

RFQ # NO. HRDX-190032-GD

Executive Search Services

A Proposal to Provide Executive Search Services

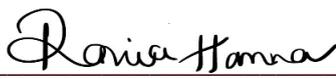
for

The City of Gainesville, FL

April 8, 2019

Due Date: April 10th, 2019

SUBMITTED BY:
RANIA HANNA

Signature: 

PRESIDENT
Sunshine Enterprise USA LLC
2759 Meadows Sage Ct.
Oviedo, FL 32765
C: +1 (407) 308-7989
E: Raniah@seu-usa.com
Tax ID: 82-2013540

INTRODUCTION

April 8, 2019

Gayle Dykeman, Procurement Specialist 3

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com

Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

April 8, 2019

Re: RFQ NO. HRDX-190032-GD

Ms. Dykeman and Board of Directors:

On behalf of Sunshine Enterprise USA, we would like to thank the City of Gainesville, for giving us the opportunity to participate in the subject bid. **Sunshine Enterprise USA is a fictitious business entity under the mother company Sunshine Enterprise USA LLC.**

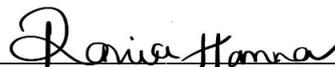
We fully appreciate the complexity of conducting key executive/managerial recruitments for a wide variety of positions including city/City managers, and directors and managers in: finance, human resources, healthcare, public works, safety (Education, oil, gas, construction, police and fire, etc.), human services, information systems, construction, utilities, and much more. We believe we are uniquely suited to design and deliver a recruitment strategy that will work well with your organization's specific needs and goals.

As a retained recruiting firm, we ascribe to ethical standards which focus on: professionalism, integrity, competence, objectivity, accuracy, avoidance of conflicts of interest, confidentiality, loyalty to the client and candidate, equal opportunity, and the public interest.

We specialize in assisting public sector organizations as they seek management talent to help lead important public service organizations such as the City of Gainesville. Our client list shares some of our experience in recruiting leadership for the nation's cities, counties, utilities, marine, construction, regional authorities, and other organizations.

We appreciate the opportunity to submit this proposal and look forward to discussing our qualifications and approach with you with regard to your present and future needs.

In the meantime, if you have any questions or require additional information, please feel free to call me. I am an authorized representative of our firm, and by submission of this proposal am committing to provide the services in accordance with all project requirements. I will also serve as the primary contact person. My direct telephone number and e-mail are listed below, and the mailing address is printed on this cover letter.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Contact Information

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com

Contact Information for Binding Official / Primary Contact

Rania Hanna, President
Sunshine Enterprise USA

Address: 2759 Meadow Sagr Ct. Oviedo, FL 32765
Cell: 407-633-0188
Email: raniah@seu-usa.com

Project Manager and Liaison Officer of this bid 24/7

Sam Faragalla, Executive Vice President
Sunshine Enterprise USA

Address: 2759 Meadow Sagr Ct. Oviedo, FL 32765
Cell: 407-308-7989
Email: samf@seu-usa.com

PROJECT UNDERSTANDING AND APPROACH/METHODOLOGY

April 8, 2019

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT

Work Plan – (*Scope of Services*)

As the successful contractor, we will provide you with the quality services and expertise our clients have come to expect. We have a strong history of recruiting diversified workforce as it is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to all applicants and team members.

“The Company provides equal opportunity in all of its recruitment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, domestic partner status, pregnancy, age, medical condition, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws”.

Our Search Services Feature:

- Designing a customized recruitment strategy to match your history and leadership patterns, current issues and future challenges;
- A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 90 to 120 days. We can expedite the search if desired, and will work with the Project Manager and Board of Directors’ meeting schedules as needed;
- An extensive, narrative-written job profile including your organization’s history and leadership patterns, current issues, and future challenges of the job;
- A recruitment process and approach that includes advertising, but also relies more upon aggressive networking than passive advertising;
- A large pool of applicants who meet the minimum qualifications and a targeted, diverse pool of qualified, proven candidates for interview;
- Comprehensive reference and background checking;
- Ongoing quality review of project deliverables, time and service benchmarks, weekly status reports, candidate reports, and coordination/communication between Sunshine Enterprise USA and The City of Gainesville Board and Selection Committee;
- Personal guidance and assistance to The City of Gainesville Board, Selection Committee, Human Resources, Departmental representatives, and other staff that facilitates interviews, candidate travel, evaluation of candidates, decision-making, relocation, negotiations, and employment agreement assistance with the candidate selected.

Task Summary – General Approach:

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with the The City of Gainesville Selection Committee, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

Please see “Project Team and Resumes” for our firm’s work team assignments. At each stage, we provide written materials, training, and explanations as needed. Although we follow a clear strategic work plan and closely monitor agreed upon tasks and goals, we also believe that, in the long term, results are most important.

The following Tasks and Outcomes address the general approach and services provided:

- **Scope of Services**

The scope of services will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and development of a position profile/brochure; candidate contacts/evaluation, screening, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the Board, the Selection Committee and appropriate designated The City of Gainesville staff.

- **Key Meetings**

We will also meet with the The City of Gainesville Board. Selection Committee, designated staff, community/public representatives, and other key stakeholders at the beginning of the contract to identify major issues the future hires will face; determine the critical qualifications for the position(s) as identified by you; establish specific timelines; and collect information to develop the search criteria and develop a search profile. We would also anticipate at least two later meetings to discuss/review the written Progress Report (Leading Candidates), and participate in final interviews (Final Report).

- **Recruitment Video (Optional)**

Sunshine Enterprise USA offers the option of developing a custom video recruitment ad, which can be posted on YouTube and linked to other media sources. It is estimated that job postings with video icons are viewed 12 percent more than traditional job postings, and that the job application rate increases by an average of 34 percent when video is added.

- **Recruitment Brochure**

Qualifications and criteria for the position will be developed from review of existing job descriptions, review of budget, strategic planning, other relevant The City of Gainesville documents, chamber of commerce, news media and many other sources, as well as discussions with the Selection Committee, Human Resources, key Department Heads, and others as designated by The City of Gainesville. We will also conduct a compensation study/review for The City of Gainesville’s positions that is relevant to the local/regional area.

• Advertising

Appropriate advertising will be used. This includes hard-copy publications and electronic media and other organizations and publications specific to the type of position including to the job type as well as Industry web-site, local media, etc. Please note, however, that in our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on the networking and personal contacts. Our recruiters use a variety of sourcing methods which include both technology-based resources as well as more traditional sources, such as networking and employee referrals.

Local Sourcing

Our search begins in the local community where our candidates live and work.

- Community Resources.
- Veterans Events and Resources
- Employee Referrals
- Passive Job Seekers
- Local newspaper, radio stations and TVs
- Billboards
- LinkedIn
- CFMA
- CSMFO
- NFBPA
- Governmentjobs.com
- International Hispanic Network
- ASCE

Niche Sourcing

Our focused sourcing allows us to become experts in terminology, nuances and regulations of each industry.

- Diversity Resources
- Professional Organizations
- Targeted Advertising and Job Fairs

Internet Sourcing

We use state of the art recruiting systems, industry job boards and social networking sites to reach job seekers online.

- Industry Job Boards
- Advanced Search Techniques

By focusing our recruiting efforts on Local, Niche and Internet sourcing, we can ensure that you receive the only best qualified candidates.

The Advertising and Recruitment stage includes ad placement, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement/ Social Media and Marketing of Position

The Executive Recruiter and client work together, to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Ongoing Communication with Applicants and Prospects

Sunshine Enterprise USA communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A

significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which Sunshine Enterprise USA excels. Sunshine Enterprise USA also utilizes Google Alerts for each client organization and provide updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.

- **Initial Candidate Screening**

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview, and reduce (with your input) to a list of screened finalists.

Success Profile

The desired skills, experience and temperament critical to successful performance are all factors of the Success Profile.

Phone Screen

An initial telephone screen verifies a candidate's overall availability and fit as a contract employee. We address ability to perform the position and establish availability for the duration of the position. If we feel the employee is a good match, we will set up an appointment for a personal interview.

- **Interview Process**

In addition to our telephone interview/screening/assessment of candidates, and face-to-face or video conferences with potential finalists, we will assist with the interview process as well as provide negotiation support.

In-Depth Personal Interview

Every candidate will be personally interviewed in our office to ensure he/she possesses the qualifications, experience and temperament required for the position. The recruiter evaluates the candidate's ability to perform the position, establishes availability for the start date and duration of the assignment, and verifies the candidate's previous salary history and current salary requirements.

Follow-Up Interview

The candidate is interviewed a second time, either over the phone or in person. The purpose of this interview is to review the position and its requirements and assure again that the candidate is capable and willing to meet job expectations of Sunshine Enterprise USA and The City of Gainesville.

Assessments (DiSC and I-OPT)

It is critical for you to know as much as you can about your new executive before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of

information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.

Sunshine Enterprise USA uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

- **Candidate Screening**

Together with the designated staff/contacts, we will reduce the pool of candidates to a list of no more than 15 semi-finalists and from there to approximately five or six (5-6) screened candidates for interview. Summary information will be provided on the leading candidates to include – background, achievements & strengths, etc. We also conduct initial reference and social media checks on the top candidates invited for interviews. A complete background and reference check will be conducted on the final candidate.

- **Reference & Background Screening**

Applicant information is verified via discussion with the applicant, peers, colleagues, subordinates, bosses, news media, review of reports & documents, writing samples, background screening and references, education & employment verification, telephone, video conference and/or face-to-face meetings/interviews, and other means including occasional psychological testing and assessment centers. DMV, Criminal, Credit and other background checks are also completed.

Employment and Reference Verification

A minimum of five reference checks will be performed for each candidate before he/she is placed on a contract. The references we obtain are recent, relevant to the position and from a direct supervisor. We verify dates of employment, job description and assess overall ability through contact with each reference and employers.

- **Selection Process**

Selection is made using all of the above plus an interview(s) between the candidate(s) and you. We also involve the candidate's family and significant others in the process as appropriate. During the interview and screening process, we will consult and assist you with screening including rating and other tools.

