

CONTRACT
FOR SERVICES OVER \$50,000

ANY ALTERATIONS OF CONTRACT LANGUAGE WILL RESULT IN REVOCATION OF CITY ATTORNEY APPROVAL.

This Contract for **Workforce Evaluation** services is entered into by and between **Mahogany Search Partners** (herein referred to as “Contractor”), and the City of Columbus, Department of Health (herein referred to as “City”).

WITNESSETH

WHEREAS, the City has a need for **Workforce Evaluation**; and

WHEREAS, the Contractor has the necessary experience and expertise to provide said service; and

WHEREAS, this Contract is authorized by Ordinance No. **0054-2024**; passed by Columbus City Council on **February 10, 2025** ; and

NOW, THEREFORE, in consideration of the mutual promises as hereinafter set forth, the parties agree as follows:

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof. Understandings, agreements, representations, or warranties not contained in this Contract, or as written amendment hereto, shall not be binding on either party. Except as provided herein, no alteration of any terms, conditions, delivery, price, quality, or specifications of this Contract shall be binding on either party without the written consent of both parties. This Contract is subject to the Ohio Public Records Act.

1. Contract Term

The term of this Contract shall be from **February 17, 2025** to **February 16, 2026**. This Contract shall not automatically renew.

2. Maximum Obligation

The maximum amount to be paid under any purchase order associated with this Contract shall not exceed **\$83,250.00** unless additional funds are appropriated and authorized.

3. Pricing and Scope of Services

The Contractor agrees to perform and invoice the Scope of Services as set forth **ON ATTACHED EXHIBIT A*** and as contained in the bid specifications, which are expressly incorporated herein.

*Contract is NOT valid if the Scope of Services is NOT attached.

No other costs, rates, or fees shall be payable to the Contractor for services performed hereunder. The terms and conditions specified in this Contract constitute the entire contract governing the purchase of services by the City from the Contractor, and shall supersede any terms and conditions which may accompany Contractor’s invoice/bid/estimate. Any and all verbal representations are superseded by this Contract. The terms of this Contract shall prevail over any conflicting or deficient terms or conditions listed in any attachments from Contractor.

4. Equal Opportunity Clause

Contractor agrees to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02, Equal Opportunity Clause. Failure or refusal of a Contractor or Subcontractor to comply with the provisions of Title 39 may result in cancellation of this Contract.

5. Taxes

Federal or State taxes are not to be included on invoices for the described services. Contractor will be provided an exemption certificate, if needed.

6. City's Contract Administrator/Contract Administration

Kevin Williams will manage the Contract on behalf of the City and will be the principal point of contact for the City concerning the Contractor's performance under this Contract.

Any notice or demand or other communication required or permitted to be given under this Contract or applicable law shall only be effective if it is in writing, properly addressed, and either delivered in person, or by a recognized courier service, or deposited with the United States Postal Services as first-class certified mail, postage prepaid and return receipt requested, to the parties at the following addresses:

(List names and addresses of City and Contractor contact persons below.)

7. Contractor as an Independent Contractor

The Contractor shall be and shall remain an Independent Contractor with respect to all services performed hereunder and neither Contractor nor its employees shall be considered "public employees" for purposes of OPERS membership. Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for Social Security, unemployment insurance or old age retirement benefits, pensions or annuities now or hereafter imposed under any state or federal law which are measured by the wages, salaries or other remunerations paid to the Contractor or persons employed by the Contractor for work performed under the terms of this Agreement and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now, or hereafter may be, issued or promulgated under said respective laws.

Individuals utilizing a personal social security number for tax identification purposes and business entities with four (4) or fewer employees must complete and submit, as Exhibit D, the OPERS independent contractor acknowledgment form. THIS FORM CAN BE FOUND AT WWW.OPERS.ORG

8. Applicable Law, Remedies

This Agreement shall be governed in accordance with the laws of the State of Ohio and the ordinances, statutes and provisions of the Columbus City Code and Charter; specifically including, but not limited to Charter Sections 159 and 161. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this Agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

Chapter 377 of the Columbus City Codes is hereby incorporated into the contract and Contractor is required to comply with said chapter. This includes, but is not limited to reporting requirements and the obligation to review the commission list of contractors and subcontractors that received an adverse determination. Penalties for failure to comply with the labor commission include suspension for three years, up to permanent disbarment.

9. Payment/Invoice Submittal

Fees shall be paid for services rendered following: (1) the City's receipt of a correct invoice, which designates the specific applicable charges, and (2) issuance of a certified purchase order. The City will not be subject to any late payment charges. Rates shall be firm during the term of this Contract. The City will process correctly documented invoices for payment and Contractor should receive payment for such invoice within thirty (30) days from receipt and approval by the City.

