

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

The City of Aurora is accepting proposals to seeking proposals from qualified firm(s) to provide temporary staffing services and/or temp to hire staffing on an as needed basis for various divisions throughout the City of Aurora.

The undersigned acknowledges that with submission of a proposal that they have read and understand the terms and conditions of the agreement to be offered. The proposal also acknowledges that they will comply with said provision should they be awarded the contract.

All proposal prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07. No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right at any time and for any reason to cancel this Request for Proposal, to accept or reject any or all Proposals or portion thereof, or accept an alternate proposal. The City reserves the right to waive any immaterial defect in any proposal, or technicality, informality or irregularity in the proposals received, and to disregard all nonconforming or conditional proposals or counter-proposals. Unless otherwise specified by the Proposer or the City, the City reserves the right to hold the best proposals for ninety (90) days from the opening date set forth above. The City may seek clarification from any proposal at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the RFP to the lowest responsible proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

The undersigned agrees to provide Snow and Ice Control Services on Public Streets, representing the City of Aurora, for the period specified in the contract:

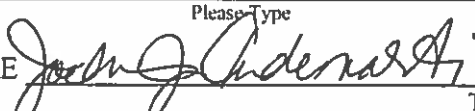
SUBMITTED BY

COMPANY GovTempsUSA, LLC

ADDRESS 630 Dundee Road, Suite 130

CITY, STATE, ZIP Northbrook, IL 60062

PREPARER'S NAME Joellen J. Cademartori

AUTHORIZED SIGNATURE  President/co-owner
Please Type Title

EMAIL jcademartori@govhrusa.com

PHONE # (847) 380-3240 FAX # (866) 401-3100 DATE 8/31/2020

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CITY OF AURORA, ILLINOIS
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TEMPORARY STAFFING SERVICES

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“AFFIDAVIT: I (We) hereby certify and affirm that my (our) proposal was prepared independently on this work, that it contains no fees or amounts other than for the legitimate execution of the work as specified, and that it includes no understandings or agreements in restraint of trade.”

(If an Individual)

Signature of Proposer _____ (SEAL)

Business Address _____

(If a Co-partnership)

Firm name GovTempsUSA, LLC (SEAL)

Signed by *Joellen J. Cademartori* (SEAL)

Business Address 630 Dundee Road, Suite 130
Northbrook IL 60062

Insert Names and Addresses of all Members of the Firm
Joellen J. Cademartori
400 Madison Ave
Glencoe IL 60022

Heidi Voorhees
2550 N Lakeview Ave, Unit N306
Chicago IL 60614

(If a Corporation)

Corporate Name _____
Signed by _____, President

Business Address _____

Insert (President) _____

CORPORATE SEAL Names of (Secretary) _____

Officers (Treasurer) _____

ATTEST:

Secretary

(Note: Proposers should not add any conditions or qualifying statements to this proposal for the proposal may be declared irregular as being not responsive to the request for proposal.)

CITY OF AURORA, ILLINOIS
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I/WE propose to provide Temporary Staffing Service per the request for proposal specifications. Please state the fixed hourly rate, including all related fees, taxes, etc. that the City would be expected to pay for each of the following temporary employee classifications:

	<i>2020</i>	<i>2021</i>	<i>2022</i>
General Office/Administrative/Clerical	\$25 - 45/hr	\$25 - 48/hr	\$25 - \$50/hr
Professional/Management	\$50 - 120/hr	\$50 - 120/hr	\$50- 120/hr
Skilled Labor/Craftsman	\$30 - 56/ hr	\$30 - 58/hr	\$30 - 60/hr
Information Technology/Engineering	\$45 - 75/hr	\$45 - 78/hr	\$45 - 80/hr

The City and the Agency(s) shall discuss positions that vary from the above four categories to establish hourly rates for any given position. Once established these rates will not change except on an agreed annual bases for the position.

Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

The City of Aurora reserves the right to reject any or all Bids, or parts thereof, and to waive any technicality, informality or irregularity in the Bids received, and to disregard all nonconforming or conditional Bids or counter-proposals and to hold the best Bids for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY GovTempsUSA, LLC

PROPOSER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this Proposal as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME GovTempsUSA, LLC

ADDRESS 630 Dundee Road, Suite 130

CITY/STATE/ZIP CODE Northbrook IL 60062

NAME OF CORPORATE/COMPANY OFFICIAL Joellen J. Cademartori
PLEASE TYPE OR PRINT CLEARLY

TITLE President/co-owner

AUTHORIZED OFFICIAL SIGNATURE *Joellen J. Cademartori*

DATE September 1, 2020

TELEPHONE (847) 380-3240

FAX No. (866) 401 3100

Subscribed and Sworn to
Before me this 1st day
of September, 2020

Melissa DeSantis
Notary Public



STATE OF ILLINOIS)
) ss.
County of Kane)

PROPOSER'S TAX CERTIFICATION

(PROPOSER'S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from bidding with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this 1st day of September, 2020.

By *Joellen J. Cademartori*
(Signature of Proposer's Executing Officer)

Joellen J. Cademartori
(Print name of Proposer's Executing Officer)

President/co-owner
(Title)

ATTEST/WITNESS:
By *Melissa A. DeSantis*
Title Senior Vice President

Type text here

Subscribed and sworn to before me this
1st day of Sept, 2020.

Melissa DeSantis
Notary Public
(SEAL)



CITY OF AURORA, ILLINOIS
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TEMPORARY STAFFING SERVICES

CONTACT INFORMATION

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information: Ph: 847-380-3240

To order service:

Name: Mike Earl, Senior Vice President
Ph: 224.261.8366 Fax: _____
E-mail: mearl@govhrusa.com

Billing & Invoicing question:

Name: Mysi Hall, HR Generalist
Ph: 847-380-3169 Fax: 866-401-3100
E-mail: mhall@govhrusa.com

Questions:

Name: Mike Earl, Senior Vice President
Ph: 224.261.8366 Fax: _____
E-mail: mearl@govhrusa.com

Proposer's Name: Joellen J. Cademartori

Signature & Date:  09-01-2020

**CITY OF AURORA AGREEMENT FOR
TEMPORARAY STAFFING SERVICES**

THIS AGREEMENT, entered on this _____ day of _____, 2020 (“Effective Date”), for the Temporary Staffing Services (“Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and (“Proposer”), located at _____.

WHEREAS, the City issued a Request for Proposal (“RFP”) on _____ for Temporary Staffing Services; and

WHEREAS, the Proposer submitted a response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, the City awarded a contract to Proposer.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal 20-41

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Proposer shall perform the Services listed in the RFP, attached hereto as Exhibit 1.

3. **Term.** The initial contract is will be through December 31, 2021, with two 1-year extensions, subject to mutual consent between the City of Aurora and the Proposer.

4. Compensation.

a. **Maximum Price.** In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal form Exhibit 2.

b. **Schedule of Payment.** The City shall pay the Proposer for the Services in accordance with the amounts set forth in Section 7.2. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice.

5. Performance of Services.

Standard of Performance. Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with thirty (30) days notice specifying the termination date. Upon completion of services, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: _____

ATTEST:

City Clerk

FOR _____

By _____

(SEAL)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME _____

(SEAL)

By _____
President – Contractor

ATTEST:

Secretary

(If a Co-Partnership)

Joellen J. Cademartori, President/Co-owner

Heidi Voorhees, Co-owner

Partners doing Business under the firm


Contractor

(If an Individual)

_____ (SEAL)

_____ (SEAL)
Contractor

ORIGINAL

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

Due Date & Time: 2:00 p.m. CST, Wednesday, September 2, 2020

To: **City of Aurora**
City Clerk's Office
44 E Downer Place
Aurora, Illinois 60507


The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

Submitted By: Joellen J. Cademartori, President/Co-owner

- I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other RFP documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the proposal solicitation documents. The items in this Request for Proposal, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the RFP.
 - A. The Vendor shall also include with their proposal any necessary literature, samples, etc., as required within the Request for Proposal, Instruction to Proposers and specifications.
 - B. For purposes of this offer, the terms Offeror, Proposer, and Vendor are used interchangeably.
- II. In submitting this Offer, the Vendor acknowledges:
 - A. All proposal documents have been examined: Instructions to Proposer, Specifications and the following addenda:

No. 1, No. _____, No. _____, (Vendor to acknowledge addenda here.)

