

**THIRD AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and CPS HR CONSULTING**

This Third Amendment ("Third Amendment") is entered into as of the 27th day of January, 2026, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and CPS HR Consulting ("Contractor").

1. Recitals

- A. The parties entered into a contract dated November 16, 2023 (the "Contract"), in which Contractor agreed to provide contracted help to recruit for five (5) vacancies
- B. The First Amendment was entered into on May 7, 2024 and represents an increase of \$87,500.00 and a seven (7) month extension of the Contract to recruit for an additional five (5) vacancies.
- C. The Second Amendment was entered into on June 10, 2025 and represents an increase of \$105,000.00 and a one (1) year extension of the Contract to recruit for an additional six (6) vacancies.
- C. This Third Amendment represents an increase of \$87,500.00 and a seven (7) month extension of the Contract to recruit for an additional five (5) vacancies.

D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Term of Contract.

Section 2 is deleted in its entirety and replaced with:

The Term of this Contract is November 7, 2023 through January 26, 2027.

B. Amount of Contract

Section 3 is deleted in its entirety and replaced with:

The maximum amount of this Contract is \$367,500.00

C. Scope of Work

Subsection (a) of Section 2 in Exhibit A is amended to read as follows:

(a) Contractor shall provide the services described in the proposals attached to and incorporated into this Contract as Exhibit A-1, Exhibit A-2, Exhibit A-3 and Exhibit A-4.

D. Budget.

Exhibit B is amended to include Exhibit B-2, Exhibit B-2A and Exhibit B-3, attached and incorporated into this Third Amendment.

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3. Effectiveness of Contract.

Except as set forth in this Third Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a Political
Subdivision of the State of California

CPS HR CONSULTING

By _____
Ian M. Goldberg
County Administrator

By Sandy MacDonald-Hopp
Sandy MacDonald-Hopp
CFO

01/12/2026

APPROVED AS TO FORM

By M. Callaway
Megan Callaway
Dep. County Counsel

01/13/2026

CALIFORNIA
TEXAS
COLORADO

County of Solano - Exhibit A-4
CPS HR CONSULTING



PROPOSAL

County of Solano

Department of Information Technology

Recruitment and Selection Services

Revised December 27, 2025

Submitted by:
Christina Batorski Peacock
Manager, Talent Acquisition and HR Services

CPS HR Consulting, 2450 Del Paso Road, Suite 220, Sacramento, CA 95834

P: (916) 471-3426, cbpeacock@cpshr.us

Tax ID: 68-0067209

www.cpshr.us

Cover Letter

December 27, 2025

Aaron Barak
Chief Technology Officer
County of Solano, Department of Information Technology
675 Texas Street, Suite 3700
Fairfield, CA 94533

Submitted via email to: abarak@solanocounty.com, smgrover@solanocounty.com, and jlmccoy@solanocounty.com

CPS HR Consulting (“CPS HR”) is pleased to have the opportunity to submit a proposal to County of Solano (“County”), Department of Information Technology to provide additional ongoing recruitment and selection services for 5 new recruitment efforts. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with recruitment, screening, selection, and placement. We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the County to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result. Should you have questions, ***please do not hesitate to contact me at the contact information on the following table.***

CONTACT INFORMATION	
Proposal/RFP Process Contact and Contract Authorized Representative	Christina Batorski Peacock Manager, Talent Acquisition and HR Services Ph: (916) 471-3426 Email: cbpeacock@cpshr.us

Sincerely,



Christina Batorski Peacock
Manager, Talent Acquisition and HR Services

Business Information and Background

About CPS HR Consulting

CPS HR is a client-focused human resources and management consulting firm, dedicated to addressing the unique challenges faced by government and non-profit organizations. Founded in 1985, we have earned a reputation as a trusted advisor by leveraging our in-depth public sector expertise to deliver practical, results-driven solutions. As a Joint Powers Authority, we are a self-supporting government agency exclusively serving public entities. This gives us a distinct advantage in understanding and meeting the specific needs of clients across all levels of government, including Federal, State, Local, Special Districts, Higher Education and Non-Profit organizations.

Our unwavering commitment to delivering an unparalleled client experience is built on our comprehensive knowledge of the complexities within the public and non-profit sectors. We assist organizations in attracting, hiring, retaining, and motivating top talent, essential for driving organizational excellence in alignment with their vision.

