

Resolution # 18-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and,

WHEREAS, the Department of Child Advocacy Center/CASA wishes to procure goods and/or services from Beth Nestler for the purpose of recruiting Court Appointed Special Advocates (CASA) for the CASA program in the amount of approximately \$31,500.00; and

WHEREAS, this purchase will allow Beth Nestler to provide services; and

WHEREAS, as documented by the approval of this resolution, Finance Committee has approved the Child Advocacy Center/CASA Department's request to procure the items specified and the committee recommends that the County Board approve procurement of the same, and;

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 8th day of October, 2019, approves the procurement of the goods and/or services detailed above. The Elected Official/Department Head is authorized to sign required documents to execute the provision of this procurement.

**FILED**

OCT 04 2019

*Don Meyer*  
Sangamon County Clerk

Attachment: Purchase Order form

**RECEIVED**  
2660

OCT 4 2019

Andy Goleman  
SANGAMON COUNTY AUDITOR



Sangamon County Purchase Order FY2019

Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

Department Information

PO Number: \_\_\_\_\_ (Manually Assigned by Department)
Department: CASA Program Employee Contact: Jennifer Dowd
Department Head Signature: [Signature] Date: 10/4/19

Purchase Order Type (Regular, Exception or Emergency)

Type: Regular [ ] (3 Quotes or RFP Documentation Required)
Legal Review Date: J.B. - 10/3/19 (>\$30,000 or Exception - see below)

Exception [x] (Provide detailed explanation in Purchase Description/Narrative Section)
Reason: Joint Purchasing Contract [ ] Sole Source [ ] Professional Services [x]
Not Suitable for Quotes/RFP Other [ ]

Emergency [ ] County Administrator Signature: \_\_\_\_\_
Date: 10/8/19
• Will be reported at the next Oversight and/or County Board Meeting
• Provide detailed explanation in Purchase Description/Narrative Section

Purchase Request Information

Vendor: Beth Nestler Quantity: \_\_\_\_\_ Price Per Unit: \_\_\_\_\_
Total Price: Not to exceed \$31,500.00 G/L: \_\_\_\_\_

Purchase Description/Narrative:

To contract with a Recruiting Specialist to recruit volunteer advocates for the Court Appointed Special Advocates (CASA) of Sangamon County program, so that they may serve the residents of Sangamon County. The Recruiting Specialist will create marketing materials for CASA, including materials for presentations at outreach events. The Recruiting Specialist shall deliver presentations to community organizations, faith-based organizations, and companies with the goal of recruiting more volunteer advocates for the CASA program. The County agrees to pay the Recruiting Specialist's fees and the expenses of the recruiting effort. The Recruiting Specialist will work 30 hours per week. The contract will end June 30, 2020.

Auditor's Office (PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting)

Date Received: \_\_\_\_\_ Date Review Completed: \_\_\_\_\_
Auditor's Office Signature: \_\_\_\_\_

County Board Meeting Date Signature
Approved by Oversight Committee: \_\_\_\_\_
Approved by County Board (if applicable): \_\_\_\_\_

(County Board Resolution Required for All POs >\$30,000)

## RECRUITING SPECIALIST CONTRACT

This contract is between Sangamon County, Illinois (County) and Recruiting Specialist.

Sangamon County operates through several departments, one of which is the Child Advocacy Center. The Child Advocacy Center operates a program entitled Court Appointed Special Advocates (CASA) of Sangamon County.

Pursuant to the terms of this contract, Recruiting Specialist will recruit volunteer advocates for the Court Appointed Special Advocates (CASA) of Sangamon County program. The County agrees to pay the Recruiting Specialist's fees and the expenses of the recruiting efforts as noted below.

**AGENCY:** Sangamon County  
c/o CASA of Sangamon County  
1101 East Monroe Street  
Springfield, IL 62701

**RECRUITING SPECIALIST:** Beth Nestler  
4415 Comanche Drive  
Springfield, IL. 62711

**DATES OF SERVICE:** Not to commence prior to October 14, 2019, and to be completed by June 30, 2020.

**FEE:** The Recruiting Specialist's fee shall be \$25.00 per hour and shall be billed in 1/4 hour increments. The total fee paid by County under this contract shall not exceed \$31,500.00.

**SERVICES:** The Recruiting Specialist will become conversant with the CASA program. Thereafter, in coordination with the CASA Program Director, the Recruiting Specialist will throughout the term of this agreement create marketing materials for CASA, including materials for presentation at outreach events. The Recruiting Specialist shall deliver presentations to community organizations, faith-based organizations, and companies with the goal of recruiting more volunteer advocates for the CASA program. The Recruiting Specialist shall also conduct outreach at community events and seek to recruit a diverse pool of CASA volunteer advocates. The Recruiting Specialist shall screen potential volunteers and respond to their inquiries. The Recruiting Specialist

shall respond to volunteers' inquiries and follow up on their progress. The hours worked per week shall not exceed 30 hours.

**PURPOSE:** To recruit a diverse group of well qualified volunteers for the CASA program.

**LOCATION:** Throughout Sangamon County and other locations, as agreed.

**RELATIONSHIP:** The Recruiting Specialist shall act as an independent contractor and not an agent of County. This contract is intended solely for the mutual benefit of the parties hereto. There is no intention, express or otherwise, to create any rights or interests for any party other than Recruiting Specialist and County. Nothing in this agreement shall establish or create a relationship of joint venture, employment, franchise, association or legalized partnership between Recruiting Specialist and County, nor between their staff and/or employees. Neither party assumes any liability for the actions or inactions of the other.

**ASSIGNMENT:** This Contract may not be assigned, in whole or in part, by either party without the prior written approval of the other party.

**INVOICE/PAYMENT:** Every two weeks, the Recruiting Specialist shall submit a time sheet/invoice for payment to the CASA Program Director for services and supplies submittal to the County. County will promptly make payment to the Recruiting Specialist.

**OTHER EXPENSES/COSTS/OWNERSHIP OF MATERIALS:** Should the Recruiting Specialist personally pay for any recruiting expenses pre-approved by the CASA Program Director, the County shall reimburse the Recruiting Specialist for the payment. All recruiting materials and documents generated as a result of the parties entering into this contract shall be the property of the County.

**TERMINATION:** The County or the Recruiting Specialist may terminate this Contract upon two (2) weeks prior written notice to the other party. In the event of termination, the Recruiting Specialist shall be paid for services performed under this Contract up to the effective date of termination.

**INDEMNIFICATION:** The Recruiting Specialist shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, and each of them, from and a