- **Offer Negotiations**

We work closely with the final candidate(s) and you to help negotiate an offer, acceptance, employment agreement/contract, starting date, etc. This often includes assistance drafting offer letters, compensation/benefit research, contract/agreement review, discussion with legal counsel

when appropriate, and individual negotiation. We make it a point to be available to help both the final candidate and you to reach an amiable conclusion that ends with confidence and enthusiasm on both sides.

- **The City of Gainesville, Board, Selection Committee, Human Resources & Appointing Authority**

As noted earlier in this proposal, we have worked with hundreds of public sector and private sector clients including cities, counties, states, the federal government, and numerous utility, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen's groups, State, Local and Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The City of Gainesville Board, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of the The City of Gainesville, criteria relevant to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well-informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.

- **Search Closure/Sign-offs**

At the end of the search, all applicants will be appropriately notified of the result in a professional manner that reflects well on THE CITY OF GAINESVILLE.

- **Quality Control/Assurance**

All work done as part of any and all search or consulting work for THE CITY OF GAINESVILLE will be subject to quality assurance, quality monitoring, quality improvement, task review/confirmation, and standards review as part of current Sunshine Enterprise Policy and Operating standards. Overall supervision is provided by the President of the company with support from the Executive Vice President and Vice President/General Counsel as needed. We will establish benchmarks in conjunction with THE CITY OF GAINESVILLE as required or appropriate.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

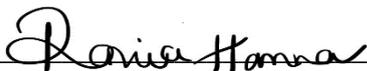
Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

SCHEDULE –TIMETABLE

A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 90 to 120 days. We can expedite the search if desired, and will work with the Project Manager and Board of Directors' meeting schedules as needed. We generally hold the first meeting with you within 5 days or less of contract signing and search assignment. Typically, we will deliver a written Profile/Recruiting Brochure within approximately a week and a half to 2 weeks of the start of a search, and in addition to regular weekly verbal/written reports, will also produce a written Progress Report that includes information on the leading candidates at about the 2nd or 3rd week. A written Report on finalists will be provided prior to candidate interviews at your offices. This would usually include written reference and other related checks such as education and licenses/certifications and is typically delivered approximately 1 to 2 week following feedback from you on the Progress Report. A detailed background check including criminal, department of motor vehicles, credit, etc. will be conducted on the finalist unless you choose to conduct your own. We would be happy to provide you with a copy of a typical schedule flow chart if this would be useful.

This time table may also vary depending on your need to move the search more quickly. With close coordination with the THE CITY OF GAINESVILLE Board/Selection Committee we could focus on a 15 to 45 day recruitment process. We will develop an approved time schedule and important milestone markers with you at the start of the search.

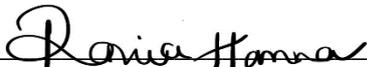
Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Timeline (Standard Search)

Task	Weeks
<ul style="list-style-type: none">• Contract Executed• Outline Project Plan, Timeline• Individual Interviews with Search Committee/ Key Personnel/ Community Leaders (if desired)	Week 1
Final recruitment Brochure released <ul style="list-style-type: none">• Development of Position Profile Brochure• Search Committee Reviews and Approves Brochure	Week 2
Open recruitment <ul style="list-style-type: none">• Ad Placements• Accept Applications• Screen Applications (paper review and phone interview)• Triage and Scoring of Resumes• Search Committee Briefing (Slide Presentation)/Select Semifinalists	Weeks 3-7
Close recruitment	Week 8
QAI <ul style="list-style-type: none">• Candidates Complete Questionnaire and Online Interviews• Deliverable: Semifinalist Briefing Books• Comprehensive Background Screening Report• Candidates Complete DiSC Management Assessment• Candidates Complete I-OPT Assessment	Weeks 8-10
Hiring Interview <ul style="list-style-type: none">• Deliverable: Finalist Briefing Books• Stakeholder Engagement (if desired)• Conduct Interviews• Reference Checks• Negotiations• Announcement/Press Release (if desired)	Weeks 11-12

**Each search timeline is different based on the particular needs of the organization. Sunshine Enterprise USA has completed searches in as little as 45 days, although this is not the recommended approach. We have also extended searches well beyond 15 weeks, based on the preference of the client.*

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

PROPOSED INNOVATIONS

- **Recruitment Video (Optional)**

Sunshine Enterprise USA offers the option of developing a custom video recruitment ad, which can be posted on YouTube and linked to other media sources. It is estimated that job postings with video icons are viewed 12 percent more than traditional job postings, and that the job application rate increases by an average of 34 percent when video is added.

- **Assessments (DiSC and I-OPT)**

It is critical for you to know as much as you can about your new executive before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.

Sunshine Enterprise USA uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

- **Post-Hire Team Building Analysis (supplemental service)**

Sunshine Enterprise USA can provide a customized team building workshop after you hire for the position. Sunshine Enterprise USA utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people "see" different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues' I- OPT Profiles will enable you to work much more effectively as a team. Price is \$5,000 for a half- day onsite workshop, plus travel expenses, and \$250 per person for I-OPT reports (if not previously completed as part of the search process), which include Individual Analysis Report, Emotional Impact Management Report, Change Management Report, and Team Management Report. Two-Person Reports can be ordered for an additional fee of \$75 per report.

PROPOSED PROJECT STAFFING

April 8, 2019

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

**PROJECT STAFFING
PROJECT TEAM QUALIFICATIONS AND EXPERIENCE**

- Our team brings to this project a combination of background and skills vital to the requirements of THE CITY OF GAINESVILLE. As previously noted, the overall Project Manager will be Sam Faragalla, assisted by Rania Hanna and others who will also lend support as needed and are listed with their Bios below. Sam Faragalla will be the primary on-site manager. His background and experience include over 19 years of executive search experience on a national and global level.
- Our executive search staff are all professionals, each with extensive management background as key executives in public organizations. The recruiters to be assigned to this work have significant personal experience recruiting a range of executive and administrative leadership for a broad range of clients. We assure that the individuals listed represent our current team assigned to search for THE CITY OF GAINESVILLE and that any additional future staff assigned will be submitted to you for prior approval. We are available to immediately assist with your current needs.
- Current Sunshine Enterprise USA staff are three. A partial listing of staff for assignment to assist THE CITY OF GAINESVILLE is included under "Project Team." Hundred percent (100%) woman-owned Company.
- The primary Sunshine Enterprise USA contacts for THE CITY OF GAINESVILLE will be Sam Faragalla, MA, SHRM-SCP, Vice President; Rania Hanna, President; and other staff and research associates as needed.
- All of the above-mentioned staff may be involved in some phases and tasks of the search as previously outlined. On-sight representation will, however, primarily be the responsibility of Sam Faragalla and Rania Hanna. Sam Faragalla and Sunshine Enterprise USA Research Staff will be responsible for advertising.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Sam Faragalla) will be available by office and cell phone on a seven day per week, 24-hour per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com

Key Personnel for this Project

Rania Hanna **President**

Rania Hanna is an expert in the Recruitment, Payroll, Accounting and Staffing Industry

After living abroad for a few years, Rania developed a passion for Staffing and Finance business. She joined a large company in 2002 and had the opportunity to work all over the world with individuals and Corporations. In 2016, she formed Sunshine Enterprise USA with the initial intention of working with just Recruitment, Staffing, and Payroll Services.

She started servicing clients in response to the varied work climate that accompanied the construction, utilities, environmental and civil engineering industries. The constant disparities in workloads, varying contract locations, seasonal requirements and periodic need for specialists or professionals with unique skills makes it difficult to maintain proper staffing levels in these sectors. Understanding these recurring niche industry problems, Rania was chartered to serve the staffing needs of industries with strict regulatory guidelines and cyclic/seasonal trends.

Rania is results orientated professional, offering over 15 years of progressive responsibility in recruiting. Consistently recognized as strategic and a change agent with the proven ability to design, build and re-organize recruitment teams to meet or exceed corporate talent objectives. Resourceful decision maker who combines integrity, exemplary leadership and proven operational skill to lead complex projects from conception through completion. Motivated by quality and the customer experience, looks for out-of-the-box solutions in delivering best practice results.



Sam Faragalla, MA, SHRM-SCP
Vice President, Marketing and Business Development
Project manager and liaison officer for this bid



Sam Faragalla, MA, SHRM-SCP is an expert in the Staffing and Recruitment industry. He is Human Resources Executive with over 19 years of comprehensive human resources experience including staffing, recruitment and retention, conflict resolution, change management, labor relations and benefits administration. Proven experience collaborating with senior management to conduct Human Resources strategic planning in order to support and further corporate goals. Possess broad knowledge of human resources in a variety of sectors including union and non-union environments and Fortune 500 companies with a large number of exempt/non-exempt employees. Demonstrated experience initiating cost containment strategies resulting in significant savings. Excellent ability to address and implement strategic plans for talent acquisition, retention and succession planning. Proven skills in labor and employment law including complaint investigation to thwart legal action.

Expertise in

Operations Management
Training & Development
Employee Relations

Compensation/Benefits Design
Harassment/EEO Compliance
Policy Design & Administration

He has been involved with his current and previous employers in a variety of projects. These projects include both public and private sector work, as either a prime or subcontractor. Public projects were large bid projects. These projects range from less than \$100M to in excess of \$600 million, individually.

Also, as part of his background, he has worked overseas in Oil & Gas then locally in Heavy Civil Construction industries. Regardless of titles, all the roles he has filled has been "Hands-On" with day-to-day involvement in routine tasks, as well as managing the Business and Projects. He has a strong expertise in:

- Executive Recruitment Industries (Utilities, Infrastructure, Environmental, Marine, Construction, Oil & Gas, Manufacturing and Industrial)
- Recruitment and retention
- Employee relations and mediation
- Handbooks, policies and procedures
- Total Rewards and Benefits management
- Morale and communications
- Mentoring and counsel of staff and management
- Employment law & Legal compliance issues
- Performance management
- Diversity and Inclusion
- Corporate Social Responsibility

Sam maintains SHRM- Senior Certified Professional HR certifications that is along with his Master and Bachelor Degree.

QUALIFICATIONS/EXPERINCE/ WORKLOAD

April 8, 2019

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

PROFILE & QUALIFICATIONS

Sunshine Enterprise USA is focused on Executive Search and Human Resources Consulting. We have conducted over 675 assignments. Our success can also be measured in the sizeable number of multiple search assignments that we have completed for many Clients.

We have worked in partnership with literally hundreds of clients to help them find their key Managers and Executive Officers. We have placed numerous Executives in governmental, Private not-for-profit and public-sector organizations including Universities, States, Counties, Cities, Utilities, Transportation, Association, Foundation, Healthcare, Education and many other industries. We have also worked for a number of private sector companies.

We have read the RFP in detail and understand its objectives. We will comply with all items as listed under the "SCOPE OF WORK" as noted in the RFP. We have also gone to the The City of Gainesville website and other sources for additional information.

The principal/project manager assigned to the search has over 19 years of experience in executive search. Other parts of this proposal cover details regarding process, additional experiences, etc.

BACKGROUND INFORMATION

Profile of Sunshine Enterprise USA

- Sunshine Enterprise USA is a national firm. We operate as a Florida Limited Liability Company (LLC) Corporation. Our FEIN is 82-2013540. We primarily serve government, for-profit and nonprofit organizations and recruit experienced leaders and managers into positions that improve the capabilities of those institutions.
- Our Corporate office is located in Florida. We also have support staff in California, Illinois, New York Alabama, Georgia and Kansas/Missouri. We provide services on a national level. Services for a contract with The City of Gainesville will be provided primarily through FL office whether meetings or over the phone or video conference meetings.
- The address for our main corporate office is: 2759 Meadow Sage Ct., Oviedo, FL 32765. The phone number for our office is (407) 308-7989 and the cellular number is (407) 633-0188. Our e-mail should be addressed to: samf@seu-usa.com
- Correspondence should be directed to Sam Faragalla, Vice President of Sunshine Enterprise USA at the address, phone numbers, e-mail etc. as noted above.
- No other firm other than Sunshine Enterprise USA is currently intended to be party to this proposal or fulfillment of the contract when approved, and there is no current or pending litigation.

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

ORGANIZATION (*Qualifications and Consulting Staff*)

- Current Sunshine Enterprise USA staff are three. A partial listing of staff for assignment to assist The City of Gainesville is included under “Project Team.” Hundred percent (100%) woman-owned Company.
- No other firm other than Sunshine Enterprise USA is currently intended to be party to this proposal or fulfillment of the contract when approved.
- Organizational Chart:

President

Executive Vice President

Vice President and CFO

FIRM QUALIFICATIONS AND EXPERIENCE (*Qualifications*)

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our consulting and executive searches to the specific and unique needs of our clients, and to get results. We will work on a search until it is complete regardless of the time and effort required. **We also provide a 90 days’ replacement guarantee.**

- Although primarily known as a leading executive search firm, Sunshine Enterprise USA also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have completed about 675 executive searches throughout the United States and globally.
- We specialize in recruiting leadership for cities, counties, state, education, healthcare, regional authorities, marine, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and

candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.

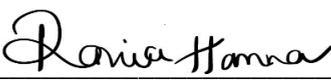
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- As previously noted, we have conducted about 675 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies.
 - Clemson University – Awarded vendor for Executive Search
 - Florida Department of Transportation (FDOT) approved vendor for recruitment
 - Pinellas Suncoast Transit Authority (PSTA) – Awarded vendor for Executive Search
 - Central Florida Regional Transportation (LYNX)
 - Tampa International Airport
 - The Middlesex Corporation – Construction, Marine, Asphalt and Utilities.
 - McAllen Independent School District awarded vendor.
 - The City of Plant City
 - Collier County

Some of our clients involving water utility, utilities and related clients have included:

- Chief Financial Officer, Controller, Chief of staff and Financial Analyst/Planner.
- Director of Environmental Health
- Director of Telecommunications, Department of Water and Power
- General Manager, Chief Engineer, Assistant Chief Engineer-Planning, Manager of Employment
- Assistant Director of Information Services, Manager of User Services
- District Manager and General Manager
- Vice President, Human Resources
- Director of Public Utilities, Deputy Director of Public Utilities/Operations
- We have also completed numerous public works and engineering searches that included significant responsibility for utilities, water services etc.
- Please see the attached client list for a detailed listing of some of these and other searches. Our search process and methodology used with our searches is also addressed in detail in this proposal. References for some of these searches are attached and include a listing of the lead consultant on the search (es).
- The management and supervision of any and all staff providing services to The City of Gainesville will be provided by Sam Faragalla (Executive Vice President) and Rania Hanna (President), of Sunshine Enterprise USA.
- Sunshine Enterprise USA understands what it is to work with and within government. Unlike other Executive Search Companies, Sunshine Enterprise USA is self-supporting. We employ the strategy, innovation, and flexibility found in the private sector to the client's advantage. Our unique position in the public arena attracts professionals from both public and private sectors who are driven to help the client reach its organization's vision and mission.

- We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization “where it is” while also moving it to the next level.
- Sunshine Enterprise USA offers a comprehensive range of products and services. Our systematic approach to human resource management ensures that the solutions, strategies, and methodologies we implement improve your organization.

CONSULTING SERVICES	
ORGANIZATIONAL STRATEGY	TESTING, RECRUITMENT & SELECTION
<ul style="list-style-type: none"> • Workforce & Succession Planning 	<ul style="list-style-type: none"> • Job Analysis
<ul style="list-style-type: none"> • Organizational Assessment, Redesign and Re-Engineering 	<ul style="list-style-type: none"> • Develop/Deliver Assessment Center Services
<ul style="list-style-type: none"> • Performance Management 	<ul style="list-style-type: none"> • Executive Search
<ul style="list-style-type: none"> • Employee Engagement 	<ul style="list-style-type: none"> • Test Development*
<ul style="list-style-type: none"> • Change Management 	<ul style="list-style-type: none"> • Test Administration*
<ul style="list-style-type: none"> • Complaint Investigations & HR Outsourcing 	<ul style="list-style-type: none"> • *(for employment and licensing certification)
CLASSIFICATION AND COMPENSATION	TRAINING AND DEVELOPMENT
<ul style="list-style-type: none"> • Classification 	<ul style="list-style-type: none"> • Training
<ul style="list-style-type: none"> • Compensation 	<ul style="list-style-type: none"> • Coaching
	<ul style="list-style-type: none"> • Accelerated Leader 360° Assessment™
	<ul style="list-style-type: none"> • Leadership Development

Signature: 

Authorized Name: Rania G Hanna
 Position: President
 On behalf of: Sunshine Enterprise USA

REFERENCES

April 8, 2019

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

List of verifiable references

- 1. Yolanda Green**
Business Services Consultant
CareerSource Central Florida
1415 South 14th St., Suite 101 - Leesburg, FL 34748
Phone: 352-360-6280 x6007
Fax: 407-708-1415
ygreen@careersourcecf.com
- 2. Mohamed El-Ayoubi**
Project Scheduler
The Middlesex Corporation
Phone: (407)360-4904
elayoubie@gmail.com
- 3. Fernando Castano**
Parks and Recreation
City of Plant City
City of Plant City Recreation & Parks Dept
1904 South Park Rd, Plant City FL 33563
Office: 813-659-4200
Cell: 813-434-5263
Fax: 813-757-9220
fcastano@plantcitygov.com
- 4. Maylin Connors**
Human Resources Manager
Dura-Stress Inc.
11325 County Road 44 Leesburg, Florida 34788
Office: 352-787-1422
Cell: 352-396-6775
Fax: 352-460-0112

Other references available upon request.

PRICING

April 8, 2019

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

Proposal Costs Sheet and Rates

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that:

1. Sunshine Enterprise USA agrees to honor the fixed price structure as bid.
2. Sunshine Enterprise USA agrees to honor the set maximum 20 percentage (20%) First Year Salary charge that The City of Gainesville can be invoiced per each professional position that is filled. (i.e., Head of Engineering, base salary \$225,000 x 20% = \$56,250. They City will be invoiced for the amount of \$56,250).
3. Sunshine Enterprise USA agrees that the cost must be all inclusive to include agency travels, up to two trips to the City, lodging, and other expenses. Cost is to include criminal background checks, credential checks including educational credentials, and credit/financial checks on selected candidates to be interviewed by The City of Gainesville.
4. Sunshine Enterprise USA agrees that the cost incurred by actual candidates interviewed by The City of Gainesville Staff will be paid separately to Sunshine Enterprise USA and according to the City guidelines. (Ex: airline tickets, lodging, meals, car rentals, lodging, meeting rooms for interviews and catering services. This list is not all inclusive, The City may request additional services to be provided for the interviewees as needed. Sunshine Enterprise USA will invoice The City for the candidate's expenses without any mark-up fees. The City of Gainesville will pay Sunshine Enterprise USA for all approved expenses.
5. Sunshine Enterprise USA agrees to be responsible for all out of pocket expenses such as: clerical, administrative support, travels including up to two (2) visits to The City of Gainesville if required, all advertising expenses, lodging, meals, rentals cars, and any other soft cost expenses necessary to complete the search.
6. If for any reason, a candidate hired by The City of Gainesville does not occupy the position for the first 90-days – for whatever reason – Sunshine Enterprise USA will re-do the search at no additional cost to The City.
7. All of the advertising fees are to be included in the 20% markup fee based on the salary of the open position.

*Supplemental Services

The supplemental services listed below are not included in the maximum price above. These include

Item	Description	Cost
Candidate Travel	Candidates are typically reimbursed directly by the client for travel expenses. If the client prefers a different arrangement for candidate travel, Sunshine Enterprise USA will be glad to accommodate the client's wishes.	
Recruitment video	Sunshine Enterprise USA offers the option of a customized recruitment video	\$3,000
Post-Hire Team Building Analysis	A half-day onsite workshop is \$4,000, plus travel expenses, and \$150 per person for I-OPT reports (if reports were not previously completed as part of the search process), which include Individual Analysis Report, Emotional Impact Management Report, Change Management Report, and Team Management Report. Two-Person Reports can be ordered for an additional fee of \$50 per report.	Half day: \$5,000 Travel Expenses: \$250 \$75 per report
Unexpected event	In the unexpected event the client shall request that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.	
	If the client desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.	Supplemental services will be billed out at \$250 per hour.