With more than 100 full-time employees and a network of 200+ project consultants and technical experts across the nation, CPS HR has partnered with more than 2,700 public and non-profit clients throughout the United States. Headquartered in Sacramento, CA, with regional offices in Texas, Colorado, and Southern California, we are strategically positioned to support your organization's growth and help your employees fulfill the promise of public service.

Client Focused

We help clients succeed by:

- **Understanding Their Goals:** We listen to your needs, understand your business, and focus on achieving your desired outcomes.
- **Unlocking New Perspectives:** Together we explore new ideas, expand possibilities, and consider the broader impact on those you serve.
- **Bringing Solutions to Life:** We put plans into action, making strategies operational and effective.
- **Empowering Their Growth:** Provide you with the tools and knowledge to elevate performance and expand capabilities for your organization and those you serve.

Experience and Qualifications

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 20 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Focus on Diversity Recruiting.** In the past three years, 57% of the candidates placed by CPS HR were female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, which includes a diversity sourcing filter.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes an aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.

- **Satisfied Clients.** *Our client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.

Key Personnel

Our recruitment team will work collectively to fulfill the County's needs in a timely and effective manner. We are committed to providing each of our clients with the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the County.

Account Manager

Christina Batorski Peacock will serve as the Project Manager for the County coordinating all aspects of each project including the project staff, finalizing project plans and deliverables, organizing and securing resources, managing communications, monitoring project progress, resolving problems, and ensuring timely and successful completion of the engagement.

Project Consultants

Ms. Peacock will be joined by our team of professionals which comprise the following staff members:

- **Kristin Morris, Principal HR Consultant**
- **Maricarmen Peoples, Senior HR Consultant**
- **Jackie Frost, Administrative Technician**

Our team of professionals have decades of combined experience in providing recruitment and selection services. We are committed to meeting the highest professional standards of quality. Each of the team members has broad and deep experience in the public sector and are readily available to assist the County with this project.

Recruitment Strategy

Our Approach

Key Stakeholder Engagement

The Hiring Manager on behalf of Castle Rock Fire and Rescue County must be intimately involved in the search process for each position. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Hiring Manager, other key stakeholders may also be invited to provide input for the development of the candidate profile.

County of Solano Needs

A critical first step in a successful executive search is for the Hiring Manager to define the professional and personal qualities required of the position. CPS HR has developed a very effective process that will permit the Hiring Manager to clarify the preferred future direction for the County; the specific challenges the County is likely to face in achieving this future direction; the working style and organizational climate the Hiring Manager wishes to establish with the position; and ultimately, the professional and personal qualities required of the position.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new candidate. We will contact the Hiring Manager and the newly appointed candidate within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

We use advertisements, directly email the outreach brochure, post messages, and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

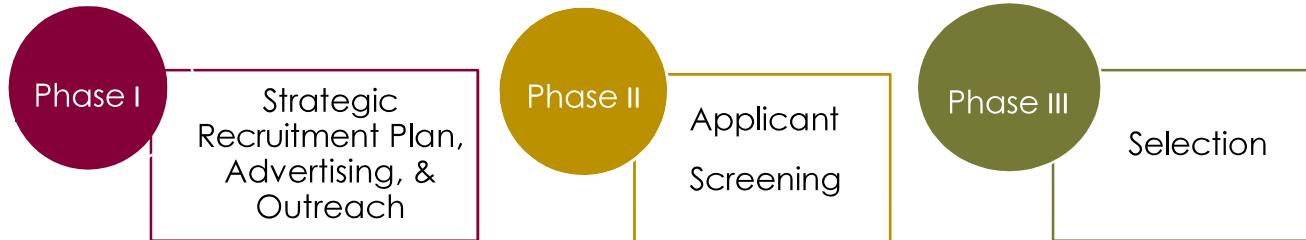
CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 57% of our executive level placements being people of color and/or female candidates within the past three years.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also seek candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensure that we capture the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

Our recruitment process results in an exceptionally diverse candidate pool and a high level of client satisfaction.

Methodology and Scope of Work

Our proposed process is designed to provide the County with the full range of services required to ensure the ultimate selection of a new Incumbent uniquely suited to the County needs.



