



TALENT ACQUISITION AGREEMENT

2/21/2022

Barb James
City of Newport
169 SW Coast Hwy
Newport, OR 97365

Dear Barb,

Thank you for considering Barrett Business Services, Inc. (BBSI) for your temporary staffing needs. BBSI is one of the largest staffing organizations in the West and has been serving clients in the Portland area for over 35 years. Our commitment to you is to develop and maintain a professional relationship that guarantees the highest quality business solutions and service. To help ensure a smooth and successful business relationship, we would like to review some BBSI operating procedures.

DIRECT HIRE RECRUITMENT: We recruit from market-employed and actively-searching candidates. Our services include screening qualified applicants, behavior based interviewing, and reference checks.

BILLING RATES FOR DIRECT HIRE TALENT ACQUISITION: BBSI rates for direct hire recruitment for Client will be billed, net 30, at 20% of the hired candidate's annual salary at time of hire.

GUARANTEE: In the event that a BBSI recruited direct hire does not meet the job requirements of the Client and employment is terminated with Thirty (30) days, BBSI will offer a replacement candidate free of charge.

RECRUITMENT AND PRE-EMPLOYMENT SCREENING: For the protection of our clients as well as BBSI, all candidates go through an extensive screening process, including drug tests and criminal background checks.

- This agreement includes the costs associated with either a 5 Panel UA Drug Screen (methamphetamine, amphetamine, cocaine, cannabis, opiate) or a 6 Panel Oral Fluid Drug Screen (methamphetamine, amphetamine, cocaine, cannabis, opiate, phencyclidine).
- This agreement includes the costs associated with a criminal background check, including SSN verification with name matching. The criminal portion of the background check searches in Oregon and Washington by default, and any other states of residence are added.

ALL ITEMS BELOW PERTAIN TO TEMPORARY TALENT ACQUISITION

BILLING RATES: BBSI rates are based on taxes, workers' compensation, and administrative costs. Rates for this agreement are documented in Exhibit A, which may be amended if/when recruitment for additional job titles are added.

PAYROLL & BILLING: BBSI temporary employees are paid on a weekly basis. Invoices are issued weekly and payable upon receipt or within 30 days if approved for terms. We also offer electronic funds transfer (EFT) for payment of your invoices. The advantages for you are cost saving on check stock, postage and time taken for writing checks. If applicable, we would contact your bank and transfer the invoice total from the account you have authorized. Otherwise, you will receive your invoices in the mail showing the total due to BBSI for payroll costs. If you have any questions regarding an invoice, please call us immediately @ (541) 574-9892.

GUARANTEE: In the event that a BBSI employee does not meet the job requirements of the Client, BBSI will not charge the Client provided notification is made within two hours of the employee's assignment.

EMPLOYEE BENEFITS: Our benefit program helps us attract and retain highly qualified employees and some of the most generous in the temporary service industry. We provide paid time off, healthcare, a 401(K) retirement savings plan and referral bonus programs. These are benefits we provide to our employees and there will be no additional charges to you.

OVERTIME: BBSI employees are paid time and one-half when they work more than forty hours in one week. When a temporary employee works for you more than forty hours, you will also be billed time and one-half. Please initial their hours in the overtime section of the time card.

TRAINING: Client will provide job and site specific training to all BBSI employees assigned to all positions, including New Employee Orientation and safety training. Training records will be made available for BBSI review if needed.

WORKERS' COMPENSATION: BBSI will implement the BBSI 24/7 Injury reporting program for the BBSI employees assigned to Client. Client agrees to facilitate use of the program for BBSI employees. All of our employees are covered by Workers' Compensation Insurance. If a BBSI employee is injured on your premises, please notify our office immediately @ (541) 574-9892.

PAYROLL TAXES: BBSI bears all of the normal payroll costs for all of our employees. We are the legal employer and are responsible for all Federal, State and local tax deductions, and insurance.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of BBSI to recruit, hire and promote all employees without regard to race, color, creed, religion, sex, age, ancestry or national origin. Barrett also complies with the Americans with Disabilities Act.

TERM OF AGREEMENT: This agreement between the Client and BBSI can be changed or canceled by either party for any reason with 30 days written notice.