Billing

Professional fees for the search are billed in three equal installments during the course of the search. The initial installment is billed after the Organizational Inquiry and Analysis is completed and the position profile has been created. The second installment is billed when semifinalists are selected. The final installment is billed at the conclusion of the search. Expense (reimbursable) items and supplemental services will be billed with each of the three installments, as appropriate.

We also do not, like some firms, believe that once the expenses cap is set that we have a right to bill out 100% of the figure set. We will invoice only for actual expenses and will provide documentation. Unlike most firms, **it is not uncommon for us to leave some expense savings on the table at the end of the search that can be returned to your budget. As an example, we saved over 25% of original projected expenses for one recent client and over 30% for another.**

Consolidated Invoicing

We can provide a consolidated invoice that shows all services compiled on one master invoice. This minimizes the time required to manage separate invoices.

Electronic Invoicing

Sunshine Enterprise USA has the capability to offer Electronic Funds Transfer (EFT), Electronic Data Interchange (EDI), purchase cards and credit card processing. The convenience of these options saves time, money and energy usually spent on the approval and printing of manual check payments.

Zero-Defect Invoicing

Our corporate office generates invoices and ensures that our invoices are accurate and conform to contract standards. Invoices are generated on the Monday following the workweek. Sunshine Enterprise USA's corporate associates match the timecards to the invoices, audit the invoices for accuracy and send the invoices to the designated location.

90 Days Guarantee

If the employment of the candidate selected and appointed by THE CITY OF GAINESVILLE, as a result of a full executive recruitment, comes to an end before the completion of the first 90 days of service, Sunshine Enterprise USA LLC will provide THE CITY OF GAINESVILLE with professional services to appoint a replacement. Professional consulting services will be provided at no cost. THE CITY OF GAINESVILLE would be responsible only for reimbursable expenses. This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the ninety-days period. Additionally, should the initial recruitment efforts not result in a successful appointment, Sunshine Enterprise USA LLC will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. Sunshine Enterprise USA LLC does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

Conclusion

It is our hope that the information presented in this proposal has provided you with a clear understanding of how Sunshine Enterprise USA can help you meet your staffing needs. We would like to thank you for considering us as a staffing vendor. As a leader in the staffing industry, we pledge to work harder for you by providing the quality people you need who fit perfectly into your workforce.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

Service Guarantee

POLICY REGARDING POSSIBLE OUTCOMES GUARANTEES

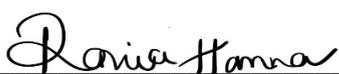
We guarantee you that we will identify and recruit highly qualified candidates for THE CITY OF GAINESVILLE position regardless of the time and effort required, and that we will complete the search to your satisfaction. We ask in return that you commit to respond to our inquiries and candidates in a timely manner, to pay our bills promptly, and to provide honest guidance to us in the course of the search on both criteria and candidates.

If the employment of the candidate selected and appointed by THE CITY OF GAINESVILLE, as a result of a full executive recruitment, comes to an end before the completion of the first 90-days of service, Sunshine Enterprise USA LLC will provide THE CITY OF GAINESVILLE with professional services to appoint a replacement. Professional consulting services will be provided at no cost. THE CITY OF GAINESVILLE would be responsible only for reimbursable expenses. This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the ninety-days period. Additionally, should the initial recruitment efforts not result in a successful appointment, Sunshine Enterprise USA LLC will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. Sunshine Enterprise USA LLC does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

Five Way Guarantee

Sunshine Enterprise USA provides the strongest guarantee in the industry.

1. Our price is our price. You will never be charged an additional fee because we need to come to another meeting or spend extra time.
2. You always have 24/7 cell phone and email access to the executive recruiter and President.
3. If you do not find the right candidate, we will start the process over with no additional professional fees.
4. If we place a candidate who stays less than 90 days, we will conduct the search again at for no additional professional fees.
5. If we place a candidate with you, we will not directly solicit them for another job.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com

Our Vision, Mission & Values

Vision and Mission

These statements define Sunshine Enterprise USA as an organization, guiding our corporate activities and policies, setting our course for the future.

Our Vision

A Leading National Business Solution of Choice.

Our Mission

- We are a business entity
- Staffing and Recruitment is our core business
- We add value to this resource
- We contribute to the wellbeing of the society
- We contribute and give back to the community through bringing great people and great organizations together to build success.

Our Shared Values

Our values are embedded in our culture as the backbone of our business conduct, reflecting our sense of duty and responsibility in upholding our commitment towards contributing to the well-being of peoples and nation wherever we operate.

Loyalty

Loyal to corporation

Integrity

Honest and upright

Professionalism

Strive for excellence

Cohesiveness

United, trust and respect for each other

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

QUALIFICATIONS AND STAFF
GUARANTEE, WARRANTY, INSURANCE AND STANDARD APPLICABLE

Sunshine Enterprise USA "Bidder" hereby warrant to provide the services requested herein and have adequate insurance, Workers' comp., bond, organization, facilities, equipment and personnel to ensure prompt and efficient services to the City.

Sunshine Enterprise USA assigns, if we are the successful bidder, Sam Faragalla to be the one person designated to act as primary liaison between the Sunshine Enterprise USA and THE CITY OF GAINESVILLE. In addition, an alternate will be designated to act in the temporary absence of that primary liaison.

We hereby agree and confirm that we do not have any subcontractor(s) and all services provided is totally of Sunshine Enterprise USA.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

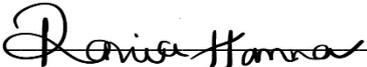
Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

ASSIGNMENT OF INTEREST

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that we shall not assign nor transfer any interest in this contract to a third party.

We hereby agree and confirm that we do not have any subcontractor(s) and all services provided is totally of Sunshine Enterprise USA.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

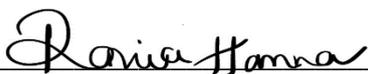
April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

ALTERNATE PROPOSAL

NO ALTERNATE PROPOSAL(S) UNDER OUR SUBMISSION HEREWITH, HEREIN AND/OR
HEREINAFTER TECHNICALLY AND/OR COMMERCIALY.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

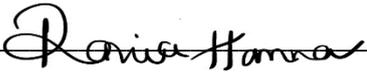
April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

CONFIDENTIALITY AND CONFIRMATION

We hereby agree to accept with the bid document and related correspondences as well as all data results obtained in the course of Recruitment Services as strictly confidential information and cannot be reproduced or used for other purposes than preparation of RFP through our channels unless strictly authorized by THE CITY OF GAINESVILLE.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

ACCEPTANCE OF RFP CONDITIONS AND CONTRACT TERMS

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms our acceptance of contract form in all general and specific terms, conditions ("T&C"), schedule, budget for the project and articles **without any exceptions and/or reservations.**

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

Certifications and Licenses

Sunshine Enterprise USA agrees, if we are the successful bidder, that is/to be certified/licensed for the types of services specified and proposed and provide copies of all applicable certifications or licenses.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

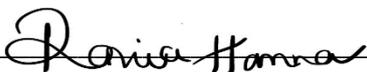
Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

BIDDER'S FACILITIES & SUPPLY BASE

Sunshine Enterprise USA, have the following facilities:

Purpose of Facility	Location	Description of major equipment
• Head Office /Administration	2759 Meadow Sage Ct. Oviedo, FL 32765	Technical Supply & Office

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

April 8, 2019

Gayle Dykeman, Procurement Specialist 3
Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Re: RFQ NO. HRDX-190032-GD

SAMPLE PROFILES AND OTHER MATERIALS

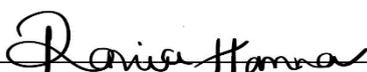
Recruiting materials including announcements, ad copy/placements, networking and invitation letters, research listings and e-mail contact lists, position profile, recruitment brochure, supplemental candidate questionnaires, evaluation/screening sheets, resume summary materials(minis), evaluation/reference reports etc are usual in our searches and are developed to fit the specific client and position. We consider some of these materials to be proprietary but will be happy to share some of the formats etc. in advance if we are selected.

The recruitment brochure almost always includes: a description of the Organization and Community; an overview of the position with duties and responsibilities, Issues, Challenges and Opportunities, Qualifications including education and experience, candidate expertise, management style and personal traits, Compensation, and the Application Process. The brochure also includes pictures of the Organization and Communities, the THE CITY OF GAINESVILLE Logo etc.

We also conduct media checks on candidates as well as education, license and certification checks on leading candidates/finalists, being invited for interview. As previously mentioned we also arrange for a full and complete background check on the finalist(s) and have specific forms for education, certifying and licensing bodies, candidate signed release forms/authorization forms etc.

In addition we provide weekly electronic/e-mail and written status reports on the search, a "Progress Report" with information on Leading Candidates, and a "Final Report" for use at the interview with Finalists that includes, resumes, summary materials, supplemental materials/information, interview questions, interview rating forms, interview process/legal information, etc.

Sample profiles of previously conducted searches are attached.