PHASE I – Strategic Recruitment Plan, Advertising, & Outreach

The first step in this engagement is a thorough review of the County's needs, culture, and goals; the recruitment and selection process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges.

The recruitment process is tailored to fit the County's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local, or targeted basis based on the recruitment strategy. CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates.

Activities for this phase at each recruitment level will include:

- Foster client collaboration.
- Create a tailored plan for your agency and position.
- Define ideal candidate profile with hiring authority and key stakeholders.
- Identify testing/assessment needs.
- Create a two-page to four-page colored brochure.
- Identify advertising sources.
- Coordinate advertising placements.
- Create targeted marketing campaigns.
- Conduct active and passive sourcing of candidates through e-mail, phone, and social media.

PHASE II – Applicant Screening

CPS HR's applicant screening methodology is designed to ensure a thorough and efficient evaluation process. We begin by reviewing all applicants to confirm they meet the minimum qualifications for the role. Qualified candidates then participate in first-round phone screenings and/or a secondary rated screening to further assess their suitability. Following these steps, we compile and provide a list of eligible candidates to be invited to the oral panel interview.

CPS HR would execute the following tasks for this phase at each recruitment level including:

- Review applicant resumes against minimum qualifications.
 - Candidates who are interested in applying will be directed to complete an application in the County's applicant tracking system, NEOGOV, prior to being interviewed.
- Develop and administer first level phone screenings and/or secondary rated screening.
- Prepare and submit recruitment progress.
- Provide a list of qualified candidates.

PHASE III – Selection

CPS HR will design a selection process based on information gathered in Phase I. We will meet with the County to review this process and discuss the County's preferred approach in assessing the final candidates.

We can coordinate all aspects of the selection process for the County. This includes preparing appropriate materials such as interview questions, evaluation packets, and other assessment exercises; and facilitating the interviews, virtually or onsite.

CPS HR will be available to complete the following components of this phase at each recruitment level:

- Develop interview questions and/or other requested selection tools.
- Develop and facilitate training of interview panel for County's interview process.
- Coordinate all candidate communication and scheduling.
- Facilitate hiring interview process.
- Conduct professional reference checks available upon request.
- All contingent and final offers will be reviewed by the Solano County Human Resources prior to delivery to the candidate.
- Prepare a written report that summarizes the results of the recruitment process

Proposal Terms

CPS HR's primary goal is to recruit a robust pool of qualified individuals that meet the ideal candidate profile in the initial recruitment effort. For specialized or hard to fill positions such as those in the areas of Engineering, Information Technology, and Planning, it is possible we may have to run a second or third recruitment effort collaborating with the County to make any necessary changes to the ideal candidate profile, brochure, advertising, or outreach efforts to ensure we are targeting the right talent.

CPS HR and the County have discussed and agreed upon the following options:

- CPS HR will review recruitment requests at the outset and notify the County of Solano in writing whether a placement guarantee can be provided. If a guarantee cannot be offered, such as due to a mismatch between required skill set and salary, CPS HR will inform Solano in advance, allowing Solano to determine whether to proceed with the recruitment. Both CPS HR and the County of Solano may also agree to allocate funding from the contract to be used in mutually agreed circumstances in support of a recruitment that does not have a placement guarantee if additional services are needed.
- For each recruitment, CPS HR will provide a recruitment schedule outlining key milestones and expected timelines for both parties. If a placement guarantee has been provided but recruitment delays are attributed to County of Solano of greater than ten (10) business days, per key milestone, both parties will collaborate to determine appropriate solutions. These may include adjusting costs if additional costs have been incurred on CPS HR, waving the placement guarantee or implementing other mutually agreed-upon remedies. Alternatively, if delays are attributable to CPS HR and exceed ten (10) business days beyond identified key milestones, CPS HR will collaborate with the County to adjust timelines, extend the guarantee period, or take other steps mutually agreed upon to maintain the integrity of the process.

Proposed Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully executed contractual agreement. Depending on the recruitment level selected, recruitment and selection activities can be completed in two to four months. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial client kick-off meeting. A proposed schedule of major milestones is presented below.