Invoices: All invoices shall be submitted to the address listed on the Purchase Order.

10. Modifications

No modification, amendment, alteration, addition or waiver of any section or condition of this Contract shall be effective or binding unless it is in writing and signed by an authorized representative of the City and the Contractor and approved by the appropriate City authorities.

11. Contract Termination

If either the City or the Contractor violates any material term or condition of this Contract or fails to fulfill in a timely and proper manner its obligations under this Contract, then the aggrieved party shall give the other party (the “responsible party”) written notice of such failure or violation. The responsible party will correct the violation or failure within thirty (30) calendar days or as otherwise mutually agreed. If the failure or violation is not corrected, this Contract may be terminated immediately by written notice from the aggrieved party. The option to terminate shall be at the sole discretion of the aggrieved party.

When it is in the best interest of the City, the City may terminate this Contract, in whole or in part by providing seven (7) calendar days written notice to the Contractor prior to the effective date of termination. If this Contract is so terminated, the City is liable only for payments required by the terms of this Contract for services received and accepted by the City.

12. Nonexclusive Remedies

The remedies provided for in this Contract shall not be exclusive but are in addition to all other remedies available under the law.

13. Survivorship

All services executed pursuant to the authority of this Contract shall be bound by all of the terms, conditions, prices discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Contract, or any extension thereof. Further, the terms, conditions, and warranties contained in this Contract that by their sense in context are intended to survive this completion of the performance, cancellation or termination of this Contract, shall so survive.

14. Save Harmless/Indemnification

Contractor shall protect, indemnify and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys’ fees, resulting from claims for any or all injuries to persons or damage to property arising from intentional, willful or negligent acts or omissions of Contractor, its officers, employees, agents, or Subcontractors. The City will not indemnify the contractor and is prohibited from doing so.

15. Severability

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions for the Contract are declared severable.

16. Assignment

This Contract may not be assigned or otherwise transferred to others by the Contractor without the prior written consent of the City. If this Contract is so assigned, it shall inure to the benefit of and be binding upon any respective successors and assigns (including successive, as well as immediate, successors and assignees) of the Contractor.

17. Authority to Bind

The signatories to this Contract represent that they have the authority to bind themselves and their respective organizations to this Contract.

18. Worker’s Compensation

The Contractor shall comply with all Workers’ Compensation laws of the State of Ohio. **Proof of coverage shall be attached to this Contract AS EXHIBIT B.**

19. Insurance

Contractor shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured. **Contractor must attach a copy of the Certificate of Insurance to this Contract AS EXHIBIT C:**

Bodily Injury Liability:

Each Person \$500,000
Each Accident \$1,000,000

Property Damage Liability:

Each Accident \$500,000
All Accidents \$1,000,000

20. Campaign Contributions

Contractor hereby certifies the following: that it is familiar with Ohio Revised Code (“O.R.C.”) Section 3517.13; that it is in full compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

21. City Income Taxes

Contractor hereby further agrees to withhold and pay all city income taxes due or payable under the provisions of Chapter 362, Columbus City Codes, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold and pay any such city income taxes due under said chapter for services performed under this Contract. If it has been determined by the Columbus Income Tax Division that Contractor, or any of its subcontractors, owes city income taxes, the Contractor agrees that the City may withhold the amount due to the City from any amount due to the Contractor for services performed under this Contract notwithstanding paragraph 9 hereinabove.

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year written below.

EXHIBITS A, B AND C MUST BE ATTACHED HERETO.

ANY ALTERATIONS OF CONTRACT LANGUAGE WILL RESULT IN REVOCATION OF CITY ATTORNEY APPROVAL.

CITY OF COLUMBUS

Signed by:
MWR by Anita Clark 2/25/2025
5631545F188F46E...
Mysheika W. Roberts, MD, MPH
Health Commissioner, Columbus Public Health
Federal Tax ID Number: 316400223

BOARD OF HEALTH

Signed by:
Shane Downton 2/25/2025
5DFE804F35504F6...
Board of Health Date

CONTRACTOR

Signed by:
Aba Azeem 2/25/2025
74015B66943D413...
Signature Date
Aba Azeem 02/25/2025
Printed Name and Title
Federal ID Number: 992,527,040.00

Please list remit address below:

Mahogany Search Partners
3737 Easton Market #1552
Columbus, OH 43219



November 22, 2024



Proposal

Workforce Recruiting Consulting



Presented to
Columbus Public Health

Presented by
Mahogany Search Partners



Contents

01

Introduction

02

Project Overview

03

Proposed Approach

04

Timeline

05

Investment

06

Solutions



Empowering organizations to thrive through innovative, inclusive, and strategic workforce solutions





Who We Are

At Mahogany Search Partners, we deliver innovative and inclusive workforce solutions that empower organizations to achieve their long-term workforce goals. Our mission is to transform recruitment processes through strategic talent acquisition, ensuring alignment with organizational objectives and a commitment to diversity and inclusion

Our Leadership Team



Aba Azeem
Managing Partner

Aba Azeem is a seasoned talent development leader with over 12 years of expertise in executive recruitment, leadership coaching, and talent acquisition. She holds a Bachelor of Business Administration from The Ohio State University and an MBA in Organizational Leadership from Franklin University. Aba excels in aligning recruitment strategies with workforce goals and is a dedicated community advocate who enjoys playing tennis and engaging in science projects with her son.



Kierra Posey
Managing Partner

Kierra Posey brings over a decade of experience in executive recruitment, strategic planning, and process improvement. She holds an MBA from the University of Maryland and a BS in Psychology from The Ohio State University. Kierra is skilled in developing diversity-focused talent solutions, enhancing candidate experiences, and optimizing workforce planning strategies. She serves on local boards and is passionate about fostering inclusive communities.

20

Years of combined experience

250+

Candidate placements

100+

Happy Clients

100%

Fill Ratio for open positions





Our Understanding

Columbus Public Health (CPH) seeks a comprehensive transformation of its workforce recruitment processes to achieve greater efficiency, inclusivity, and alignment with its long-term workforce strategy. This initiative is critical to ensuring CPH remains competitive in attracting top talent and fostering a diverse and engaged workforce. Our team will begin services on **December 13, 2024**, providing a timely and seamless start to this impactful partnership.

Key objectives include:

- 1** **Align recruitment practices** with Civil Service rules to maintain compliance, consistency, and transparency.
- 2** **Enhancing applicant diversity and quality** while optimizing key metrics such as time-to-fill and cost-per-hire.
- 3** **Streamlining onboarding and re-boarding processes** to support seamless transitions for new and promoted employees.
- 4** **Developing key performance indicators (KPIs)** and analytical tools to track, measure, and enhance recruitment outcomes.
- 5** **Gathering actionable insights** from stakeholders, focus groups, and candidate experience surveys to inform ongoing improvements.

Effective recruitment is a cornerstone of CPH's broader workforce strategy. Addressing challenges such as limited diversity in candidate pools, inefficiencies in tools and practices, and the need for robust executive search capabilities will be essential in achieving your goals. As a trusted partner, our team will deliver tailored, actionable solutions that address these challenges while ensuring alignment with the City of Columbus Civil Service Commission rules.



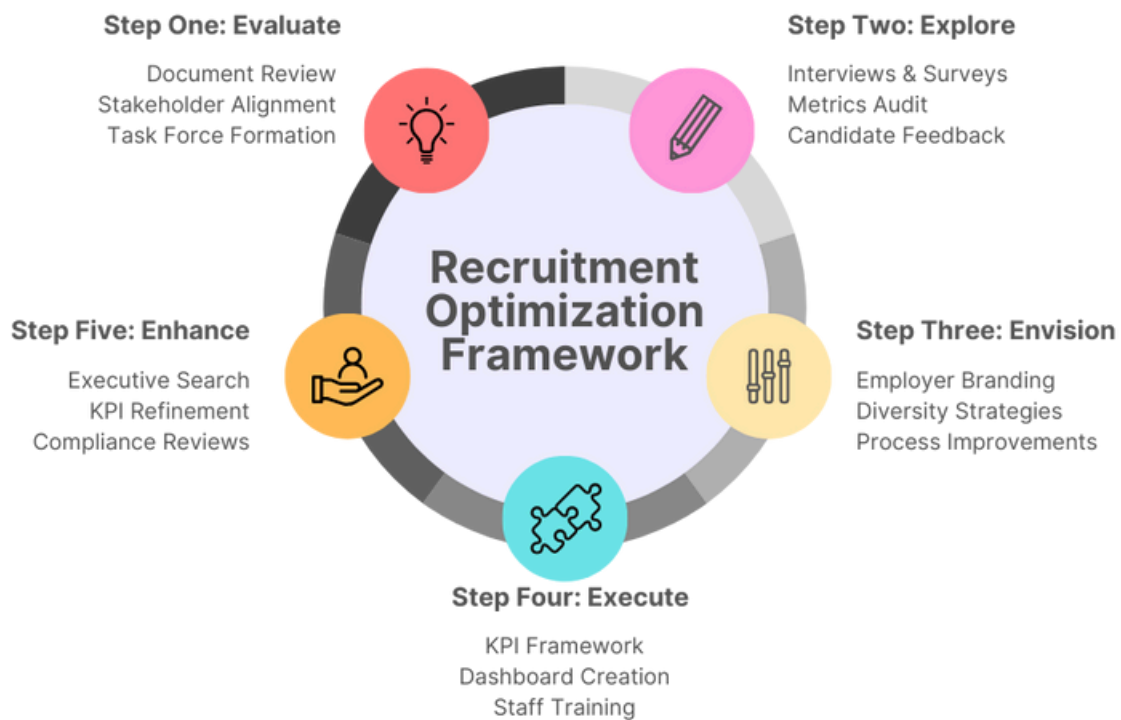
Our approach will prioritize innovative strategies, measurable results, and sustainable improvements that exceed your expectations