Again, thank you for considering BBSI. We appreciate the opportunity to help your business and are looking forward to working with you.

Sincerely,



Cody Larsen
Talent Acquisition and Payroll Specialist

This Agreement for Services correctly sets forth the understanding of BBSI and City of Newport.

BBSI:

Barrett Business Services, Inc.

By 

Name: Cody Larsen

Title: T.A. & Payroll Specialist

Client:

City of Newport

By 
Signature

Name Spencer R. Nobel

Title City Manager

Date 04-19-22



EXHIBIT A

PAYMENT TERMS FOR TALENT ACQUISITION SERVICES

Effective 2/21/2022, City of Newport, will pay the following markup rate to BBSI for providing recruiting and temporary employment services.

Job Title:

8810 Clerical Employees x 1.35% Markup (was 1.30%)

5610 Cleaner, Debris Removal x 1.35% Markup (was 1.33%)

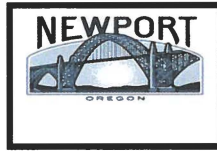
9015 Building or Property Management x 1.35% Markup (was 1.33%)

9102 Park, All Employees & Drivers x 1.35% Markup (was 1.33%)

TEMPORARY TO PERMANENT PLACEMENT: Client acknowledges the considerable costs BBSI incurs to recruit, evaluate, screen, and assign employees. In the event that the client wishes to hire a BBSI employee for their organization, the client is free to do so after 500 hours worked from the initial date of assignment with no additional fees. All other terms of the agreement will remain in effect.

In the event that the client wishes to hire a BBSI employee for their organization before reaching 500 hours an additional fee would be applicable. The fee is calculated by subtracting hours worked from the 500 required and multiplying the remainder by the bill rate.

I.E. Employee works 400 hours, 100 hours remain, and bill rate is \$25/hr = $\$25 \times 100 \text{ hours} = \$2,500$.



**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING
THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: BBSI Talent Acquisition Agreement Date: 4-5-22

Statement of Purpose: Employment Services

Department Head Signature: [Signature]

Remarks, if any: _____

City Attorney Review and Signature: [Signature] Date: 4/11/2022

Other Signatures as Requested by the City Attorney: _____

	Signature	Name/Position
Budget Confirmed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date: _____
Certificate of Insurance Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
City Council Approval Needed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date: <u>4/18/2022</u>

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 4/19/22

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: _____ Date: _____

Date posted on website: _____



February 2022

Barb James
City of Newport
169 SW Coast Hwy
Newport, OR 97365

Dear Barb,

Since Kristin has moved down to the Coos Bay office folks around here were spread a little thin. That's where I come in! I'm excited to join the team and really make the Newport staffing business a success. With a full-time recruiter in the office, I am not only more available for our clients and employees, but I can offer more personalized services. Please let me know if there is anything I can do to help!

With that, I have been asked to go through the client files and see who hasn't had a review for a while. Our administration fees not only pay for me to be here, to post jobs and recruit great employees, but also cover your employee taxes and worker's compensation fees. I don't want to raise anyone all at once so I'm trying to take small steps over the next few years to bring everyone up to the same level.

Please take a look at the new agreement enclosed and let me know if you have any questions. If you could sign and get it back to me I'll get it uploaded into your file. I look forward to working together for your success!

Thank you!

A handwritten signature in blue ink, appearing to read "Cody Larsen", with a stylized flourish at the end.

Cody Larsen
Talent Acquisition and Payroll Specialist
cody.larsen@bbsi.com
(541) 574-9892



February 2013

Paul Jensen
City of New York
68 W. Canal Street
New York, NY 10013

Dear Paul:

Since Kristin moved down to the Cook County office and our other were spread out, I
think when I came in I was the only one who was the "new" staff.
I was a success. I was a big name in the office. I was not only a success, but I was
also a big name. I was a big name. I was a big name. I was a big name. I was a big name.

I think I have a right to go through the court and see who I want to review for
myself. I am not a judge. I am not a judge. I am not a judge. I am not a judge. I am not a judge.

I am not a judge. I am not a judge. I am not a judge. I am not a judge. I am not a judge.

Sincerely,

Paul Jensen
City of New York
68 W. Canal Street
New York, NY 10013