NOTICE OF CONTRACT MODIFICATION.

PLEASE ADD THE FOLLOWING AS A REQUIREMENT TO THIS CONTRACT:

Contractor agrees to maintain for at least two years and to provide to the University data regarding race, gender, ethnicity, disability status and protected veteran's status regarding all applicants and offerees sufficient for the University to comply with its obligations under federal law, including, without limitation, Executive Order 11246 and the regulations set forth in 41 C.F.R. Parts 60-1, 60-2, 60-300, and 60-741.


EXTENSION: NONE

VENDOR CONTACT INFORMATION:
Principal Contact:
Emily Myers
OFFICE - 478-330-6222
CELL - 478-747-6432
FAX - 478-330-5611
EMAIL - emilymyers@MyersMcRae.com

Secondary Contact:
Jeannette Taylor, Director of Adm. Services
CELL - 478-731-8889
EMAIL - jeannettetaylor@myersmcrae.com

SERVICES WILL NOT BE NEEDED AT ONE TIME BUT AS REQUESTED OVER THE LIFE OF THE CONTRACT.

Contract can be used by other campuses and Tennessee Board of Regents Institutions. However, other campuses and institutions are under no obligation to utilize these services.

This contract is issued subject to the terms and conditions which are stated within, and referenced RFQ if applicable.

Signature

______________________________
Search Firm Services to assist with locating administrators, coaches, deans, academic chairs of excellence and other professional vacant positions at the University per the previously attached Request for Proposal specifications.

Professional Fees:
- Starting Salary Greater Than $250,000 - $65,000 Search Fee
- Starting Salary Between $150,000 and $249,999 - $40,000 Search Fee
- Starting Salary Less Than $150,000 - $30,000 Search Fee

Fixed fees to remain the same for 5 years

Out of pocket expenses in addition to Professional Fees:
- Advertising cost - normally $3000 to $4000
- Consultant Travel Expenses - normally $3,000 to $4,000
- Candidate Travel Expenses - normally $600 - $1,200 per candidate/per trip

First or business class travel is not permitted and travel reimbursement will be limited to amount specified by travel policy, see http://policy.tennessee.edu/fiscal policy/fi0705/.

Any unallowable expenses or expenses exceeding amounts specified by Policy will not be reimbursed.

If selected candidate leaves the position within 12 months, a search will be conducted to replace that individual; professional fees will be waived.

Suspension of Search:
Should the University determine that it is in their best interest to suspend a search, a meeting with the leadership of the University and Myers McRae will be made to discuss the appropriate issues and any deficiencies or misunderstandings. If unable to resolve the situation to the satisfaction of the University, Myers McRae will comply with the decision to suspend the search.
THIS CONTRACT IS BASED ON THE FOLLOWING:
2. Myers McRae Inc.'s Proposal 7000112635 dated 1/14/14
3. Myers McRae Inc.'s Best & Final Offer dated 3/27/14
4. Specifications - 12 pages
5. Standard Contract - 2 pages
6. General Proposal Conditions
7. Special Proposal Conditions

Any questions concerning this contract should be directed to Jackie Haun at jhaun4@tennessee.edu

ACCEPTED BY:
The University of Tennessee
Samantha Drenner-Johnson, Director of Purchasing

SJ/jh