



# **Retained Search Proposal and Agreement**

for

**Northwood Academy Charter School  
SPED Teachers (7)**

**August 17, 2023**

**Prepared By: Tracee L. Hunt, MHS, SPHR, SHRM-SCP**

**921 Pleasant Valley Ave, Ste. 130  
Mount Laurel, NJ 08054  
856-334-0729**

## **Summary**

Total HR Solutions, LLC will conduct a retained search for Northwood Academy Charter School (“NACS”) for seven (7) SPED Teachers.

## **Our Firm**

Total HR Solutions is an end-to-end HR consulting company, with an expertise in executive recruitment. As a small firm led by a seasoned HR executive, as well as having select strategic partners with extensive search backgrounds, Total HR has the capacity to conduct successful searches for clients of varying sizes and diverse industries across a broad spectrum of professional disciplines.

## **Our Approach**

Total HR Solutions invests heavily in learning the culture of the organization. In this case it is a plus that T. Hunt, who will oversee the search, has an in-depth knowledge of NACS due to the existing consulting relationship. Nonetheless, major effort will be expended at the onset of the search to ensure the best possible fit for the placement is achieved.

High levels of customer service, expertise, sense of urgency, and ongoing communication are paramount for Total HR Solutions in delivering exceptional results.

## **Our Process**

The process we will follow for this retained search assignment will include the following:

- Calibration – Between NACS and Total HR
- Sourcing Strategy Development – Total HR and Recruiting Partner, w/input from NACS
- Screening and Evaluation of Candidates – Total HR and Recruiting Partner
- Development of Communication Plan
- Presentation of Candidates to NACS
- Candidates Interviewed by NACS
- Finalizing Details for Successful Candidate
  - Verbal and Formal Offers
  - Reference Checks
  - Integration/Assimilation of New Hire

## Fees

Total HR Solutions' minimum fee for this search is 18% of first year anticipated total cash compensation at \$472,815 (annual salary of \$67,545 x 7 SPED teachers), for a base search fee of \$85,106, plus a 10% administrative fee (\$8,511), for a total fee to be billed of \$93,617. **Final invoice will be adjusted for offers that differ from the estimated compensation amount.**

## Billing Process

- 50% (\$46,808) of the total fee to be billed is due on or before 08/23/2023. Signed contract due back tomorrow, 8/18/23 to initiate the agreement/search.
- 25% (\$23,404) of the total fee is due 30 days from initial search launch (anticipated on 09/18/2023).
- 25% (\$23,404) of the total fee due 60 days from initial search launch (10/18/2023) or upon offer acceptance, whichever comes first.

Payments may be made payable to:

Total HR Solutions  
921 Pleasant Valley Ave.  
Mount Laurel, NJ 08054

Total HR Solutions will bill NACS for agreed upon out-of-pocket expenses such as; candidate and/or recruiter travel and associated meals/lodging. We ensure advance approval for these types of expenses. None are anticipated at this time.

## Guarantee

Total HR guarantees all placements in accordance with the following, provided the successful candidate does not leave for death, disability, change in control or company relocation, significant change in job responsibilities, gross misconduct, insufficient leadership:


- Within the first 90 Days – Search re-launched for administrative costs only
- Within the first 4 months – 9 months – Search re-launched for 50% of the initial fee charged plus administrative costs

## Agreement and Acceptance

The signatures below indicate agreement and acceptance of the search process, as well as the billing process and payment schedule.

Thank you for selecting Total HR Solutions to partner with NACS for your search needs.

### Total HR Solutions, LLC

Signature: 

Name (Print): Tracee L. Hunt

Title: Founder/CEO

Date of Acceptance: 8/17/23

### Northwood Academy Charter School

Signature: 

Name (Print): Michael McLeish

Title: Director of Business Operations

Date of Acceptance: 8/18/2023

### Payment Schedule:

Total HR Solutions' minimum fee for this search is 18% of first year anticipated total cash compensation at \$472,815 (annual salary of \$67,545 x 7 SPED teachers), for a base search fee of \$85,106 plus a 10% administrative fee (\$8,511), for a total fee to be billed of \$93,617. **Final invoice will be adjusted for offers that differ from the estimated compensation amount.**

### Billing Process

- 50% (\$46,808.50) of the total fee to be billed is due on or before 08/23/2023. Signed contract due back tomorrow, 8/18/23 to initiate the agreement/search.
- 25% (\$23,404.25) of the total fee is due 30 days from initial search launch (anticipated on 09/18/2023).
- 25% (\$23,404.25) of the total fee due 60 days from initial search launch (10/18/2023) or upon offer acceptance, whichever comes first.

Payments may be made payable to:

Total HR Solutions  
921 Pleasant Valley Ave.  
Mount Laurel, NJ 08054

Total HR Solutions will bill NACS for agreed upon out-of-pocket expenses such as; candidate and/or recruiter travel and associated meals/lodging. We ensure advance approval for these types of expenses. None are anticipated at this time.