Signature:  _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Executive Search Recruited Positions

Finance

Finance Director Chief Financial Officer Finance Manager
Assistant Director of Finance
Finance Controller/Auditor/Comptroller Senior Accountant
Budget Officer

Public Works/Utilities/ Engineering

City Engineer
Assistant City Engineer
Director of Public Services
Public Works Director
Public Works Assistant Director
Water District Executive Director
Water District General Manager
Planning & Engineering Director
Director of Projects & Engineering
Engineering Project Manager
City Planner
Chief Plant Operator
Assistant Utilities Director
Director of Utilities
Engineering Services Manager for Water District
Assistant General Manager for Water District
Construction Operation Manager
Construction Project Manager

Administration

City Manager/City Administrator Deputy City Manager
Assistant City Manager Assistant County Manager City Secretary

Administrative Services/Internal Services

Administrative Services Director Manager of Town Services Management Assistant
Chief Performance Officer
Human Resources/Civil Services Director
Director of Human Resources & Risk Management Intergovernmental Services Manager
Fleet Equipment Services Manager Facilities Services Manager
Assistant Municipal Garage Superintendent Fixed-Base Operator Services
Arts Director

Development Services

Community Development Director/Manager Development Services Director
Deputy Director of Development Services Tourism and Community Development Director
Community Services Administrator
Senior Building Inspector/Building Inspector Chief Building Official
Building Official City Inspector New Urbanist

Economic Development, CVB

Assistant Economic Development Director CVB Executive Director
Downtown Development Director
Economic Development Director/Executive Director Economic Development Corporation President/CEO

Information Technology

IT Director
Chief Technology Officer/Chief Information Officer IT Assistant Director
IT Manager
IT Manager (Police Department) IT Developer
GIS Manager
Senior Software Developer

Legal

City Attorney (Individual and Firm) First Assistant City Attorney
Court Administrator

Public Safety/EMS/Emergency Management

Emergency Management Coordinator
EMS Executive Director
Executive Director
Director of Safety
Safety Manager



Union Sanitary District



protecting human health and the environment.

Chief Financial Officer



Announcing an Exciting Employment Opportunity Chief Financial Officer \$171,553 to \$225,164



*Apply by August 28, 2017
Recruiting Services Provided by
SUNSHINE ENTERPRISE USA*

*Sam Faragalla, Executive Vice President
Sunshine Enterprise USA
Cell: 407-308-7989
Email: samf@sunshinetours-usa.com*

*Recruitment open: July 24, 2017
Apply Maximum By: August 28, 2017
Tentative Interview Date(s): September 11, 2017
Tentative Start Date: October 2017 (or as agreed)*



protecting human health and the environment.

Chief Financial Officer



Union Sanitary District operates a 33 million gallon per day wastewater treatment facility in Union City and provides collection, treatment and disposal services to a total population of over 347,000 in Fremont, Newark and Union City, California. The District maintains over 800 miles of underground pipeline in its service area.

Board of Directors

Regular Board Meetings are held the 2nd and 4th Monday of each month at 7:00 p.m. in the Boardroom at the Union Sanitary District Office located at 5072 Benson Road in Union City, California.

Doing Business with USD

The Materials Management Team (MMT) serves the needs of internal and external customers in the areas of purchasing, inventory, warehousing, and risk management. We purchase materials and services and manage inventory so that District employees have the necessary products and services to perform their work.

Careers at USD

Information about careers and current openings at Union Sanitary District

Mission, Facts, and History

Information about our mission, facts, and history at Union Sanitary District.

Awards and Recognition

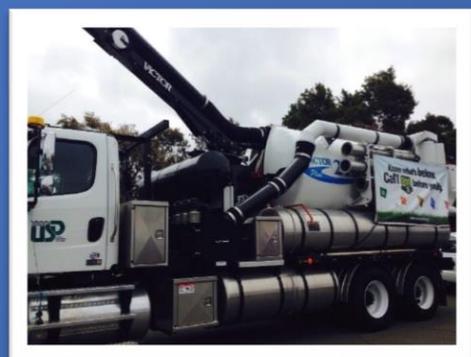
Information about Awards and Recognition at Union Sanitary District.

Financial Information

The Finance Department is responsible for financial planning and analysis, internal control and auditing, cash and investments, payroll, accounts payable and receivable.

Alvarado Treatment Plant

USD maintains dozens of facilities and thousands of pieces of equipment at our 33-acre treatment plant in Union City.



Chief Financial Officer



The District

The Union Sanitary District (USD) is an award-winning, innovative independent special district formed in 1918 providing wastewater collection, treatment, and disposal services to the residents and businesses in the Tri-cities of Fremont, Newark, and Union City in southern Alameda County (south-eastern Bay Area). USD, governed by a five-member Board of Directors elected from the Tri-cities, is committed to providing exceptional service to its customers through the fulfillment of its Mission Statement, “to safely and responsibly collect and treat wastewater for the Tri-cities while protecting human health and improving the environment in a way that benefits our customers, employees, and the community.”

The District serves 340,000 residents and over 3,000 commercial and industrial parcels. The USD service area encompasses 60.2 square miles with 789 miles of gravity sewers, 25 miles of large diameter force mains and 6 pump stations. In 2014, the District treated an average dry weather flow of approximately 24 MGD and the plant has a total average dry weather capacity of 33 MGD. The District’s 2014 operational budget is approximately \$32.7 million with a total budget of \$51.2 million. The ten-year capital budget plan is \$200 million.

The District employs 137 staff and is organized into five work groups which include Treatment and Disposal Services; Collection Services; Fabrication, Maintenance, and Construction; Technical Services; and Business Services.

USD is a team-based organization and its teams embody the District’s commitment to collaboration. Professional, technical, and field operations employees are organized into teams led by a “Coach,” or front-line manager. Team members have input into key decisions that affect their daily work lives and often have decision-making authority over these issues, e.g., equipment purchases, training budgets, and work schedules.

All of USD’s teams strive to provide excellent customer service to both internal and external customers. Employees at all levels participate on task forces and committees to address District-wide issues, resulting in increased cooperation among different disciplines and greater appreciation for each other’s expertise.





Chief Financial Officer



The Chief Financial Officer

Reporting to the General Manager, the Chief Financial Officer (CFO) manages the Business Services Work Group, including the development and implementation of work group and team goals, objectives, and priorities for each service area; and manages the District-wide administrative functions of finance, budgeting, accounting, internal audit, investments, and financial analyses; centralized purchasing, central stores, and inventory control; safety and risk management; training; organizational performance and information technology. Although the position resides within this work group, the Human Resources Administrator works directly with the General Manager to strategically manage the District's Human Resources Program.

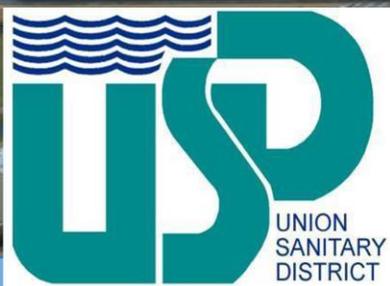
The CFO works directly with the General Manager, Board of Directors, and Executive Team to develop, implement, and manage District financing plans set forth by policy, ordinance, and Board approval.

This position manages all accounting and finance functions, including but not limited to financial reporting, short- and long-range economic forecasts and analyses, budgets, management of unfunded liabilities, revenue, cash flow, audits, investment management, contracts, long-term debt issuance, and rate setting.

Key Responsibilities

- Ensure compliance with regulatory and governmental accounting and financial reporting standards, including IRS, SCO, GASB, GAAP, PERS, ICMA and other legal requirements and principles of sound financial operations, good stewardship of public funds, and strategic objectives.
- Oversee preparation of O&M and CIP budgets and forecasting of cash flows for operating budget and capital expenditures and revenues; identify impacts on the District's rate structure; oversee establishment of financial controls and review of expenditures; present budget recommendations to the Board of Directors for approval.
- Oversee implementation of the IT Master Plan.
- Serve as District Treasurer; manage the District's investments and portfolio, maximizing income and safety through daily and long-range investment policies; administer bond programs and secure tax exempt and other financing; establish internal control systems and procedures to ensure audit compliance; annually review investment policies and recommend revisions as appropriate.
- Ensure that District employees receive effective assistance through an automated IT Help Desk function; periodically evaluate cost effectiveness of existing software to meet user needs.
- Oversee general liability, property damage, vehicular physical damage, catastrophe insurance, loss recovery, and crime insurance programs.
- Manage the purchasing function and recommend changes to the District's Purchasing policy.

Chief Financial Officer



The Ideal Candidate Will:

- Be skilled in addressing strategic, management, and organizational issues.
- Manage effectively in a team-based organization that values customer service, employee involvement, and continuous improvement.
- Be both a technical expert and an outstanding manager of people and other resources.
- Bring the values of honesty, stewardship, customer service, fiscal prudence, transparency, and a strong work ethic.
- Have a history of and demonstrated ability to make decisions on matters such as personnel issues, project alternatives, and budget expenditures.
- Practice clear, honest two-way communication and promote openness, mutual respect, and collaborative working relationships.
- Be committed to working in partnership with unions and promoting a collaborative labor-management relationship.
- Be an effective mentor and coach, and motivate and empower staff to achieve established goals.
- Communicate effectively with the Board of Directors, other governmental agencies, and the public.
- Possess excellent verbal, presentation, and written communication skills.
- Demonstrate commitment to the training and development of staff.
- Encourage initiative, creative problem-solving, innovation, and out-of-the-box thinking; exhibit adaptability when implementing change; share information to create improvements.
- Act as a trusted and confidential advisor to the General Manager.

Qualifications

- Must possess a Bachelor's degree in finance, accounting, public or business administration, or a closely related field. A master's degree is desirable.
- Certification as a Certified Public Accountant (CPA) is highly desirable.
- Seven years' increasingly responsible experience in public financing and accounting and a minimum of one of the functional areas managed by this position; exposure to two other functional areas is desired. Three years' experience must have been in

Compensation & Benefits

The annual salary range is \$171,553 to \$225,164, depending on qualifications and experience.

The District offers a comprehensive and competitive benefits package including:

- CalPERS retirement 2.5% at 55 formula. (If new to CalPERS or not from an agency with reciprocity with CalPERS, the formula is 2% at 62 by pension reform law.)
- Medical, dental and vision insurance substantially paid for by the District for the employee and family.
- Deferred compensation matching up to \$4,200 per year.
- Administrative leave of 40 hours per year, 40 hours of "floating holiday" leave per year, and vacation starting at two weeks per year, and 40 hours of paid Administrative Leave per year.
- Retiree medical benefits up to \$575 per month depending on years of service.
- Work schedule options are a standard 40-hour schedule or a 9-80 schedule.

The deadline to apply is 4:00 p.m., August 28, 2017.

The Union Sanitary District is an equal opportunity employer encouraging workforce diversity.

REQUIRED SUBMITTALS

April 8, 2019

Gainesville.
Citizen centered
People empowered

ADDENDUM NO. 1

Date: March 28, 2019

Bid Date: April 10, 2018
at 3:00 P.M. (Local Time)

RFQ Name: Executive Search Services

Bid No.: HRDX-190032-GD

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), April 3, 2019. Questions may be submitted as follows:

Email: dykemangb@cityofgainesville.org

Subject: Questions – RFQ HRDX-190032-GD

2. Please find attached:

- a. Copy of the black out period (Cone of Silence) information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during non-mandatory pre-bid meeting.
- b. Copy of the pre-bid sign-in sheet for your information.

3. Gayle Dykeman, Procurement Division, discussed bid requirements.

- a. This was a call in non-mandatory pre-bid conference. Attendees were registered via phone by Gayle Dykeman.
- b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on April 10, 2019. Any bids received after 3:00 p.m. on that date will not be accepted.
- c. Question must be submitted in writing, via email, to dykemangb@cityofgainesville.org and are due by 3:00pm April 3, 2019.
 - i. All communication must be through Gayle Dykeman only. Do not communicate with other City staff.
- d. Sign, date and return all Addenda
- e. Discussed that bid form must be signed
- f. Discussed minimum requirements, page 3 of the RFQ package
- g. Discussed Scope and Requested Services, page 2 of the RFQ package
- h. Proposal Response Requirements commence on page 19. All required forms are marked as such at the top of the form.



4. Audrey Gainey, Talent Acquisition Manager, discussed the scope of the project, reviewing the information indicated in the RFQ. The RFQ is for Executive Level Searches for high level opportunities in the City of Gainesville. It is expected that the searches will be nationwide and embrace diversity. The searches will be conducted for both General Government and Gainesville Regional Utilities, which may have some very specific utility-based employment needs. While for the most part, the searches are expected to be 'standard', the City is also looking for innovative tools and techniques for recruiting.

The following are answers/clarifications to questions received at the pre-bid conference.

5. Question: How many executive searches do you anticipate to occur over the course of the three year initial contract?
Answer: This number is undetermined. Firms will be engaged as vacancies occur. We do anticipate; however, having three (3) openings this calendar year.
6. Question: How many executive searches currently occur each year?
Answer: This number fluctuates based on turnover; however, in the last three years we have engage firms to assist with eight (8) Executive level searches.
7. Question: Would the City actively recruit while it has also engaged an Executive Search firm for the same position?
Answer: The City will post the open position on its employment opportunities page, but refers all interested applicants to the Executive Search Firm.
8. Question: Is there one winner?
Answer: We are looking to have at least three (3) firms with a variety of market expertise. Decisions will be made based on the diversity of expertise made available through the responding firms.
9. Question: When was the last time the City went out to bid in order to acquire Executive Search Firms?
Answer: A very long time ago. Not in recent memory.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Sunshine Enterprise USA

BY: Rania Hanna, President

DATE: 04/08/2019



CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

Ronnie Hanna



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER South Pointe Services, LLC 16637 Fishhawk Blvd Ste 104 Lithia FL 33547		CONTACT NAME: Meghan Harris PHONE (A/C. No. Ext): (813) 661-0382 E-MAIL ADDRESS: meghan@spisfla.com FAX (A/C. No):	
INSURED Sunshine Enterprise USA LLC 782 Seneca Meadows Rd Winter Springs FL 32708		INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10851	

COVERAGES **CERTIFICATE NUMBER:** 18.19 Master COI **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		91MLN00144-181	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			91MLN00144-181	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability E&O			91MLN00144-181	6/1/2018	6/1/2019	Each Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For any and all work performed on behalf of City of Plant City

CERTIFICATE HOLDER City of Plant City Procurement Division 302 W Reynolds St Plant City, FL 33563	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mike Smolen/MEG
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER South Pointe Services, LLC 16637 Fishhawk Blvd Ste 104 Lithia FL 33547		CONTACT NAME: Meghan Harris PHONE (A/C, No, Ext): (813) 661-0382 E-MAIL ADDRESS: meghan@spisfla.com FAX (A/C, No):	
INSURED Sunshine Enterprise USA LLC 782 Seneca Meadows Rd Winter Springs FL 32708		INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10851	

COVERAGES **CERTIFICATE NUMBER:** 18.19 Master COI **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		91MLN00144-181	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			91MLN00144-181	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability E&O			91MLN00144-181	6/1/2018	6/1/2019	Each Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder shall be named as Collier County Board of County Commissioners, OR, Board of County Commissioners in Collier County, OR Collier County Government, OR Collier County for any and all work performed on behalf of Collier County.

CERTIFICATE HOLDER Collier County Board of Commissioners 3295 Tamiam Trl E Naples, FL 34112	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mike Smolen/MEG 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER South Pointe Services, LLC 16637 Fishhawk Blvd Ste 104 Lithia FL 33547		CONTACT NAME: Meghan Harris PHONE (A/C, No, Ext): (813) 661-0382 E-MAIL ADDRESS: meghan@spisfla.com FAX (A/C, No):	
INSURED Sunshine Enterprise USA LLC 782 Seneca Meadows Rd Winter Springs FL 32708		INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10851	

COVERAGES **CERTIFICATE NUMBER:** 18.19 Master COI **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		91MLN00144-181	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			91MLN00144-181	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability E&O			91MLN00144-181	6/1/2018	6/1/2019	Each Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For any and all work performed on behalf of The City of Cape Coral.

CERTIFICATE HOLDER The City of Cape Coral, Florida Cape Coral City Hall, 2nd Floor 1015 Cultural Park Blvd Cape Coral, FL 33990	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mike Smolen/MEG
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NELSONS INSURANCE SERVICES INC 10 N PARK AVE APOPKA FL 32703		CONTACT NAME: BRYAN NELSON PHONE (A/C, No, Ext): (407) 886-7553 E-MAIL ADDRESS: BNELSONINS@AOL.COM FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: FWCJUA	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED SUNSHINE ENTERPRISE USA LLC 782 SENECA MEADOWS ROAD WINTER SPRINGS FL 32708 FEIN: 822013540			

COVERAGES**CERTIFICATE NUMBER:** 1806010022**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	5759B319	4/10/2018	4/10/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

MINIMUM PREMIUM POLICY

CERTIFICATE HOLDER

Collier County Board of Commissioners
 3295 Tamiami Trail East
 Naples FL 34112
 Phone Number: (239) 252-8407

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

State of Florida

Department of State

I certify from the records of this office that SUNSHINE ENTERPRISE USA L.L.C. is a limited liability company organized under the laws of the State of Florida, filed on June 29, 2017, effective July 1, 2017.

The document number of this limited liability company is L17000140922.

I further certify that said limited liability company has paid all fees due this office through December 31, 2019, that its most recent annual report was filed on March 24, 2019, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of March,
2019*



Ronald R. DeSantis
Secretary of State

Tracking Number: 4525952012CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L17000140922
FILED 8:00 AM
June 29, 2017
Sec. Of State
cmwood

Article I

The name of the Limited Liability Company is:
SUNSHINE ENTERPRISE USA L.L.C.

Article II

The street address of the principal office of the Limited Liability Company is:
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

The mailing address of the Limited Liability Company is:
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

Article III

Other provisions, if any:

WE ARE A FAMILY OWNED, BUSINESS ENTITY THAT TAKES GREAT PRIDE IN EXCELLENT CUSTOMER SERVICE. WE BELIEVE IN DOING THE RIGHT THING BY COMMUNICATING OPENLY AND HONESTLY.

Article IV

The name and Florida street address of the registered agent is:
RANIA G HANNA
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: RANIA HANNA

Article V

The name and address of person(s) authorized to manage LLC:

Title: MGR
RANIA G HANNA
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

L17000140922
FILED 8:00 AM
June 29, 2017
Sec. Of State
cmwood

Article VI

The effective date for this Limited Liability Company shall be:

07/01/2017

Signature of member or an authorized representative

Electronic Signature: RANIA HANNA

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Rania Hanna		
	2 Business name/disregarded entity name, if different from above Sunshine Enterprise USA		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ C Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 782 Seneca Meadows Rd	Requester's name and address (optional)	
	6 City, state, and ZIP code Winter Springs, FL 32708		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	2		-	2	0	1	3	5	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 07/08/2017
------------------	----------------------------	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

- An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
- Form 1099-INT (interest earned or paid)
 - Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 - Certify that you are not subject to backup withholding, or
 - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



SEMINOLE COUNTY BUSINESS TAX RECEIPT

JOEL M. GREENBERG, SEMINOLE COUNTY TAX COLLECTOR
PO BOX 630 | SANFORD, FL 32772 | 407-665-1000
WWW.SEMINOLECOUNTY.TAX

VALID THROUGH 09/30/19

SUNSHINE ENTERPRISE USA L.L.C.
2759 MEADOW SAGE ST
OVIEDO, FL 32765

Account #: 205023

NOT REGULATED

SAMEH FARAGALLA (OFFICER)

Receipt #: 60262019040200007

Amount Paid: \$ 56.25

Date Paid: 04/02/2019

BUSINESS OWNER, PLEASE NOTE THE FOLLOWING:

• **DISPLAY THE ABOVE RECEIPT PROMINENTLY:** This Business Tax Receipt shall be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County. Upon failure to do so the business shall be subject to the payment of another business tax for the same business or profession.

• **RENEW THIS TAX BEFORE IT EXPIRES:** Pursuant to Florida Statutes, all Business Tax Receipts shall be issued by the Tax Collector beginning July 1st of each year, and it shall expire on September 30th of the succeeding year. Those Business Tax Receipts issued as renewal accounts beginning October 1st shall be delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provided that the total penalty shall not exceed 25% of the business tax for the delinquent establishment (Florida Statute [FS] 205.053 [1]).