Proposer's Name: Joellen J. Cademartori

Signature & Date:  09-01-2020



ORIGINAL

September 2, 2020

Ms. Jolene Coulter
Director of Purchasing
City of Aurora
44 E. Downer Place
Aurora, Illinois 60507

RE: Proposal for Temporary Staffing Services
RFP 20-41

Dear Ms. Coulter,

GovTempsUSA ("GovTemps"), the interim staffing line of business of GovHR USA ("GovHR"), is pleased to provide a Proposal to provide Temporary Staffing Services in response to the City's Request for Proposal 20-41 which includes Addendum #1. This response follows the outline detailed in Section 5 of the Proposal Specifications.

Contact Information

Our address, website location and contact information for the GovTemps staff assigned to work with the City is listed below:

630 Dundee Road, Suite 130, Northbrook, Illinois 60062
847.380.3240 | Fax: 866.803.1500 | GovHRUSA.com

Primary Contact: Michael J. Earl, Senior Vice President
224.261.8366 | mearl@govhrusa.com

Secondary Contact: Mysi Hall, Communications & HR Generalist
847.380.3169 | mhall@govhrusa.com

Agency Profile and Experience

GovTemps was founded in 2011 by Joellen J. Cademartori and Heidi J. Voorhees and was formed as a Limited Liability Company in good standing with the Illinois Secretary of State (File No. 0283447-2) and is a certified Female Business Enterprise in the State of Illinois. Both women have extensive and accomplished careers in local government.

Our Mission: GovTempsUSA focuses on providing staffing resources to the public sector. We regard flexibility in work arrangements as a critical component for local governments wanting to be responsive to ever-changing service delivery requirements. We engage

Reference Contact: Phil Modaff, Director of Public Works 630-871-6262 |
pmodaff@carolsteam.org

City of Des Plaines, IL GovTemps placed employees in five positions including: Engineering Inspector, Finance Director, HR Specialist, Plan Coordinator, and Planner.

Reference Contact: John Light, HR Director – Lake County, IL
(former HR Director at Des Plaines)
847-377-2750 | jlight@lakecountyil.gov

Village of Oak Park, IL GovTemps placed employees in 15 positions such as: Administrative Clerk, Senior Administrative Clerk, Assistant Village Manager/HR Director, Budget Financial Manager, Community Service Officer, HR Generalist, Information Technology Operations Manager, Parking Manager, Permits Manager, Plan Reviewer, Police Commander, and Water/Sewer Superintendent.

Reference Contact: Julia Scott Valdez, HR Director – Rock River Water
Reclamation District (former HR Director/Assistant Village Manager at Oak Park)
815-387-7400 | jscott-valdez@rrwrđ.illinois.gov

Village of Villa Park, IL GovTemps placed employees in five positions including: Assistant Village Engineer, Deputy Director of Public Works, Finance Consultant, Police Consultant, and Public Information Officer.

Reference Contact: Janet Gorman, HR Manager
630-592-6061 | jgorman@invillapark.com

Work Plan and Methodology

Candidate Library and Employee Recruitment. GovTemps maintains an extensive library of candidates who have expressed interest in working in temporary assignments for GovTemps. Candidates are solicited via Linked-In, professional networking and quite often via a connection from an executive recruitment coordinated by GovHR. Given our long-time presence in the Chicago area, many of our employee candidates also contact us via word-of-mouth reference. A good number of our employees are local government retirees, in between jobs or otherwise desire to work in a local government.

Position Requisition. Upon notice that the City needs a temporary employee, GovTemps will gather necessary information on the requirements of the position. This will include information such as: preferred job knowledge, skills, and abilities, estimated length of contract term, anticipated total weekly work hours, required workdays, and whether remote work is feasible.

GovTemps will then access its candidate database and discuss the position requirements with qualified candidates. Depending on the position and the availability of interested candidates, GovTemps will present candidates within one to five days. When candidates are not readily available, GovTemps can conduct a “mini-recruitment.” This type of recruitment, at no cost to

Proposal Specifications – Preference for Aurora residents - #5. This requirement is not practical to GovTemps especially coupled with the three-day placement requirement mentioned above. When presenting qualified candidates, GovTemps will flag City residents and present the best candidates for the assignment.

