

## Product Schedule

This agreement is entered into between The Infosoft Group LLC, dba Circa, and the customer listed in the signature below, ("Customer"). This is a non-cancelable and non-refundable purchase. All recurring services will be billed Quarterly.

**Start Date:** 3/19/2021  
**Term Length:** 12 months  
**Billing Start Date:** 3/19/2021  
**Billing Frequency:** Quarterly  
**Payment Method:** Invoice

Diversity Standard Package + AI Candidate Matching				
Product	Quantity		Net Unit Price	Net Total
Diversity Standard Package + AI Candidate Matching	1	(+150.00)	\$7,500.00	\$7,500.00
Singles Posting – 10 Pack (Credit)**	1	-\$2,500.00		
<i>Quarterly Billing Amount for Package</i>	<i>4</i>		<i>\$1,875.00</i>	<i>\$7,500.00</i>
<ul style="list-style-type: none"> <li>Community &amp; Diversity Outreach</li> <li>Outreach Management</li> <li>Targeted Outreach</li> <li>Tracking and Reporting</li> <li>Nationwide, Unlimited concurrent job postings, including but not limited to milwaukeejobs.com (All 60 WI sites can be found at: <a href="https://www.milwaukeejobs.com/job-network">https://www.milwaukeejobs.com/job-network</a>)</li> <li>Discover, Enrich, Score - 25 jobs posted annually returning 300 relevant, passive candidates each</li> <li>Attract - 1 job posted annually returning at least 1 qualified applicant</li> </ul>				
Diversity Set-Up	1	WAIVED	\$995.00	\$0.00
Employer Branding Site	1	WAIVED	\$550.00	\$0.00
Microsite accessible from all postings. Customize to include a concise company overview, descriptions of work environment, company culture, benefits, etc.				
Featured Employer	1	WAIVED	\$550.00	\$0.00
Company logo and name appear in "Featured Employers" section of homepage for one month with links to company branding site or profile page.				
Discover AI Candidate Matching Block of 25 job postings – source active and passive diverse candidates; database of 160+MM potential candidates*	1	WAIVED	\$520.00	\$0.00
Discover, Enrich, Score - 25 jobs posted annually returning 300 relevant, passive candidates each				
<b>Diversity Standard Package + AI Candidate Matching Total:</b>				<b>\$7,500.00</b>

\*Current Promotion: If executed on or before 3/31/21, an additional 25 AI credits included with purchase, for total of 50 credits.

\*\* Circa will cancel \$2500 purchase from 3/19/21 for 10 pack of postings upon subscription set up. \$2500 will be credited back directly to credit card utilized in purchase.

Sales tax will be added in applicable states.

This Product Schedule is an exhibit to and subject to the terms of the Master Services Agreement, the standard terms of which are located at <https://employer.circaworks.com/contract-terms>

Your subscription will automatically renew at the end of each subscription term for an additional subscription term.

To prevent the automatic renewal from occurring, you must give written notice indicating your intention not to renew, which must be received no later than the date that is forty-five (45) days prior to the last day of the subscription term. Written notices should be sent to [renewal@localjobnetwork.com](mailto:renewal@localjobnetwork.com).

Initials:

**Renewal Contact Name:**

**Renewal Contact Email:**

**Renewal Contact Role:**

By signing below, the customer representative confirms they are authorized to enter into this agreement.

**City of Waukesha**

Print Name:

Signature:

Title:

Date:

**The Infosoft Group LLC**

Print Name: James R. McCann

Signature:



Title: Chief Financial Officer

Date:

## Accounts Payable and Invoicing Instructions

**Billing Contact Name:** Kailey Anderson  
**Billing Phone Number:** 262-524-3745  
**Billing Contact Email:** kanderson@waukesha-wi.gov

**Billing Secondary Email:**

**Billing Address:**

Street: P.O. Box 1532

City: Waukesha

State: WI

Zip/Postal Code: 53008

\*Used for sales tax if applicable.

**Invoice Delivery Method:** Email

**Are you Tax Exempt?** Yes

If yes, please provide your tax exemption certificate.

**PO Required?**

If yes, provide PO Number:

**Will you use a third party payment process?**

If yes, please provide instructions on registering as a supplier/vendor.

## Diversity Standard Package + AI Candidate Matching includes all Inclusions listed below:

### Annual Subscription

- Users: unlimited
- Applicable states: nationwide
- Job posting capabilities allows for unlimited concurrent job slots
- Unrestricted candidate database access in all applicable states

### Position and Company Exposure

- Cross-posting of all jobs to our network of local employment websites including but not limited to [www.MilwaukeeJobs.com](http://www.MilwaukeeJobs.com)
- Cross-posting of all jobs to our network of local diversity websites
- Link to all 60 sites in Wisconsin: <https://www.milwaukeejobs.com/job-network>

### Community and Diversity Outreach

Open jobs are emailed daily through our Community and Diversity Outreach program connecting your jobs with active and passive job seekers from our community partners. The community and diversity outreach partners receive jobs that match criteria they specifically requested and share the positions with the appropriate members of their organizations.

- Minorities
- Women
- Individuals with disabilities
- Veterans
- Diversity organizations
- Universities and colleges
- LGBTQ
- Historically black colleges and universities
- State workforce agencies
- Construction/skilled trades
- Professional/technical groups
- Business professionals

### Outreach Management System

- Increase targeted outreach to local organizations through linkage agents
- Track communication while building relationships with community and diversity partners
- Create customized messages with ability to attach documents
- Record notes to document activity
- Ability to add local organizations and contacts
- On demand reporting to track all activity per user

### Linkage Agents

- Send your jobs to specific organizations
- Targeted company branded emails come directly from user
- Select frequency and filter jobs promoted to organizations
- Traffic and results provided through outreach dashboard

### AI Candidate Matching

- Ability to source active and passive diverse candidates

- Includes 50 discover credits and 1 attract credit
- Provides access to database of 160+ million potential candidates

### Mirroring Program

- Program pulls jobs from your website and posts them onto our website
- Redirect all applicants seamlessly from our website to your applicant tracking system
- No manual posting necessary
- Program updates daily

### Accessibility

- Accessibility features ensure disabled job seekers can easily navigate our sites, find company information and open positions, and have a fair application experience

## Employer Branding

### Employer Branding Site

- Customized company overview
- Links to all job postings
- Ability to include multiple pages & job postings to help compete better locally

### Social Media

- Promote your social media presence
  - Ability to manually Tweet positions
  - Connect candidates to your social media accounts on Facebook, Twitter, LinkedIn, and YouTube, which are promoted on your open jobs and company profile

### Complimentary Resources

- [Webinars](#)
- [Articles and Podcasts](#)