOPE OF WORK**

The scope of work that Consultant agrees to perform is set forth in Exhibit A to this Agreement and in pages 35-43 of the Consultant’s Proposal dated January 5, 2024.

Furthermore, as part of Phase 5 – Project Completion and Communication, the Consultant agrees to present their findings from the study to the following groups, including but not limited to, Department Heads and Elected Officials, the Finance and Administrative Committee of the Lake County Board, and the Board of Health. The Consultant will also present up to four employee forum sessions and provide one recorded session of the Employee Forum for future use by the County for training purposes.

Work for the project shall be carried out in accordance with the below timeline.



### SECTION 3. EFFECTIVE DATE; TERM

This Agreement shall be effective from February 21, 2024, through November 30, 2024, unless terminated under the provisions for doing so further below or the work set forth in this Agreement is completed before the end of the term. The work is complete upon a determination of completion by Lake County, as measured against any statements of work or other documents or contractual terms that the parties have memorialized. A determination of completion shall not constitute a waiver of any rights or claims that Lake County may have or thereafter acquire with respect to any provision of this Agreement. At the end of the Agreement term Lake County reserves the right to extend the Agreement for an additional period up to 60 days for the purpose of negotiating a new or extended agreement.

**Effective Date.** Unless a different effective date is provided above, this Agreement will become effective when all of the parties have signed it, and the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the "Effective Date" of this Agreement. If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement, and the other party may inscribe that date as the date associated with the signing party's signature.

### SECTION 4. AGREEMENT PRICE

The County will pay Consultant a fee of \$281,400 for deliverables identified in Section 2 of Consultant's proposal dated January 5, 2024, and will invoice the County not more than once per month based upon the actual expense reimbursement. The Consultant's proposal, including any additional deliverables, sets the final pricing.

<b>Deliverables</b>		
<b>Title</b>	<b>Description</b>	<b>Price</b>
<b>Project initiation, data collection</b>	Planning meetings with the County's project team, data requests, communication meetings with leadership and employees, and distribution and collection of online PAQs	\$23,300.00
<b>Position review.</b>	Utilizing employee submitted PAQs to review job titles and recommend adjustments, as necessary, conduct preliminary job evaluation of all positions, and review and finalize job evaluation designations with the County's project team.	\$24,600.00
<b>Market assessment.</b>	Custom market survey distributed to 16 public peer organizations requesting base pay information on 563 positions (80%). Published data from the Bureau of Labor Statistics, Pay Factors, Comp Analyst and Economic Research Institute will also be included to reflect the private sector.	\$104,400.00
<b>Pay plan development.</b>	Development of up to two new pay plans and position grade assignments with consideration of internal and external information verified through regression analysis. Review of grade assignments with the County's project team and leadership group. Implementation costing analysis across three scenarios.	\$36,600.00
<b>Project completion.</b>	Final report and presentation of results to elected officials, senior leadership, employees or designated staff. Delivery of all project documentation and training with HR staff to maintain the new system.	\$12,800.00
<b>Project management</b>		\$7,100.00
<b>FLSA Analysis</b>	Comprehensive FLSA analysis of all 703 positions	\$8,400.00
<b>Career Ladders</b>	to be built for entry level positions up to supervisor career progressions in each department. Assumes 3 per department or 80 total ladders	\$16,500.00
<b>Benefits analysis</b>	Includes a collection of pay plan, pay policies, paid time off, health insurance, retirement, and other pay and benefits program information from public peer organizations to compare against the County's offerings	\$12,500.00
<b>Pay policy</b>	Review and recommendations.	\$10,000.00
<b>Employee Pay Equity.</b>	Testing gender, race, and age to determine disparity in pay, if any	\$25,200.00
<b>Total</b>		<b>\$281,400.00</b>

The County is requesting that the Consultant hold prices for optional add on deliverables through the term of the contract. The County reserves the right to modify the contract pursuant to Section 6 if both parties mutually agree to include either option 1 or 2 at a later date.

