

Per The Mercer Group, Inc.'s website, the mission of The Mercer Group, Inc. is to make our clients proud that they engaged us to provide management consulting services. In order for The Mercer Group, Inc. (Mercer) to continue to provide continued services to Mecklenburg County, North Carolina, (County) the following changes must be agreed to by both parties.

Interviews

1. A senior representative from Mercer will be on-sight at County at a mutually convenient time and date during candidate interviews and will facilitate all aspects of interviews including prepping interview teams with information regarding each candidate's strengths and weaknesses, facilitating the interviews and facilitating the debriefing after the interviews are complete. In accordance with our existing agreement with County, County will pay for lodging and costs of this trip to County by the Mercer representative.
2. Mercer will coordinate all interview schedules including the candidate's schedules and the panelist's schedules. County will provide Mercer with all contact information needed on panelists ten (10) days prior to interviews to facilitate scheduling. If schedules need to be changed Mercer will contact candidates and panelists to coordinate such changes. County will coordinate the space for the interviews and communicate that to Mercer.

Interview Binders Organization

3. Interview binders will be sent to County at least seven (7) days prior to interviews, not to exceed ten (10) in number and will be organized as follows:
 - a. Information will be bound in three (3) ring binders.
 - b. Information will have page numbers for panelist aid.
 - c. Information will be set out with tabs for sections and candidate names for panelist aid.
 - d. Information will include all pertinent information including any matrix, schedule and job description involved plus background check information which includes the Motor Vehicle records, Criminal and Credit reports along with the education verifications and license verifications.
4. Sections I, II, III, and IV will not be included with information.
5. Appendix C will be entered under tab labeled "Legal Guidelines" and placed at the front of the interview binder.

Information Provided

6. Questions used in prior Interview Guide will be used for obtaining candidate information. Mercer will need to secure the consent of references to use their names with their information/responses in the materials. County will need to keep in mind that this may cause references to refuse to respond or to limit their

that this may cause references to refuse to respond or to limit their responses to only positive answers which may skew the purpose of the reference check on the candidates. Mercer will call up to twenty-five (25) references on each candidate to obtain a minimum of six (6) reference responses per candidate.

7. County will supply Mercer with an exact form of resume County expects from each candidate to be interviewed at the beginning of this process so that candidates' names and contact information, education, licenses/certification and work experience is in the order County is seeking.
8. All candidates will be thoroughly screened regarding their interest in the position of County Assessor and information will be thoroughly reviewed for accuracy.
9. County will pay outstanding past due invoices immediately and pay future invoices within 30 days of receipt of said invoices by e-mail. Mercer will submit invoices for out-of-pocket expenses for this process.



James L. Mercer, President/CEO

6-21-13
Date



Mecklenburg County Representative

6-21-2013
Date