Proposal Specifications – Subsequent City Employment. If the City elects to hire a temporary employee from GovTemps, the placement fee is two weeks of the appointment salary. This fee is especially reasonable relative to the marketplace.

Why Choose GovTemps?

We ask you to consider the following as you deliberate:

- In an effort to entice quality candidates to consider working for GovTemps, we network extensively with professional associations and regularly attend professional conferences. In addition, we support and attend the meetings of Women Leading Government, the Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- We conduct due diligence on candidates. Before we recommend a candidate to you, we will have conducted 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 will receive resumes of qualified candidates and we will share our honest assessment of candidates we present.
- 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.

We look forward to working with you on your temporary staffing needs.

Sincerely,



Joellen J. Cademartori
President/Co-owner
GovTempsUSA, LLC
CEO/Co-Owner GovHR USA, LLC

Attachments:

- Appendix A. Biographies of Key Personnel
- Appendix B. Employee Leasing Agreement



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

[Click here to view full biography at GovHRusa.com](http://www.govhrusa.com)



P: 847.380.3240

www.govhrusa.com



MICHAEL J. EARL



Michael J. Earl is a Senior Vice President responsible for GovTemps USA, a division of GovHR USA, focusing on temporary staffing for local governments nationwide. Mr. Earl's experience as a local government manager and his extensive knowledge of local government operations has positioned him to be uniquely qualified to lead this growing practice. Mr. Earl also assists with recruitments, assessments centers and other special projects.

Mr. Earl has over 30 years of local government management experience working in five suburban communities in the Chicago metropolitan area. He spent most of his career with the Village of Wilmette where he served for 18 years first as Assistant Village Manager and then as its Village Manager from 2000-2008. Mr. Earl also worked as the Director of Human Resources in the City of Des Plaines, an organization of over 325 employees with six employee unions, and as the Director of Community Services for the Village of Lake Zurich where he was responsible for the operations of Public Works and Building, Zoning and Planning.

Mr. Earl has a passion for continuous improvement in local government. Some of Mr. Earl's most notable accomplishments include: pursuing and implementing cost saving efficiencies through collaboration with other government agencies and vendors including a partnership agreement with Lake County, Illinois to provide plan review and inspection services resulting in an annual savings of over \$100,000 (Lake Zurich); organizational training with a focus on customer service and employee and leadership development; personnel policy development and implementation; employee relations including negotiating several collective bargaining agreements; and working with local community groups on community building initiatives.

Throughout his career, Mr. Earl has served in a number of leadership positions with various intergovernmental agencies and special purpose entities including service as President of Northeastern Illinois Public Safety Training Academy (NIPSTA), Chair of the Municipal Insurance Cooperative Agency (MICA), and Chair of the Strategic Plan Committee for the Intergovernmental Personnel Benefit Cooperative (IPBC). Mr. Earl is a Past President of the Illinois Association of the Metropolitan Managers and the Illinois Association of Municipal Management Assistants.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Science - Political Science, Northern Illinois University
- Leadership and Motivational Training – Menninger Leadership Center
- Trained Mediator – Center for Conflict Resolution
- ICMA Credentialed Manager, 2004-2010
- Human Resources Certification Institute (SPHR), 2010-2013
- Society for Human Resource Management (SHRM-SCP), 2015-2019

PROFESSIONAL DEVELOPMENT & SPEAKING ENGAGEMENTS

- Alternative Staffing Models-Does it Make Sense In Your Organization? (IML Annual Conference, 2017 - IGFOA Conference, 2018 - IAPD/IPRA Conference, 2019)
- Best Practices in Succession Planning (IAPD/IPRA Conference, 2020, IGFOA Downstate Chapter, 2017)
- Employee Discipline & Workplace Investigations: Sound Practices, Good Tips, and Effective Outcomes - WCMA Conference, 2020

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Society for Human Resource Management
- Northern Illinois University, Department of Public Administration Board of Advisors, 2019—Current
- Oakton Community College, ESL Volunteer Tutor, 2020

PROFESSIONAL BACKGROUND

Over 31 years of experience as a local government management professional

- Director of Community Services, Lake Zurich, IL 2013-2016
- Director of Human Resources, Des Plaines, IL 2009-2013
- Village Manager, Wilmette, IL 2000-2008
- Assistant Village Manager, Wilmette, IL 1990-2000
- Assistant to the City Manager, Wheaton, IL 1986-1990
- Administrative Intern, Palatine, IL 1984-1986





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Generalist of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois.

