

**AGREEMENT #15254 FOR PROFESSIONAL SERVICES  
For LAKE COUNTY CONTRACT MODIFICATION 1**

Amend this AGREEMENT entered into by and between Lake County (hereinafter "County") and GovHR USA, 650 Dundee Road, Suite 270, Northbrook, Illinois 60062 (hereinafter "Contractor"), effective upon execution of agreement.

NOW, THEREFORE, Lake County and the Contractor AGREE AS FOLLOWS:

**SECTION 1. AGREEMENT DOCUMENTS**

The Agreement Documents listed below constitutes a modification in the agreement between the County and the Contractor are:

- A. Contractors proposal dated November 21, 2017, identified as Exhibit A

**SECTION 2. SCOPE OF WORK**

As identified in the Contractors proposal and scope of work dated December 10, 2015 in response to Lake County RFP Executive Recruitment and Employee Leasing, the Contractor shall provide the following services for employee leasing:

***Temporary Staffing Support***

- GovTempsUSA is prepared to place our Associates in positions within your community. Associates can be placed on either an Interim or Temporary basis or through a Temp-to-Hire arrangement. In any of the staffing scenarios we offer, savings between 10% and 25% from current employment costs can be expected. As all of the Associates we place are employees of GovTempsUSA, costs related to workers' compensation, unemployment compensation, medical insurance benefits, paid leave, liability and other administrative and/or personnel costs are eliminated.

A 40% markup is added to the hourly rate to have a position filled on an Interim or Temporary basis by an Associate of GovTempsUSA. Also, in a Temp-to-Hire arrangement, a onetime fee equivalent to two weeks gross salary will be charged if the Associate is hired as a permanent employee at the end of the Temp-to-Hire period.

As identified in the Contractors proposal and scope of work dated October 19, 2017, the Contractor shall provide a leased employee to complete the following primary project objectives:

1. Lake County Security Assessment and Governance
2. CCIP – Sheriff's Office Facility Master Plan
3. Phase II MacArthur Grant
4. Additional project related support

**SECTION 3. DURATION**

The contract will commence on January 1, 2018 and continue through December 31, 2018.

**SECTION 4. AGREEMENT PRICE**

The County will pay the Contractor a fee not to exceed amount of \$109,200 for 1,040 hours of work based on a rate of \$105 per hour. Billing will be monthly, based on actual hours expended.

Except for the provisions outlined above, the remainder of the contract shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

Lake County:

GovHR USA:

\_\_\_\_\_  
Purchasing Agent  
Lake County

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Contract Goals & Objectives

**Name:** GovHR USA – Temporary Staff Person / Ray Rose

**Date:** November 21, 2017

**Contract Period:** January 1 – December 31, 2018

### Primary Objectives

#### Primary Project Objectives

The following major objectives will be accomplished over the term of the contract:

1. Project Manager / Lake County Security Governance and Prioritization
2. Public Safety Liaison / Corporate Capital Improvement plan (CCIP) / Sheriff's Office Facility Master Plan
3. Additional project related support

**Estimated rate:** \$75 per hr.+ 40% GovHR USA rate = \$105 per rate @ \$109,200/ 1040 hrs. (not to exceed)

**Location:** CAO / 18 N. County St, 9<sup>th</sup> Floor, Waukegan, IL 60085

**Reporting:** Contract Manager: Dakisha R. Wesley, Assistant County Administrator

### Primary Performance Deliverables

#### Objective 1 – Project Manager / Lake County Security Governance and Prioritization

- Review historical documents related to the security governance effort
- Coordinate the re-establishment of the Lake County Security Governance Committee – to include representation from an appropriate diverse stakeholder group and engage those selected
- Convene the Security Committee and facilitate meetings to accomplish the following goals:
  1. Development of the formal policy and procedure to review and prioritize security related requests county-wide
  2. Present the draft policy/procedures to appropriate committees and/or County Board for acceptance and approval – No later than March 31, 2018
  3. Lead prioritization of the projects to be completed within the FY2018 approved funding allocation
  4. Report activity and present committee recommendations when appropriate

**Estimated timeline:** January 2018 – March 2018

**Objective 2 – Public Safety Liaison / Corporate Capital Improvement plan (CCIP) / Sheriff's Office Facility Master Plan**

- Act as County Administrator liaison and primary contact for Sheriff's Office on the CCIP and the development of the Sheriff's Office Facility Master Plan and facility/construction related projects
- Work closely with Finance and Administrative Services Department/Facilities and Construction Management (and contracted firms/vendors) on accessing Sheriff's Office current and future facility needs
- Facilitate the coordination of all appropriate meetings with various divisions of the Sheriff's Office and project managers/vendors
- Work with Vendors and/or Owners' Representative to refine and/or define plans as well as support the efficient transition into the new Court Tower as well as facility improvements related to the Court Expansion
- Move forward on prioritized iFY2018, implementation of projects and act as Sheriff's Office lead

***Estimated timeline: February 2018 – August 2018***

**Objective 3 – Additional Project Related Support**

- Additional project related work as assigned
- All project deliverables will have a defined start and ending within the term of the current agreement
- Project work must be related to work completed by a Law Enforcement Professional

**Exclusion (s)**

- There will be no direct supervisory responsibility assigned to the temporary staff during the term of this contract term.

**Other Considerations**

- The timeline is estimated and will be updated by staff and Contract Manager within 5 business days of engagement. The Contract Manager will be responsible for any updates and/or revisions during the contract term.
- The Contract Manager will schedule standing meetings and receive project status updates on a bi-weekly basis.
- An escalation process will also be established, within 5 business days, for each project objective to ensure that issues are resolved in a timely manner to avoid any delays in project completion.