<b>Optional Add on Deliverables</b>		
	<b>Job Descriptions</b>	<b>Price</b>
<b>Option 1</b>	New draft job descriptions based on employee submitted PAQs on client approved template. \$250 each. Not to exceed \$175,750 for 703 new descriptions.	\$250 each for new
<b>Option2</b>	Existing job descriptions can be updated at \$125 each to include any changes to positions related to the study (titles, FLSA, education or experience requirements, ADA sections, supervision exercised). Not to exceed \$87,875 for 703 description updates.	\$125 each to update

Should the parties determine that in-person meetings are necessary, the Consultant will request approval of the County of any needed travel arrangements in advance. The Consultant shall invoice the County for all actual out of pocket expenses related to travel and overnight accommodation. Expenses shall be capped at \$9,500 for up to 3 onsite visits. The County reserves the right to modify the contract pursuant to Section 6, upon agreement of travel expenses.

**SECTION 5. INVOICES & PAYMENT**

- A. At the start of this Agreement, the County will issue a purchase order for the work and Consultant shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Consultant shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Consultant shall permit a representative from Lake County to inspect and audit all of Consultant’s data and records for the work and services provided under this Agreement. Consultant shall make these records available at reasonable times during the Agreement period and for one year after the end of the Agreement.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor’s bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 *et seq.*).
- D. Lake County’s fiscal year ends on November 30. Invoices for services the Consultant has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this Agreement is terminated prior to its expected expiration date, the Consultant must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the Consultant to invoice the County in the timeframes noted in this section shall constitute the Consultant's waiver of the Consultant's right to payment.

## **SECTION 6. CONTRACT MODIFICATIONS**

In the event changes to the scope of the project or additional work become necessary or desired (a "Modification"), the parties shall follow the procedures set forth in this Section to memorialize the modification (a "Contract Modification"). A Contract Modification shall be effective only if documented in writing, dated and signed by both parties, and expressly referencing this Agreement. The Contract Modification shall set forth in detail: (i) the Modification requested, (ii) the reason for the proposed Modification; (iii) the cost of the Modification; and (iv) the Modification's impact on the time for completing the project.

In the event either party desires a Modification, the Project Manager for such party shall submit to the other party's Project Manager a proposed Contract Modification. If the receiving party does not accept the Contract Modification in writing within 10 business days, the receiving party shall be deemed to have rejected the Contract Modification. If the parties cannot reach agreement on a proposed Modification, Contractor shall nevertheless continue to render performance under this Agreement in accordance with its (unmodified) terms and conditions.

Modifications that involve or increase in the amounts payable by the County may require execution by the County Purchasing Agent. Some increases may also require approval by the County Board. In cases where the Purchasing Agent's signature is required, or where County Board approval is needed, the Contract Modification shall not be deemed rejected by County after 10 days if the County's Project Manager has indicated in writing within the 10-day period an intent to present the Contract Modification for appropriate signature or approval.

## **SECTION 7. INDEMNIFICATION AND LIMITATION ON DAMAGES**

Consultant agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) (each a "Covered Person") from all third-party claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, to the extent such third-party claim is finally determined to be arising

from the Consultant's (its employees', executives', and agents') actions, willful misconduct or fraudulent behavior. Lake County shall provide notice to Consultant promptly of any such claim, suit, or proceeding, and will assist Consultant, at Consultant's expense, in defending any such claim, suit, or proceeding. Notwithstanding the foregoing, Lake County hereby releases Consultant, its subsidiaries and their present or former partners, principals, employees, officers and agents from , and acknowledges that such parties shall not be required to indemnify Lake County or any Covered Person against any costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) relating to or arising as a result of the acts or omissions of Lake County or any Covered Person. Furthermore, because of the importance of the information that Lake County provides to Consultant with respect to Consultant's ability to perform the services. Lake County hereby releases Consultant and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees relating to the services that arise from or relate to any information, including representations by management provided by Lake County, its personnel or agents, that is not complete, accurate or current.