After graduation, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-2020)
- Legacy Project, Communications Committee Chair (2015-Present)
- Illinois Search and Staffing Association, Member
- SHRM, Member

- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://www.govhrusa.com)



P: 847.380.3240

www.govhrusa.com

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **GOVTEMPSUSA, LLC**, an Illinois limited liability company ("GovTemps"), and _____ (the "Client"). GovTemps and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). GovTemps and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of GovTemps, and GovTemps will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") the Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be amended from time to time by a replacement **Exhibit A** signed by both GovTemps and the Client. GovTemps, as the common law employer of Assigned Employee, has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that GovTemps remove or reassign the Assigned Employee. Any such request will not be unreasonably withheld by GovTemps. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. GovTemps is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. GovTemps has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF GOVTEMPS AND CLIENT

Section 2.01. Payment of Wages. GovTemps will timely pay the wages and related payroll taxes of the Assigned Employee from GovTemp's own account in accordance with federal and Illinois law and GovTemps' standard payroll practices. GovTemps will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that GovTemps may engage a financial entity to maintain its financing and record keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to this Section 2.01. As to Assigned Employees, GovTemps will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act

Assigned Employee under applicable law, or its obligations to GovTemps under this Agreement;

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment;

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements;

(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by GovTemps and the Client in accordance with Section 1.01 of this Agreement. Client will timely confer with GovTemps regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement;

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining agreement;

(f) The Client must report to GovTemps any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting; and

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to GovTemps within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO GOVTEMPS

Section 3.01. Fees. The Client will pay GovTemps fees for the services provided under this Agreement as follows:

(a) The base compensation as fully identified on **Exhibit A**, as amended; plus

(b) Any employee benefits GovTemps paid to the Assigned Employee as identified on **Exhibit B** (if applicable), including, but not limited to, salary; wages; commissions; bonuses; sick pay; workers' compensation, health and other insurance premiums; payroll, unemployment, FICA and other taxes; vacation pay; overtime pay; severance pay; monthly automobile allowances, and any other compensation or benefits

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by GovTemps on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, GovTemps may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, GovTemps has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination of Agreement to execute Temp-to Hire Option. At the end of the Term, the Client may hire the Assigned Employee as a permanent or temporary employee of the Client. The substantial investment of time and resources by GovTemps under this Agreement to place its leased employee with Client is recognized by Client. If after the end of the Term, Client hires Assigned employee as either a permanent or temporary employee it must pay two (2) weeks of the Assigned Employee's gross salary to GovTemps no later than thirty (30) days after the date the Assigned Employee becomes the Client's employee.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges GovTemps' legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with GovTemps, and the Client will not hire Assigned Employee as a permanent or temporary employee. If a Temp-to-Hire option provided for in Section 5.04 is properly exercised by the Client, then this Section 6.01 will not apply.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law.

Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.

Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding GovTemps' placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

**SECTION 10
NOTICES**

Section 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to GovTemps:

GOVTEMPSUSA, LLC
630 Dundee Road Suite 130
Northbrook, Illinois 60062
Attention: Michael J. Earl
Telephone: 224-261-8366
Electronic Mail: mearl@govhrusa.com

If to the Client:

Attention: _____
Telephone: _____
Electronic Mail: _____

[Signatures on following page]

EXHIBIT A
Assigned Employee and Base Compensation

ASSIGNED EMPLOYEE: _____

POSITION/ASSIGNMENT: _____

POSITION TERM: _____

BASE COMPENSATION: _____

GOVTEMPSUSA, LLC:

CLIENT:

By: _____

By: _____

Date: _____

Date: _____

This Exhibit A fully replaces all Exhibits A dated prior to the Effective Date of this Agreement.