A 25% penalty shall be imposed on any individual engaged in any new business or profession without first obtaining a Seminole County Business Tax receipt ([FS] 205.053 [2]).

This Business Tax Receipt is only a receipt for business taxes paid. It does not permit the taxpayer to violate any existing regulatory or zoning laws of the state, county, or municipality, nor does it exempt the taxpayer from any other required licenses, registrations, certifications, or permits. Business Tax requirements are subject to legislative change.

• **REPORT ALL CHANGES:** The holder of this Business Tax Receipt is required to report a change in the following: Ownership, Business Location, Mailing Address, or any other information that would alter the status of the current year's information. This includes, but is not limited to, the loss of or a change in a State or Regulatory License which was used to qualify for the business identified on the current County Business Tax Receipt. If you have any changes to report, contact the Business Tax Department at 407-665-7636.

SUNSHINE ENTERPRISE USA L.L.C.
2759 MEADOW SAGE ST
OVIEDO, FL 32765

SECTION V – ATTACHMENTS & FORMS

ATTACHMENT A - PROPOSAL RESPONSE FORM – SIGNATURE PAGE

(Submit this form with your proposal.)

TO: City of Gainesville, Florida
200 East University Avenue
Gainesville, Florida 32601

PROJECT: Executive Search Services

RFQ#: HRDX-190032-GD

RFQ DUE DATE: April 10, 2019, 3:00pm

Proposer Company's Legal Name: Sunshine Enterprise USA LLC

Proposer Company's Alias/DBA: Sunshine Enterprise USA

Proposer Company's Address: 2759 Meadow Sage Court
Oviedo, FL 32765

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: Rania Hanna Telephone Number 407-308-7989

Date: 04/08/2019 Fax Number _____

Email address raniah@seu-usa.com

ADDENDA

The Proposer hereby acknowledges receipt of Addenda No.'s 1, _____, _____, to these Specifications.

TAXES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

LOCAL PREFERENCE (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions) YES NO

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit C hereto)

Check One:

- Living Wage Ordinance does not apply
(check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.

- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville’s living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFQ.

ATTEST:



 Signature
 Print Name: Sam Faragalla
 Title: Vice President

(CORPORATE SEAL)
PROPOSER:



 Signature
 Print Name: Rania Hanna
 Title: President

ATTACHMENT B - BUSINESS REFERENCES

(Submit this form with your proposal.)

PROPOSER: Sunshine Enterprise USA

PROJECT: Executive Search Services

BID#: HRDX-190032-GD **PROPOSAL DUE DATE:** April 10, 2019; 3:00pm local time

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years.

#1 Assignment dates (i.e. 6/2018 to 9/2018): October-December 2018

Project Client Name: Pinellas Suncoast Transit Authority (PSTA)

Project Description: Placement of Transportation Project Engineer

City, State Zip: St. Petersburg, Florida 33716

Client Contact Name: Trish Collins

Phone Number: (727) 540-1855 Fax Number: _____

Email Address: pcollins@psta.net

#2 Assignment dates (i.e. 6/2018 to 9/2018): 2014-2019

Project Client Name: The Middlesex Corporation

Project Description: Project Managers, Engineers and Operation Managers

City, State Zip: Orlando, FL 32824

Client Contact Name: Mohamed El-Ayoubi

Phone Number: (407)360-4904 Fax Number: _____

Email Address: elayoubie@gmail.com

#3 Assignment dates (i.e. 6/2018 to 9/2018): 2018-Present

Project Client Name: Dura-Stress

Project Description: Quality Control

City, State Zip: Leesburg, FL 34748

Client Contact Name: Maylin Connors

Phone Number: 352-787-1422 Fax Number: _____

Email Address: mconnors@durastress.com

ATTACHMENT C – PRICING

HRDX-190032-GD

(Submit this form with your proposal.)

Please provide your pricing structure, i.e. flat fee, percent of job salary, etc. **Please place this page in a separate envelope**, as pricing is not an aspect of the evaluation process, but will be included in the awarded contracts.

Respondent's Company Name: Sunshine Enterprise USA
Contact Name: Rania Hanna, President
Contact Email: raniah@seu-usa.com
Contact Phone: 407-633-0188

Proposal Costs Sheet and Rates

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that:

1. Sunshine Enterprise USA agrees to honor the fixed price structure as bid.
2. Sunshine Enterprise USA agrees to honor the set maximum 20 percentage (20%) First Year Salary charge that The City of Gainesville can be invoiced per each professional position that is filled. (i.e., Head of Engineering, base salary \$225,000 x 20% = \$56,250. They City will be invoiced for the amount of \$56,250).
3. Sunshine Enterprise USA agrees that the cost must be all inclusive to include agency travels, up to two trips to the City, lodging, and other expenses. Cost is to include criminal background checks, credential checks including educational credentials, and credit/financial checks on selected candidates to be interviewed by The City of Gainesville.
4. Sunshine Enterprise USA agrees that the cost incurred by actual candidates interviewed by The City of Gainesville Staff will be paid separately to Sunshine Enterprise USA and according to the City guidelines. (Ex: airline tickets, lodging, meals, car rentals, lodging, meeting rooms for interviews and catering services. This list is not all inclusive, The City may request additional services to be provided for the interviewees as needed. Sunshine Enterprise USA will invoice The City for the candidate's expenses without any mark-up fees. The City of Gainesville will pay Sunshine Enterprise USA for all approved expenses.
5. Sunshine Enterprise USA agrees to be responsible for all out of pocket expenses such as: clerical, administrative support, travels including up to two (2) visits to The City of Gainesville if required, all advertising expenses, lodging, meals, rentals cars, and any other soft cost expenses necessary to complete the search.
6. If for any reason, a candidate hired by The City of Gainesville does not occupy the position for the first 90-days – for whatever reason – Sunshine Enterprise USA will re-do the search at no additional cost to The City.
7. All of the advertising fees are to be included in the 20% markup fee based on the salary of the open position.

ATTACHMENT D - DRUG FREE WORKPLACE FORM
HRDX-190032-GD

(Submit this form with your proposal.)

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

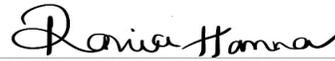
Sunshine Enterprise USA

does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



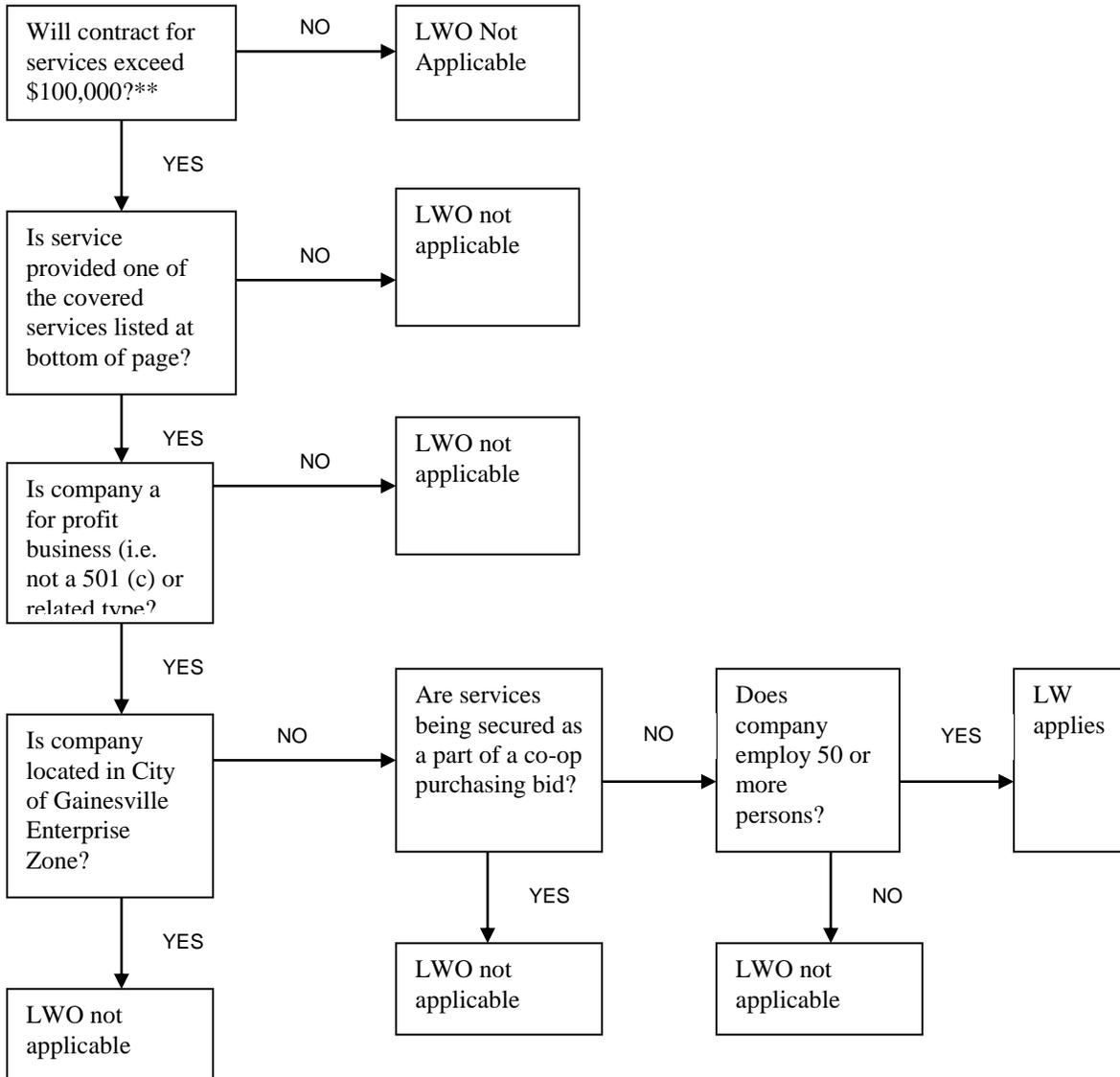
Bidder's Signature

4/8/2019

Date

ATTACHMENT E - LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



***Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services
****Total value of contract.**

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Attachment E hereto)

HRDX-190032-GD

(Submit this form with your proposal.)

