



**Scope of Work for: Weber County**

**Scope of Work Signer: Weber County (County Commissioner)**

**Implementation Points of Contact:**

1. Emily Wilde at Weber County
2. Greg Catanzano at Graviton Consulting ([gcatanzano@gravitonconsulting.com](mailto:gcatanzano@gravitonconsulting.com); 949-466-7426)

This Scope of Work (SOW) establishes the distribution of responsibilities, overview, services and deliverables, assumptions, team structure, and estimated project milestones. Any services not explicitly set forth in this SOW are deemed out of scope for this SOW, and will be performed pursuant to a separate statement of work or change order executed by all parties.

After an approved SOW is received and reviewed together, we will move into our next round of deeper scoping to ensure the proper expectations are met, and we are providing the Client with an optimal solution. Broadbean is a Careerbuilder company and will be referenced as Broadbean in this document moving forward.

**Project Schedule Account**

<b>Broadbean Job Distribution</b>	6-8 weeks (integrated) 2 weeks for Client to collect user/job board
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**Integrations Requirements**

<b>Broadbean Job Distribution</b>	API - Real Time
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**Client ATS/CRM and Account Details**

<b>ATS/CRM</b>	ORC  Out of the box integration is set up. Full project implementation is dependent upon the Client's ATS/CRM go-live date, pending testing and validation.
<b>Job Acquisition Feed Type</b>	<ul style="list-style-type: none"> <li>• API - Direct Integration with ATS (Broadbean Job Distribution)</li> </ul>
<b>Apply Path</b>	<ul style="list-style-type: none"> <li>• Candidate redirected to Client ATS application (Broadbean Job Distribution)</li> </ul>
<b>Applicant Tracking System Source Code Information for Account</b>	Source coding is automatically set up via the ATS (ORC) integration
<b>Third-Party Integration Fees</b>	Client is responsible for all third party costs associated with integration with any Broadbean systems. The Client also commits to vendor resources, as needed, in order to configure their solutions.

**Broadbean Job Distribution**

<b>Platform Language</b>	English
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<b>Broadbean Posting Workflow</b>	<p><b>ORC Integrated Workflow – Job Distribution w/ATS Redirect (External Apply)</b></p> <ol style="list-style-type: none"> <li>1. Recruiter creates requisition from within the ATS system.</li> <li>2. Recruiter posts the job via the integrated Job Distribution solution.</li> <li>3. Candidate sees job posting on internal or external job boards.</li> <li>5. Candidate redirects to requisition details page on Client ATS career site.</li> <li>6. Candidate applies to job on requisition detail page.             <ol style="list-style-type: none"> <li>a. Candidate attaches resume to application.</li> <li>b. Candidate submits application.</li> </ol> </li> <li>7. Recruiter manages candidate application from their ATS System.</li> </ol>
<b>Total Number of jobs included in Broadbean</b>	<ul style="list-style-type: none"> <li>• Unlimited</li> </ul>
<b>Company Names/Brands/Business Units intended for broadcast</b>	<ul style="list-style-type: none"> <li>• Weber County of Utah</li> </ul>
<b>Broadbean implemented for the following countries</b>	<ul style="list-style-type: none"> <li>• US</li> </ul>
<b>Paid Job Boards</b>	<p>The Client will have access to the following Paid Job Boards:</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p>Approved in-network job boards are subject to change over-time, and does not guarantee an “active” status at the time of implementation. Any job boards that have become “inactive” prior to Broadbean deployment, can be re-submitted for build prioritization/approval consideration.</p> <p>*Client reminder request: Additional job boards (paid or free accounts) can be added during contract period without an increase to the job distribution fee if it is within Broadbean’s database of active integrations (<a href="https://job-boards.broadbean.com/us/boards">https://job-boards.broadbean.com/us/boards</a>); this can be done any time after setup/implementation with Customer Success Team.*</p>
<b>Free Job Boards Package US</b>	<p>The Free Boards Package is subject to change over-time as Broadbean explores Free Job Board partnership opportunities.</p> <ul style="list-style-type: none"> <li>• Adzuna</li> <li>• Flexjobs</li> <li>• Job.net</li> <li>• MyJobHelper</li> <li>• Oodle</li> <li>• Recruit.net</li> <li>• Talent.com</li> <li>• Trovit</li> <li>• Zippia</li> <li>• ZipRecruiter</li> </ul> <p>Broadbean will automatically post jobs to the free boards that accept automated distribution if compatible with workflow</p>
<b>Free Social Boards</b>	<ul style="list-style-type: none"> <li>• LinkedIn Social Status</li> </ul>



	<ul style="list-style-type: none"> <li>• LinkedIn Company Share* <i>*only LinkedIn admin(s) can post to company page</i></li> <li>• Twitter</li> </ul>
<b>Requested Job Boards</b>	<p>Broadbean will submit a request for any job board not currently integrated to be analyzed for approval of an integration. Successful ability to post to requested boards is not guaranteed and is contingent upon approval and integration build time.</p> <ul style="list-style-type: none"> <li>• Utah Department of Workforce Services</li> <li>• Handshake</li> <li>• Indeed</li> </ul>
<b>Board and User Credentials</b>	Client will provide all necessary credentials for any boards or user accounts added during implementation.
<b>Media Buying</b>	Does the Client want Broadbean to purchase job postings on their behalf? No

## Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A Change Request (CR) will be the vehicle for communicating any changes to a signed SOW.
- The CR must describe the change, the rationale for the change and the effect the change will have on the project timeline and budget.
- The designated Project Manager of the requesting party (Broadbean or Client) will review the proposed change and determine whether to submit the Change Request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Broadbean and Client will mutually agree upon any charges for such investigation, if any.
- If the investigation is approved, the Client Project Sponsors will sign the CR, which will constitute approval for the investigation changes.
- The investigation will determine the effect that the implementation of the CR will have on the SOW, schedule and other terms and conditions of the Agreement.
- Broadbean may invoice the Client for any additional charges that occur, prior to implementation.

## Functionality Updates

The above has been scoped based on the current functionality of all products at the created date of this SOW. If the product functionality changes prior to implementation, re-scoping may be required and will need additional signoff prior to implementation kickoff.

Acknowledgement Below:



# CLIENT ORDER FORM

Company Name: Weber County

Date: 6/14/2022



Broadbean Representative Name: Brady O'Malia  
Email: brady.omalia@broadbean.com

## Contract Detail

Contract Duration: 36  
Contract Start : 6/20/2022  
Contract End Date: 6/19/2025

Invoice Frequency: Annual  
Account Number (if applicable):  
Currency (if not USD):

This Order Form ("Agreement") is entered into by and between Broadbean, Inc. ("Broadbean") and the Customer set forth below ("Customer") to provide the services described below. This Order Form is not binding unless signed by an authorized representative of Broadbean, Inc.

If you require a purchase order number or reference when submitting invoices please ensure they are provided at the time of signing this order form, please also ensure that the email or postal address to which invoices should be sent is provided. Payment terms commence from the date of the invoice and will not be extended where the Customer fails to provide the required information at the point of signing the order form. All fees payable by Customer are exclusive of applicable sales, use excise or similar taxes assessed or hereafter imposed on the services (the "Taxes"). Customer shall be solely responsible for all Taxes. Neither party shall be liable for any ad valorem, income, franchise, privilege, occupational or similar taxes of the other party. Invoice payment terms are net 30 days.

Customer has purchased the services listed on this Order Form (collectively, the "Services"). This Order Form is governed by the Standard Terms and Conditions for Direct Employers available at [https://www.broadbean.com/media/gx3i0s2q/bb-us-online-conditions\\_7december2021-002.pdf](https://www.broadbean.com/media/gx3i0s2q/bb-us-online-conditions_7december2021-002.pdf) unless Customer has separate terms and conditions executed by an authorized representative of Broadbean (whether signed or located online, as the case may be, the applicable terms and conditions shall be referred to as the "Conditions"). In the event of any conflict between the Order Form and the Conditions, the Conditions shall control. Capitalized terms not defined herein shall retain the meaning assigned in the Conditions.

## Customer Detail

Customer Name: Weber County

Company Contact Name/ Title: Emily  
Wilde; Assistant Director of Human  
Resources

Street: 2380 Washington Blvd

Email: ewilde@co.weber.ut.us

City/ State/ Zip Code: Ogden UT 84401

Telephone: 801-399-8620

Billing Contact (if different):

Email: Same

Telephone: Same

## Services

Products Purchased	# of Users or # Posts	Start Date	End Date	Duration (Months)	Monthly Price	Total Price
<input checked="" type="checkbox"/> Implementation Fee		6/20/2022	6/20/2022		\$ .00	\$ 1,120.00
<input checked="" type="checkbox"/> Job Distribution		6/20/2022	6/19/2023	12	\$ .00	\$ 4,750.00
<input checked="" type="checkbox"/> OFCCP Compliance - Job board feed to only Utah Department of Workforce Services		6/20/2022	6/19/2023	12	\$ .00	\$ 1,500.00
<input checked="" type="checkbox"/> Job Distribution		6/20/2023	6/19/2024	12	\$ .00	\$ 4,275.00
<input checked="" type="checkbox"/> OFCCP Compliance - Job board feed to only Utah Department of Workforce Services		6/20/2023	6/19/2024	12	\$ .00	\$ 1,350.00
<input checked="" type="checkbox"/> Job Distribution		6/20/2024	6/19/2025	12	\$ .00	\$ 4,038.00
<input checked="" type="checkbox"/> OFCCP Compliance - Job board feed to only Utah Department of Workforce Services		6/20/2024	6/19/2025	12	\$ .00	\$ 1,275.00
<b>Total</b>						<b>\$ 18,308.00</b>

**Customer Name: Weber County**

Signature: \_\_\_\_\_

Name:

Title:

Date:

**Broadbean, Inc.**

Approved By:

Signature: \_\_\_\_\_

Title:

Date: