

Nagle & Associates

CONTRACT ENGAGEMENT NOTICE

In accordance with your offer on UAMS RFP 2008-0256, you are hereby engaged to perform the following search(s):

[insert job title]

This engagement shall begin on or about the following date:

[insert date]

Fees associated with this search are as follows:

Professional Fees

25% of successful candidate's initial annual compensation.

Billed in 3 equal installments

- 1st after search initiation
- 2nd upon presentation of candidates
- 3rd after the chosen professional begins employment with UAMS

Expenses

Administrative Fee: \$750 with the first installment which covers general overhead, administration, presentation of candidate dossiers, correspondence, postage, telephone charges, etc. The research and associated telephone expense are included in the professional fees and are not billed as separate line items

Billed as direct related out-of-pocket expenses are incurred during the course of screening and interviewing candidates.

Expenses shall include travel (coach class, compact cars, business class hotels, etc.), related background checks, actual costs for professional assessment/leadership tools, and advertising on behalf of UAMS.

For purposes of this engagement, the departmental contact person(s) will be:

Name:
Telephone:
Fax:
Email:

Invoices shall be sent to:

Name:
Mail Slot (if applicable):
Address:

Signature page to follow

University of Arkansas for Medical Sciences
[insert college or dept. name]

Name _____ Date _____

Title: _____

Board of Trustees of the University of Arkansas
for and on behalf of the University of Arkansas
for Medical Sciences

Name _____ Date _____

Melony Goodhand, MS, CPA (Tx)
Title: Vice Chancellor for Finance & CFO

Nagle & Associates

Name _____ Date _____

Charles L. Nagle, CHC
Title: President