Our Approach



We employ a comprehensive five-step methodology—**Evaluate, Explore, Envision, Execute, and Enhance**—to address recruitment challenges and deliver tailored solutions. Our approach focuses on enhancing recruitment efficiency and inclusivity while ensuring compliance with relevant policies and regulations.



Core Deliverables

- Developing actionable recommendations to enhance recruitment tools and procedures.
- Creating methods to quantitatively and qualitatively measure recruitment metrics.
- Supporting critical hiring needs through executive search services.
- Providing strategic guidance and ongoing support for sustainable, high-impact recruitment practices.

Through this collaborative partnership, we aim to empower CPH to adapt and excel in an ever-changing talent landscape.



Scope of Work

ASSESSMENT AND RECOMMENDATIONS

1

Evaluate: Orientation and Understanding

We begin by comprehensively reviewing CPH's recruitment policies, metrics, and Civil Service Commission rules. This phase includes a kickoff meeting with key stakeholders to align on project goals and priorities. A Recruitment Strategy Task Force will oversee this phase to ensure alignment with organizational objectives.

Outcome: A clear understanding of CPH's recruitment challenges and priorities.

2

Explore: Data Collection and Analysis

We gather insights through stakeholder interviews, surveys, recruitment metrics audits, and feedback from recent hires. We analyze this data to identify strengths, gaps, and opportunities for improvement in current practices.

Outcome: Insights into recruitment strengths, challenges, and opportunities for improvement.

3

Envision: Strategic Planning

We provide actionable recommendations to enhance recruitment processes, focusing on improving applicant quality and diversity, simplifying workflows, and strengthening HR capabilities. This includes strategies for employer branding, inclusive hiring, and optimizing tools like LinkedIn and ATS.

Outcome: A strategic recruitment plan aligned with CPH's goals and long-term workforce strategy.

4

Execute: Solutions Development

Create tools and frameworks to track and improve recruitment performance, including dashboards for monitoring key metrics, KPI recommendations, and optimized workflows. Provide training to empower HR staff to implement these tools effectively.

Outcome: Actionable solutions that improve recruitment outcomes and efficiency.

5

Enhance: Continuous Improvement

We provide ongoing support to refine recruitment strategies, monitor KPIs, and ensure compliance with Civil Service Commission rules. This phase includes regular updates, training sessions, and continuous alignment with organizational priorities.

Outcome: Sustained recruitment excellence that evolves with CPH's needs.

ANALYTICAL MEASUREMENT DEVELOPMENT



Executive Search and Recruitment Services

TAILORED LEADERSHIP TALENT SOLUTIONS

1

Define Search Priorities

We conduct market research to define ideal candidate profiles, analyze industry trends, and establish benchmarks for sourcing strategies and compensation expectations.

Outcome: A detailed understanding of candidate priorities and the competitive landscape.

2

Strategize Search Approach

Using tailored outreach strategies, we develop customized sourcing channels and map diverse talent pools. These efforts focus on attracting high-quality candidates and aligning with CPH's diversity, equity, and inclusion (DEI) goals.

Outcome: A robust and diverse pool of candidates suited to CPH's leadership needs.

3

Engage and Evaluate Candidates

Each candidate undergoes a rigorous evaluation process to assess role-specific qualifications, cultural fit, and leadership alignment. We deliver a detailed summary of the top 3-7 candidates per role.

Outcome: A curated list of high-caliber candidates ready for selection.