The liability (including attorney's fees and all other costs) of Consultant and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Contract shall not exceed the total amount of the Contract, except for the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Consultant. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays, interruptions, or viruses arising out of or related to this Contract even if the other party has been advised of the possibility of such damages.

## **SECTION 8. INSURANCE**

The Consultant must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually upon each renewal date for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary:

### Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

#### Excess/ Umbrella Liability

The Contractor's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage; limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum*)

#### Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

#### Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

##### Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

County, acting at its sole option, may waive any of the foregoing insurance requirements upon a request to do so, but no waiver shall be effective unless made in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's risk manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this agreement.

### Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a “per Project” basis.
- b) The Contractor’s insurance shall be primary & non-contributory over Lake County’s insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured on Commercial General Liability and Automobile Liability Insurance, including its agents, officers, and employees and volunteers and be provided with thirty (30) days’ notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance promptly following the expiration or cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County  
Purchasing Division  
18 N. County 9th Floor  
Waukegan, Illinois 60085  
Attn: RuthAnne Hall, Lake County Purchasing Agent**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

### **SECTION 9. INDEPENDENT CONTRACTOR; LICENSURE OR CERTIFICATIONS; KEY PERSONNEL**

- A. **Independent Contractor Status.** The parties intend that the Consultant will be an independent contractor.
- B. **Licensure or Certifications.** If required by law, the Consultant must at all times be and remain licensed or certified as a qualified provider of the services provided in this Agreement. Consultant shall submit copies of the required licenses or certifications upon the County’s request. Consultant shall promptly notify County in writing of any citation

Consultant receives from any licensing or certification authority, including all responses and correction plans.

- C. Where the parties have identified particular individuals as being critical to a project (“Key Employees”), then Consultant shall not replace Key Employees without the County’s prior written consent, which shall not be unreasonably withheld. Should Key Employees be reassigned, become incapacitated, separate from the Consultant, or be otherwise unable to perform the functions assigned to them, Consultant shall (i) within 10 business days, temporarily replace the person with another properly qualified employee and (ii) within 30 calendar days, permanently replace the person.

Lake County shall have the right to request that Consultant replace Key Employees from the project by setting forth in writing the grounds for the request. Consultant shall have a reasonable time period in which to address the grounds or make a substitution.

**Jada Kent**  
**Sarah Towne**

- D. Consultant shall complete its obligations under this Agreement in a sound, economical and efficient manner and in accordance with this Agreement and all applicable laws. Consultant agrees to notify Lake County immediately whenever it is unable to comply with applicable State, Federal, or local laws, rules, and regulations. Where non-compliance materially impairs the Consultant from performing the services under this Agreement, the County may terminate the Agreement for cause.

## **SECTION 10. DISPUTE RESOLUTION**

All issues, claims, or disputes that the Consultant raises or makes related to this Agreement shall be resolved in accordance with the Contract Disputes provision of the Lake County Purchasing Ordinance, § 33.097.

## **SECTION 11. NO IMPLIED WAIVERS**

Waivers of a term or condition of this Agreement shall be in writing, and that writing must describe the circumstances giving rise to the waiver. The parties intend that no waiver of any term or condition shall be deemed or construed as a waiver of any other term or condition of this Agreement, and waiver of any breach shall not be deemed to be a waiver of any subsequent breach, whether of the same or a different provision of this Agreement.

## **SECTION 12. SEVERABILITY**

If any provision of this Agreement is unenforceable to any extent, the remainder of this Agreement (or application of that provision to any persons or circumstances other than those as to which it is held unenforceable) will not be affected by that unenforceability and will be enforceable to the fullest extent permitted by law.

### **SECTION 13. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS**

This Agreement shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court of Lake County, Illinois.