Full Recruitment Timeline:

Task Name	Phase I			Phase II								Phase III				
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Middle Management/ Specialized																

Pricing Structure

Professional Service Fees

Our professional fixed fee covers all CPS HR services associated with the recruitment process.

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for <i>five (5) full recruitments</i>
Various Titles <i>Up to five (5) new full recruitments</i>	\$17,500	\$87,500

Recruitment Cost Breakdown by Task

We have provided below the cost breakdowns for a standard middle management/specialized recruitment which shows the detailed costs for each recruitment phase:

Task/Consultant Role	Total
Phase I. Develop Recruitment Strategy & Brochure; Conduct Outreach	
Review and Finalize Recruitment Process and Schedule	\$750
Development of Candidate Profile and Recruitment Strategy	\$750
Development and Creation of Recruitment Brochure and Place Advertisements	\$2,000
Conduct Active and Passive Outreach of Ideal Candidates	\$3,500
Phase II. Evaluate Candidate	
Resume Review for MQs and Screening Interviews	\$2,500
Conduct Screening Interviews and Supplemental Scoring (if requested)	\$3,750
Prepare and submit recruitment progress; provide list of eligible candidates	\$750
Phase III. Selection	
Coordinate Scheduling of Candidates for Oral Panel Interviews	\$250
Develop and Prepare Oral Interview Panel Packets	\$350
Facilitate Orientation of Oral Panel Members	\$150
Facilitate Oral Interviews & Consensus	\$2,000
Coordinate Final Interviews (if requested), Conduct reference checks (if requested)	\$750
Professional Fees Total	
\$17,500	

Placement Guarantee

Middle Management/Specialized Recruitments*

If the employment of the candidate selected and appointed by the County as a result of a full middle management/specialized recruitment (*Phases I, II, and III*) for any of the five (5) recruitments under this proposal/contract comes to an end before the completion of the first six (6) months of service, CPS HR will provide the County with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The County would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or reassigned within the organization during the six (6) month period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial (*Phase I & II*) recruitment effort.

***CPS HR defines “specialized” recruitments as those that require a unique skill set and/or are hard to fill particular those falling into the categories of Information Technology, Engineering, and Planning.**



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the County of Solano in this important endeavor.

Pricing Structure

Professional Service Fees

Our professional fixed fee covers all CPS HR services associated with the recruitment process.

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for <i>five (5) full recruitments</i>
Various Titles <i>Up to five (5) new full recruitments</i>	\$17,500	\$87,500

Recruitment Cost Breakdown by Task

We have provided below the cost breakdowns for a standard middle management/specialized recruitment which shows the detailed costs for each recruitment phase:

Task/Consultant Role	Total
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Review and Finalize Recruitment Process and Schedule	\$750
Development of Candidate Profile and Recruitment Strategy	\$750
Development and Creation of Recruitment Brochure and Place Advertisements	\$2,000
Conduct Active and Passive Outreach of Ideal Candidates	\$3,500
Phase II. Evaluate Candidate	
Resume Review for MQs and Screening Interviews	\$2,500
Conduct Screening Interviews and Supplemental Scoring (if requested)	\$3,750
Prepare and submit recruitment progress; provide list of eligible candidates	\$750
Phase III. Selection	
Coordinate Scheduling of Candidates for Oral Panel Interviews	\$250
Develop and Prepare Oral Interview Panel Packets	\$350
Facilitate Orientation of Oral Panel Members	\$150
Facilitate Oral Interviews & Consensus	\$2,000
Coordinate Final Interviews (if requested), Conduct reference checks (if requested)	\$750
Professional Fees Total	
\$17,500	

EXHIBIT B-3
BUDGET DETAIL AND PAYMENT PROVISIONS

1. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall endeavor to, within thirty days of receipt, pay Contractor for services rendered, up to the maximum amount provided for below. Each invoice must specify services rendered, to whom, date of service and the amount being charged.

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount (inclusive of expenses)</i>	Total Contract Value for <i>five (5)</i> <i>full recruitments</i>
Various Titles <i>Up to five (5) new full recruitments</i>	\$17,500	\$87,500

2. PAYMENT IN THE EVENT OF EARLY TERMINATION

In the event of early termination by County, Contractor will be paid all allowable fees and expenses that have been incurred or earned in connection with the completed and accepted performance and deliverables of the services up through the effective date of such termination.