4

Present Top Candidates

We facilitate initial candidate interactions to gauge readiness and provide recommendations for final selection. Each step aligns with CPH's strategic workforce goals.

Outcome: Successful placement of senior-level leaders who align with CPH's vision and goals.

5

Optional Ongoing Support

We offer additional services to ensure long-term success, including leadership transition coaching, role calibration sessions, and talent pipeline development for future needs.

Outcome: Sustainable leadership development and proactive planning for future hiring.

Let's Work Together



MAHOGANY
SEARCH PARTNERS



**Mahogany
Search
Partners**

Phone 614 607 4703

Mail hire@mahoganysearchpartners.com

Website www.mahoganysearchpartners.com



Delivering Real Results

MAHOGANY
SEARCH PARTNERS



COMPANY CASE STUDY

Talent Journey Redesign for Improved Recruitment

Challenge/Goal

Mahogany Search Partners partnered with a leading organization to streamline an inconsistent recruitment process by leveraging advanced technology, including ATS, CRM tools, and modern sourcing platforms, to create a seamless, data-driven talent acquisition experience.

Strategy

Analyzed recruitment practices to identify technology gaps, implemented a new ATS to streamline workflows and integrate with sourcing tools, introduced a CRM for better candidate management and communication, deployed AI-driven sourcing tools to expand talent reach, and established KPIs to measure metrics like time-to-fill and candidate experience.

Solutions

Implemented an integrated technology stack with ATS, CRM, and sourcing platforms to streamline recruitment workflows, enhance candidate tracking through customized dashboards, and nurture long-term relationships via CRM analytics. Leveraged AI-driven tools to target specific skills and demographics, boosting diversity and candidate quality.

OUTCOMES

Time to Hire

Reduced by 30%, from 60 days to 42 days, due to streamlined processes and better technology integration.

Offer Acceptance Rate

Improved from 65% to 80%, indicating better alignment between candidate skills and job requirements.

Qualified Candidates in Pipeline

Increased by 40%, growing from 100 to 140 due to enhanced sourcing tools.

Diversity in Applicant Pool

Increased from 15% to 20%, reflecting targeted outreach and skills-first hiring practices.



Technology-driven recruitment process improved efficiency, reduced administrative tasks, and enhanced hiring outcomes. Integrating ATS and CRM increased transparency and control over the candidate journey, while advanced sourcing tools boosted applicant diversity by 30%. KPI tracking enabled continuous improvement, raising recruiter productivity by 50%. This investment optimized current processes and established a scalable foundation for future talent acquisition.



PROJECT SNAP SHOT

Recruitment Metrics and Decision Support

Client Example: Developing Data-Driven Recruitment Strategies

At Mahogany Search Partners, we developed these targeted metrics for a client to create a transparent, data-driven recruitment process. These metrics provided the foundation for evaluating candidate progress and making strategic decisions at critical hiring stages.

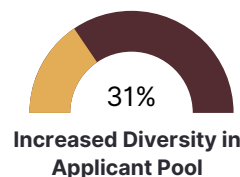
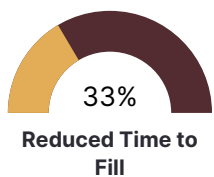
Targeted Metrics

Recruiter Performance

Job Title	Number of Phone Screens	Number of Interviews	Met Targeted Goal of 8 First Round Interviews	Number of Offers	Number of Hires
Human Resources Director	18	7	Yes	2	1
Data Analyst	13	6	Yes	1	1
Director of Total Rewards	13	5	Yes	1	1
Compensation Manager	19	4	Yes	1	1

Percentage Breakdown

Top Performing Metrics:



Key Insights

Time to Fill

AI-driven ATS and robust sourcing tools can help CPH fill critical public health roles 30% faster

Acceptance

Emphasizing CPH's mission and values during the hiring process will strengthen alignment and offer acceptance

Diversity

Partnering with diversity-focused platforms will ensure CPH attracts underrepresented candidates

Productivity

Integrating CRM systems will reduce administrative tasks, freeing up recruiters to focus on strategic priorities



COMPANY CASE STUDY

Empowering Career Mobility in a Nonprofit Health Organization



Challenge/Goal

A nonprofit health organization partnered with Mahogany Search Partners to foster a skills-based hiring culture, addressing challenges in attracting and advancing diverse talent, especially Black individuals without degrees, by shifting to equitable, skills-first practices.



Strategy

Audited DEI practices, engaged in community outreach to rebuild trust, developed apprenticeship programs as talent pipelines, removed unnecessary degree requirements, and partnered with Mahogany Search Partners to align efforts with skills-based hiring goals.