### **SECTION 14. NOTICES AND COMMUNICATIONS**

All notices and communications which may be given by Lake County to Consultant relative to this Agreement shall be addressed to the Consultant at the address shown herein below:

Baker Tilly US, LLP  
Jada Kent, CCP, Director/Practice Leader  
A205 N Michigan Ave, 28<sup>th</sup> floor  
Chicago, IL 60601  
[jada.kent@bakertilly.com](mailto:jada.kent@bakertilly.com)  
(940) 368-3033

Copies of any notices and communications which propose to modify or terminate this Agreement shall be provided to: Lake County Purchasing Division, 18 North County Street, Waukegan, Illinois 60085-4350; Attention: Purchasing Agent.

### **SECTION 15. ASSIGNMENT, ALTERATIONS AND MODIFICATIONS**

This Agreement shall not be assigned, delegated, or modified without the express written consent of both parties. This Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of this Agreement.

If Lake County agrees that the Consultant may assign, delegate, or subcontract the work under this Agreement, Consultant shall remain contractually liable to Lake County unless otherwise agreed in writing.

### **SECTION 16. TERMINATION**

Lake County reserves the right to terminate this Agreement as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Consultant's material breach,

Lake County shall be entitled to purchase substitute items or services elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(i) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(iii), below.

(ii) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(iii) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

## **SECTION 17. CONFIDENTIALITY**

Both parties acknowledge that Consultant's documents and dealings related to this Agreement are subject to the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) and the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*). Consultant agrees to comply with all pertinent federal and state statutes, rules and regulations and County ordinances related to confidentiality.

## **SECTION 18. WORK PRODUCT**

Subject to Proposer's rights in "Proposer's Knowledge" (as defined below), all work product specifically prepared by Consultant pursuant to this Agreement shall be the property of Lake County. Consultant shall deliver the work product to Lake County upon completion of Consultant's work, or termination of the Agreement, whichever comes first. Consultant may retain copies of such work product for its records; however, Consultant may not use, print, share,

disseminate, or publish any work product related to this Agreement without the consent of Lake County. Notwithstanding the foregoing, Proposer will maintain all ownerships right, title and interest to all of Proposer's Knowledge. For purposes of this Agreement "Proposer's Knowledge" means Proposer's proprietary programs, modules, products, inventions, designs, data or other information, including all copyright inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Proposer prior to the Effective Date of this Contract ("Proposer's Preexisting Knowledge") (2) developed or obtained by Proposer after the Effective Date, including during the course of providing services under this Contract, but: (i) which are developed or obtained without using Lake County's Confidential Information, or (ii) which Lake County has not paid for such development' and (3) extensions, enhancements, or modifications of Proposer's Preexisting Knowledge which do not include or incorporate Lake County's Confidential Information. To the extent that any Proposer Knowledge is incorporated into the Deliverables, Proposer grants to Lake County a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Proposer Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Proposer.

#### **SECTION 19. PRESS/NEWS RELEASES**

Consultant may not issue any press or news releases regarding this Agreement without prior approval from Lake County. Consultant shall provide notice to Lake County's Chief Communications Officer if contacted by the media regarding the services set forth in this Agreement.

#### **SECTION 20. DEBARMENT AND SUSPENSION**

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The Consultant certifies to the best of his or her knowledge and belief that the Consultant:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Consultant agrees that, during the term of this Agreement, Consultant shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Consultant has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

**SECTION 21. NON-DISCRIMINATION**

During the term of this agreement, Consultant agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

**Signed:**

**COUNTY OF LAKE**

**BAKER TILLY US, LLP**

By: \_\_\_\_\_  
Its Purchasing Agent

By: \_\_\_\_\_  
Its \_\_\_\_\_  
**TITLE**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
[Scope of Work]

<b>Scope of Work</b>	
<b>Title</b>	<b>Description</b>
<b>Project initiation, data collection</b>	Planning meetings with the County’s project team, data requests, communication meetings with leadership and employees, and distribution and collection of online PAQs
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<b>FLSA Analysis</b>	Comprehensive FLSA analysis of all 703 positions
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