

Professional Recruitment Staffing Services Agreement

This Agreement ("Agreement") is entered into as of November 5th 2025, by and between **Changing Technologies, Inc.**, a Maryland corporation with offices at 3602 13th St NW, Unit B, Washington, DC 20010 ("Contractor"), and **Jackson County Sheriff's Office, Detention Center** ("Client" or "County"), collectively referred to as the "Parties."

1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which Contractor shall provide professional recruitment and staffing services for corrections officer and detention officer positions, as outlined in the Scope of Services herein.

2. SCOPE OF SERVICES

4.0 Scope of Services

4.1 Contractor shall provide **Professional Recruitment Staffing Services** for vacancies within the Jackson County Department of Corrections, specifically for **Corrections Officer** and **Detention Officer** positions.

4.2 Contractor may reference current open positions for Corrections at www.jacksongov.org.

4.3 Contractor will coordinate directly with the Sheriff's Office, Department of Corrections Directors, and Human Resources as needed.

4.4 The Contractor shall assist the Department of Corrections in identifying and securing permanent professionals with key skills as follows:

- 4.4.1 Focus on qualified candidates for corrections officer and detention officer positions.
- 4.4.2 Employ a comprehensive recruitment approach, including rush hiring events.
- 4.4.3 Provide assistance with relocation for out-of-area candidates.

4.5 Contractor shall demonstrate direct experience in recruiting for corrections agencies by:

- 4.5.1 Evaluating local market saturation;
- 4.5.2 Identifying local and national talent sources; and
- 4.5.3 Developing strategies for sourcing candidates from both existing and new channels.

4.6 Contractor shall provide the following **Corrections Employee Services**:

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COUNTY CLERK

- 4.6.1 Recruitment and placement;
- 4.6.2 Testing and assessment;
- 4.6.3 Background checks and pre-employment screening;
- 4.6.4 Verification of essential documentation.

4.7 Contractor shall conduct and collaborate with the County on local hiring events, which may include:

- 4.7.1 Venue rental;
- 4.7.2 Meals and refreshments as requested.

4.8 Contractor shall make advertising recommendations to ensure effective and cost-efficient outreach.

4.9 Contractor shall assist in improving the hiring process for the most effective placement outcomes.

4.10 Contractor shall provide services under a **results-driven pricing model** as described in Section 5 below.

3. TERM OF AGREEMENT

This Agreement shall commence on December 1st, 2025, and shall remain in effect for [12] months, with (2) twelve-month options to extend unless terminated earlier under Section 10 (Termination).

4. RESPONSIBILITIES OF THE PARTIES

4.1 Contractor Responsibilities

Contractor shall:

- Assign qualified recruitment professionals to manage all stages of the hiring process;
- Maintain communication with the County's designated representatives;
- Provide weekly updates and candidate status reports;
- Ensure compliance with all applicable labor laws, EEOC, and confidentiality standards.

4.2 County Responsibilities

The County shall:

- Provide timely access to position descriptions, job requirements, and internal hiring protocols;

- Respond to candidate submissions within a reasonable time frame;
- Collaborate with Contractor on scheduling interviews and hiring events.

5. PRICING & PAYMENT TERMS

5.1 Pricing Structure (Per Position Filled)

Task	Description	Estimated Hours	Hourly Rate	Total Cost
1. Position Intake & Job Profiling	Client intake call, job analysis, market alignment	4 hrs	\$85	\$340
2. Sourcing & Candidate Outreach	Job board sourcing, LinkedIn Recruiter, referrals, CRM mining	15 hrs	\$95	\$1,425
3. Resume Screening & Shortlisting	Initial screen, scorecard ranking, shortlist presentation	10 hrs	\$90	\$900
4. Candidate Interviewing	Phone screens, video interviews, behavioral assessments	8 hrs	\$95	\$760
5. Reference & Background Checks	Employment verification, education, basic background check	4 hrs	\$85	\$340
6. Offer Coordination & Negotiation	Salary negotiations, start date coordination, candidate prep	3 hrs	\$95	\$285
7. Client Reporting & Administration	Weekly status reports, compliance logs, timekeeping	3 hrs	\$75	\$225
Total Estimated Hours:		47 hrs		\$4,275 per position filled

5.2 Payment Terms

Invoices will be issued upon completion of each placement or on a milestone basis mutually agreed upon.

Payment is due within thirty (30) days of invoice receipt.

Late payments shall incur a [1.5%] monthly service charge.

6. CONFIDENTIALITY

Contractor agrees to maintain the confidentiality of all information, data, and materials provided by the County. This obligation shall survive termination of this Agreement.

7. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state, and local laws, including but not limited to equal employment opportunity regulations.

8. INSURANCE

Contractor shall maintain general liability, professional liability, and workers' compensation insurance in amounts satisfactory to the County and shall provide proof of coverage upon request.

9. INDEPENDENT CONTRACTOR STATUS

Contractor is engaged as an independent contractor and not as an employee, agent, or representative of the County. No employment relationship shall be inferred.

10. TERMINATION

Either party may terminate this Agreement with thirty (30) days' written notice. The County shall pay Contractor for all services rendered and expenses incurred up to the effective termination date.

11. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and supersedes all prior negotiations, representations, or agreements, whether written or oral.

12. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Changing Technologies, Inc.

Signature: [Signature]
Name: Kenneth F. Logan
Title: President-CEO
Date: 11/05/2025

Jackson County Sheriff's Office, Detention Center

Signature: [Signature]
Name: Darryl Forte
Title: Sheriff
Date: 1-5-26

APPROVED AS TO FORM
[Signature]
County Counselor

ATTEST:
[Signature]
Clerk of the County Legislature

Revenue Certificate

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 001 9999 32810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$102,600.00

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized..

ACCOUNT NUMBER: 010 2701 56712
ACCOUNT TITLE: General Fund
Corrections
Pre-employment Services
NOT TO EXCEED: \$102,600.00

12/31/2025
Date

Cheryl L. Colter
Director of Finance and Purchasing

001-2701-56712
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