Solutions

Implemented scalable skills-based career pathways, integrated technology for transparent hiring, and DEI training for leadership. **Key takeaways** include securing executive support, incorporating community insights, collaborating with partners like Mahogany Search Partners for accountability, and embracing skills-first hiring to create a more inclusive workplace.

OUTCOMES

Improved DEI

Created multiple apprenticeship programs, enrolling a diverse group of candidates.

Skills-Based Hiring

260 job descriptions rewritten to focus on skills rather than degrees.

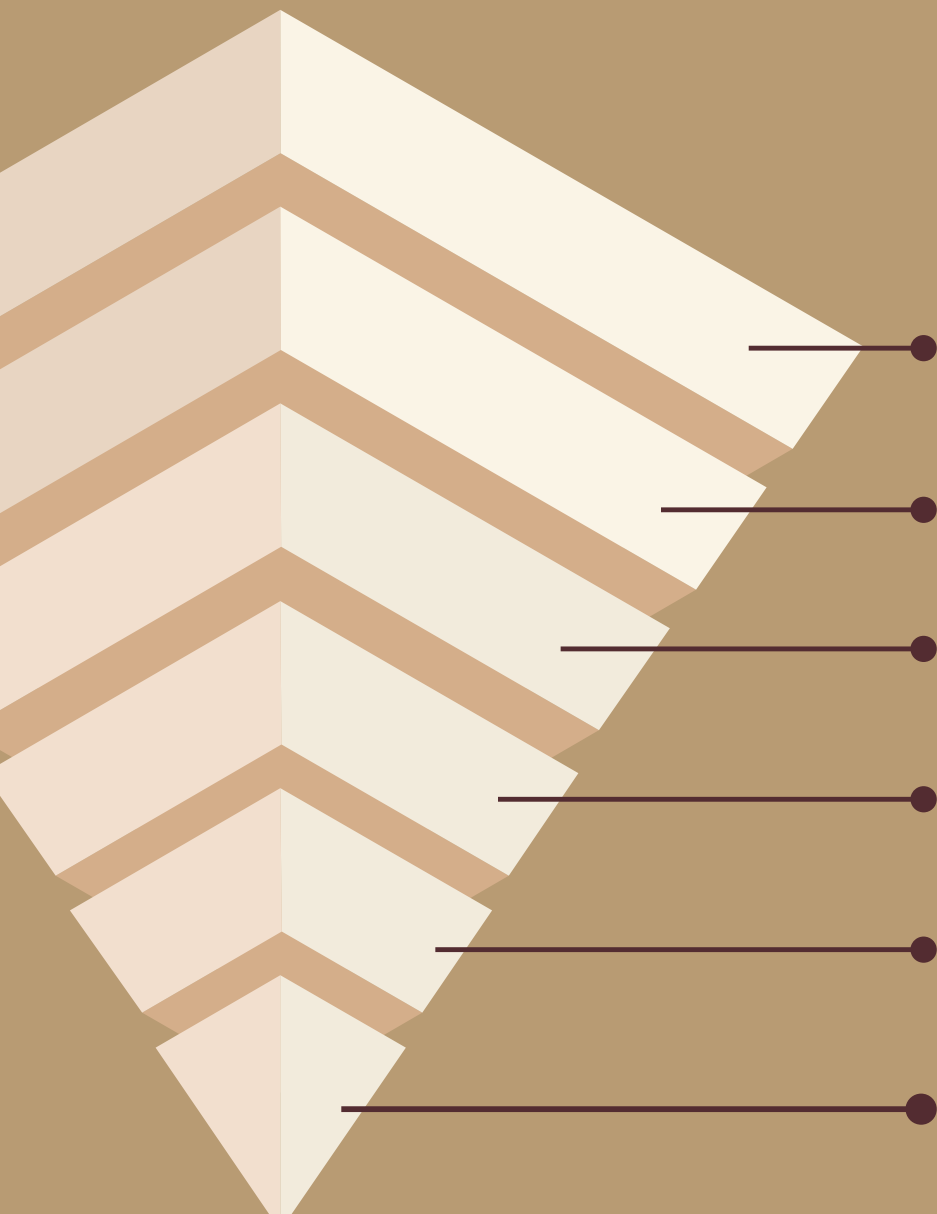
Boosted Hires

Hired and promoted over 1,600 individuals, significantly increasing representation in senior roles.





Creating A Talent Solution



Leverage an integrated technology stack to streamline recruitment processes

Customize candidate dashboards for enhanced visibility and insights

Utilize CRM analytics to optimize targeting and engagement

Implement AI-driven sourcing tools to identify top talent efficiently

Enhance candidate experience with personalized communication

Optimize hiring decisions through data-driven insights

Stay in touch with us!