Check One:

- Living Wage Ordinance does not apply
(check all that apply)
- Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

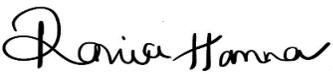


CITY OF GAINESVILLE
CERTIFICATION OF COMPLIANCE WITH LIVING WAGE
HRDX-190032-GD

(Submit this form with your proposal.)

The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Executive Search Services a living wage of \$12.3798 per hour to covered employees who receive Health Benefits from the undersigned employer and \$13.6298 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: <u>Sunshine Enterprise USA</u>
Address: <u>2759 Meadow Sage Ct Oviedo, FL 32765</u>
Phone Number: <u>407-633-0188</u>
Name of Local Contact Person <u>Sam Faragalla</u>
Address: <u>2759 Meadow Sage Ct Oviedo, FL 32765</u>
Phone Number: <u>407-308-7989</u>
\$ _____ (Amount of Contract)

Signature:  Date: 4/8/2019

Printed Name: Rania Hanna

Title: President

SAMPLE CONTRACT FOR EXECUTIVE SEARCH FIRM SERVICES
FOR

THIS CONTRACT is entered into this ___ day of _____, 20__ between the CITY OF GAINESVILLE, a municipal corporation existing under the laws of the State of Florida (the "City") and _____ ("Contractor").

WHEREAS, the City requires the services of an experienced, well-qualified executive search firm to recruit, assess and screen, as stated herein, highly-qualified candidates for the _____ position;

WHEREAS, the Contractor has extensive experience in conducting successful executive searches to fill critical executive/management level positions within large organizations, and is willing and able to perform executive search firm services as more specifically set forth herein.

NOW, THEREFORE, in consideration of the covenants, agreements and promises of the City and Contractor contained herein, it is agreed by and between the parties as follows:

ARTICLE I - Scope of Services

1. Develop recruitment materials that describe the _____ position, the City organization, the community, and other pertinent information. Advise candidates that their submittals will be subject to disclosure under the Public Records Act.

2. Develop a timeline and strategy for recruitment. At a minimum, the Contractor shall perform an executive search and nationally advertise to identify highly-qualified, diverse candidates. The strategy for recruitment must include outreach efforts that ensure the inclusion of qualified candidates from diverse backgrounds.

3. Acknowledge receipt of candidates' application materials.

4. Review resumes and conduct initial screening of all candidates' applications utilizing the job criteria provided by the City, subject to final approval by the City Manager or his Designee.

5. Within thirty (30) days from the date that this Contract is executed by the parties, Contractor shall provide to the City a list of all candidates that meet the minimum qualifications for the _____ position as well as a list of at least three (3) recommended and fully developed candidates with information about each candidate, including the candidates' resumes; candidate data sheets; search metrics; a written summary detailing the candidate's qualifications and background.

6. Assist with the onsite portion of the selection process, including scheduling interviews and other onsite activities, developing interview questions or tests, and making travel arrangements.

7. Assist the City as needed in the selection of the finalist and negotiating the job offer with the finalist.

8. Provide notification to all candidates not selected for the position.

9. Ensure the selection process conforms to the law, as well as the City's hiring policies, procedures, and practices.

10. Work in close coordination with the City's Human Resources Department on all matters under this Contract, and respond to the City Manager or designee, as directed.

11. Respond to all candidates inquiries, including production of all correspondence throughout the recruitment process; and perform any administrative activity incidental to, required by and generally included as part of the service of a full executive recruitment.

12. Contractor will conduct reference checks and document the results in a final Reference Report. Contractor's reference checks consist of asking specific questions of selected references with regard to the facts of the candidate's career history. Contractor will also request confirmation from a third party vendor of each post-secondary degree that the candidate has earned from a U.S. or Canadian college or university, as well as confirmation of any state-sponsored professional licensure or certification required for the position held by the candidate (e.g., CPA, bar memberships), as represented by the candidate.

13. Standard of Care. The Contractor shall undertake services covered by this Contract using the requisite degree of skills necessary to produce an acceptable work product. The standard of care applicable to the Contractor's services will be the degree of skill and diligence normally employed by executive search firms performing the same or similar services.

ARTICLE II - Term

This Contract shall become effective upon execution and continue through _____. Time is of the essence, and all services and deliverables shall be completed within the above time period.

ARTICLE III - Compensation

A. Service Fees and Expenses. The City shall compensate the Contractor a retainer fee for services in connection with all tasks outlined herein ("Service Fees") which will be based on _____ of the candidate's projected total first year cash compensation (e.g., base salary, target bonus, sign-on bonuses, and any other cash components) of _____. Thus, Contractor's Service Fees is _____. In addition, the City shall also compensate Contractor a flat administrative fee of _____. The Service Fees and the administrative fee are payable as follows:

B. The compensation shall be payable as follows:

1. _____ of the compensation which equals to _____ will be due, and deemed earned, upon search commencement for the _____ (ie., upon advertisement).
2. _____ (second retainer installment) will be due, and deemed earned, upon delivery of the application materials described in Article I, ¶5.
3. The _____ (third retainer installment) will be due, and deemed earned, when the successful candidate enters into a service relationship with the City.
4. In the event that the City is not satisfied with the candidates presented, or that no candidate from the initial recruitment enters into a service relationship with the City, the Contractor will continue to search for candidates and will perform all above-referenced services as needed to select and place a candidate, that is acceptable to the City, into service, until this Contract terminates and for no additional compensation to the Contractor, and only reimbursement of the Contractor's out-of-pocket expenses.

The City shall pay the Contractor the sums due, as described above, subject to City's receipt of a verified invoice.

ARTICLE III - City Responsibilities

The City shall provide Contractor with the _____ job criteria, as well as generally assist the Contractor in the selection process

ARTICLE IV - Miscellaneous

A. Records/Audit.

Contractor shall maintain records sufficient to document its completion of the scope of services established by this Contract. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized the City. These records shall be kept for a minimum of three (3) years after completion of the Contract. Records which relate to any litigation, appeals or settlements of claims arising from performance of the Contract shall be made available until a final disposition has been made of such litigation, appeals or claims.

Florida has a very broad public records law. By entering into this Contract with the City, the Contractor acknowledges that it will comply with the Florida Public Records Act (Chapter 119, Florida Statutes). In complying with the Florida Public Records Act, the Contractor shall:

1. Keep and maintain public records required by the City to perform the service;
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
3. Ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City; and
4. Upon completion of the Contract, transfer to the City, at no cost, all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
5. Failure to comply with the Florida Public Records Act, including failure to provide a public record upon request, is a breach of this Contract between the City and the Contractor. The City may pursue all remedies for breach of this Contract.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE

CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT TALENT ACQUISITION MANAGER AT 352-393-8707 OR _____ OR PO BOX 490, STATION 20, GAINESVILLE, FLORIDA 32627-0490.

B. [Reserved]

C. Termination. The Contract may be terminated by either party without cause upon thirty (30) days prior written notice to the other party. In the event of termination, the Contractor shall be compensated for services rendered up to and including the day of termination and shall provide to the City, within the thirty (30) notice period, all non-confidential records, information, documents and communications in its possession or control relating to the services performed under this Contract.

D. Non-assignability. Neither party will assign or transfer any interest in the Contract without prior written consent of the other party.

E. Applicable Law. This Contract shall be governed and interpreted by the laws of the State of Florida, except for its conflict of laws provisions, and venue shall be in the courts of Alachua County, Florida.

F. Independent Contractor. Contractor shall be considered an independent contractor and as such shall not be entitled to any right or benefit to which City employees are or may be entitled to by reason of employment. Except as specifically noted in the Contract, Contractor shall be solely responsible for the means, method, techniques, sequences, and procedures utilized by the Contractor in the full performance of the Contract.

G. Entire Agreement. This Contract constitutes the entire agreement between the parties hereto with respect to the subject matter herein. Modifications of this Contract shall be in writing, signed by the parties, and incorporated as written amendments to the Contract prior to becoming effective.

H. Indemnification. The Contractor shall indemnify the City, its officials, agents and employees, and save it harmless from any and all suits, claims, actions, demands, fines, fees, expenses, penalties, proceedings, damages, liability and expense, including reasonable attorneys' fees, of any kind or nature arising or growing out of or in any way connected with Contractor's breach of performance of the Contract, whether by act, omission, negligence, or intentional wrongdoing of the Contractor, its agents, servants, employees or others.

I. Insurance. Contractor shall provide proof of insurance in the amounts below:

1. Workers' Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.
2. General Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage of \$1,000,000 per occurrence (combined single limit for bodily injury and property damage). The City shall be an additional insured on such Public Liability Insurance upon its written request

and the Contractor shall provide copies of endorsements naming the City as additional insured.

3. Automobile Liability Insurance consisting of property damage coverage of \$500,000 per occurrence (combined single limit for bodily injury and property damage).
4. The Contractor shall furnish the City a certificate of insurance in a form acceptable to the City or standard for the insurance required. Contractor will endeavor to provide City with thirty (30) days written notice (except the City will accept ten (10) days written notice for non-payment) prior to cancellation or material reduction in the above coverage amounts.

J. Sovereign Immunity. The Contractor and the City agree that nothing in this Contract shall be interpreted as a waiver of the City's sovereign immunity under 768.28, Florida Statutes.

K. Notice. Any notice, acceptance, request or approval from either party to the other party given or requested under the provisions of this Contract shall be in writing and either delivered personally or sent by certified or registered mail, return receipt requested, and shall be deemed to have been received upon delivery with signed proof of delivery. The City's representative and the Contractor's representative are as follows:

CITY: City of Gainesville, Human Resources Department

222 East University Avenue
Gainesville, Florida 32601

CONTRACTOR: _____

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed for the uses and purposes therein contained on the day and year first above written.

Vendor Name

By:

Date

WITNESS:

CITY OF GAINESVILLE

By:

Date

Date

Approved as to form and legality:

By: City Attorney

Date