MAHOGANY
SEARCH PARTNERS



Website

www.mahoganysearchpartners.com



Phone

613-607-4703



E-mail

hire@mahoganysearchpartners.com



Social Media

[@mahoganysearchpartners](https://www.instagram.com/mahoganysearchpartners)



HQ address

3737 Easton Market #1552, Columbus, OH 43219



INVOICE TO:

INVOICE DATE:
16 DECEMBER 2024

KATIE PETTIFORD

KAPettiford@columbus.gov
240 Parsons Ave, Columbus, OH 43215

NO	ITEM DESCRIPTIONS	HOURS	PRICE
1	EVALUATE		\$ 12,234
	<ul style="list-style-type: none"> KICKOFF & ORIENTATION DOCUMENT REQUEST AND REVIEW STAKEHOLDER ALIGNMENT WORKSHOP COMPARATIVE INDUSTRY ANALYSIS 	7 30 20 30	
2	EXPLORE		\$ 24,610
	<ul style="list-style-type: none"> STAKEHOLDER INTERVIEWS AND SURVEY RECRUITMENT METRICS AUDIT CANDIDATE FEEDBACK REVIEW EXPANDED CANDIDATE EXPERIENCE SURVEYS AND REPORTING ADVANCED METRICS ANALYSIS 	40 35 25 30 45	
3	ENVISION		\$ 17,578
	<ul style="list-style-type: none"> DEVELOP KEY FINDINGS ACTIONABLE RECOMMENDATIONS STAKEHOLDER ROADMAP AND PRESENTATION DIVERSITY WORKSHOP 	30 40 35 20	
4	EXECUTE		\$ 17,578
	<ul style="list-style-type: none"> DASHBOARD DESIGN KPI DEVELOPMENT WORKFLOW PROPOSALS AND RECOMMENDATIONS TRAINING SESSION 	50 30 20 25	
5	ENHANCE		\$ 11,250
	<ul style="list-style-type: none"> TRANSITION AND FINAL RECOMMENDATIONS COMPLIANCE REVIEWS ONGOING SUPPORT 	35 20 25	

TOTAL	\$83.250
--------------	-----------------

TERMS & CONDITIONS

Payment terms will follow the agreed-upon schedule outlined in our contract. Please feel free to reach out with any questions or clarifications.



3737 Easton Market #1552 | Columbus, OH 43219
(614) 407-3550
hire@mahoganysearchpartners.com

31 December 2024

Columbus Public Health

240 Parsons Ave
Columbus, OH 43215

Re: Exhibit B – Workers’ Compensation Documentation for RFQ029432

To Whom It May Concern,

This document is Exhibit B for the RFQ029432 contract with Columbus Public Health. Mahogany Search Partners (MSP) is structured as a partnership with no employees. As such, MSP is not required to carry Workers’ Compensation coverage under the laws of the State of Ohio.

If additional clarification is required, please contact me at (614) 607-4703 or aba@mahoganysearchpartners.com.

Sincerely,

Aba Azeem
Managing Partner
aba@mahoganysearchpartners.com

A decorative graphic at the bottom of the page consists of overlapping curved shapes in teal, yellow, and dark brown.

Exhibit C



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

December 31, 2024

City of Columbus, Department of Health
240 PARSONS AVE
COLUMBUS OH 43215

Account Information:

Policy Holder Details :	Mahogany Search Partners
-------------------------	--------------------------



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team

VENDOR DETERMINATION FORM

Vendor Name: Mahogany Search Partners

Grant Name and number: PHIG G502254

Contract Description: Workforce consulting

Contract Amount: \$83,250 PO number: TBD

Section 1 – SUBRECIPIENT (FEDERAL FUNDS ONLY)

Description: A subaward is for the purpose of carrying out a portion of the city’s Federal award and creates a Federal assistance relationship between the city and the outside entity. Outside entities that include one or more of these characteristics are responsible for adherence to applicable Federal program requirements specified in the Federal award.

Characteristics which support the classifications of the outside entity as a subrecipient include when the outside entity:

- Determines who is eligible to receive what Federal assistance;**
- Has its performance measured in relation to whether objectives of a Federal program were met; (example, CPH will rely on subrecipient’s data to submit it’s own data)**
- Has responsibility for programmatic decision making;**
- In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.**

For profit agency- Use standard contract, under/over 50K (over 50K must be legislated)

Not for profit agency-Use Subrecipient Agreement- Not For Profit Service Contract. Object class: 03/63920. Do not complete page 2.

Section 2 – BENEFICIARY (CARES/ARPA FUNDS) FISCAL MANAGER USE ONLY

Description: A benefit is granted for purpose of maintaining standard operations and may be used for operating costs including personnel, supplies, equipment, rent, etc. Characteristics indicative of a beneficiary relationship between the city and an outside entity are when the outside entity:

- Is facing reduced revenues and difficulty maintaining standard operations;**
- Requires assistance for operating costs including payroll, rent, supplies, etc;**
- Provides goods or services that are ancillary to the operation of the Federal program.**
- Is receiving funding from the American Recovery Plan Act**

Section 3 – CONTRACTOR

Description: A contract is for purpose of obtaining goods and services for the city’s own use and creates a procurement relationship with the outside entity. Characteristics indicative of a procurement relationship between the city and an outside entity are when the outside entity:

- Provides the goods and services within normal business operations; providing a service NOT provided by the city agency**
- Provides similar goods or services to many different purchasers;**
- Normally operates in a competitive environment;**
- Provides goods or services that are ancillary to the operation of the Federal program.**

For profit- Use standard service contract, under/over 50K (over 50K must be legislated)

Not for profit agency- Go to page 2 to determine template to use

FINAL DETERMINATION:

- SUBRECIPIENT** **BENEFICIARY** **CONTRACTOR**

NOT FOR PROFIT AGENCIES

Section 1 – GRANT AGREEMENT

Description: When financial assistance to a non-for-profit that provides general operating support to accomplish a particular **public purpose**. Characteristics which support the classifications of the outside entity as a grant agreement include when the outside entity:

- The recipient is planning on doing the work anyway;**
- The amount of funding is determined by the City, typically in a response to a request;**
- Agreements that include advance payments**
- Providing funds for the purpose of distributing all or a portion of funds to residents in the forms of stipends, incentives, vouchers or other direct payments.**

All Not-For-Profit agreements **over \$5,000 must be legislated** and must use the Grant Agreement Template. *insurance/workers comp not required*. Use Object Class 05 / 65026 (funds must be appropriated there)

Section 2 – NOT FOR PROFIT SERVICE CONTRACT

Description: Agreement for the delivery of services to the public, which are NOT currently preformed or provided by an existing city agency. Characteristics indicative of a procurement relationship between the city and an outside entity are when the outside entity:

- Obligation from the not for profit to provide a service or product to the public;**
- Work that is being done is provided solely on the result of being paid;**
- Funding is calculated off of fair market;**
- Organization will submit detailed invoices for services/products rendered.**

Not for profit service contracts use the not-for-profit standard services contract. Over \$50K has to be legislated. Under \$50K does not have to be legislated. Insurance and Workers Comp are required. Use Object class 03/63920

FINAL DETERMINATION:

Grant Agreement over \$5k Grant Agreement under \$5k Not-for-profit Service contract

Explanation of Determination if not clearly made by the criteria above:

FUNDING SOURCE OF CONTRACT

- CPH General fund
- Grant funded- State, private or local
- Grant funded- Federal -Query of findings from sam.gov and ohioauditor.gov attached

Katie Pettiford Digitally signed by Katie Pettiford
Date: 2025.02.11 10:24:13 -05'00'

Employee Signature

Date

Susan Hager

2/24/2025

Supervisor Signature

Date



FSRS.gov Role Migration is Live [Show Details](#)
Feb 4, 2025



[See All Alerts](#)

Entity Validation [Show Details](#)
Feb 4, 2025



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

[Search Results](#)

[Saved Searches](#)



Select Domain
Entity Information



[All Entity Information](#)

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qualification](#)

[Exclusions](#)

Filter By






Keyword Search


For more information on how to use our keyword search, visit our [help guide](#)


[Simple Search](#)

[Search Editor](#)

- Any Words 
- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

"Mahogany Search partners" 

- Classification 
- Excluded Individual 
- Excluded Entity 
- Federal Organizations 
- Exclusion Type 
- Exclusion Program 
- Location 
- Dates 

Reset 



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

SAM.gov

An official website of the U.S. General Services Administration

0 Records found *criteria:* **Name Search:** Mahogany Search partners ,
Entity Search: - , **Month:** - , **Year:** - , **Status:** Unresolved

Name	Government Entity	Amount	Date Certified	Resolved
------	-------------------	--------	----------------	----------

There are no items to display

[Back to Search \(https://ffr.ohioauditor.gov/\)](https://ffr.ohioauditor.gov/)