**Letter of Agreement**

The Arizona Board of Regents on behalf of the University of Arizona (the “University”) retains SEARCH FIRM NAME to provide executive search services to the University in connection with the University’s search for POSITION TITLE (or such other title as may be agreed upon by the University for this position and this Scope of Work). This Scope of Work is entered into pursuant to RFP (SELECT APPROPRIATE RFP NUMBER AND REMOVE OTHERS: L192103, L051707, OR 191703)

1. Services

SEARCH FIRM NAME will provide services to support the University’s search as set forth in the PROPOSAL NAME dated MONTH YEAR (the “Proposal”), attached to this Scope of Work (“SOW”) as Exhibit A. Services will be performed under the leadership of SEARCH FIRM CONSULTANTS as the leaders of the search team. SEARCH FIRM NAME will provide the specific services and key milestones as detailed in section e) of the Proposal. SEARCH FIRM NAME agrees that it will perform background checks on any candidate only at the specific request of the University.

1. Term

The engagement will begin upon execution of this SOW, and will continue through MONTH DAY YEAR, or such earlier date as a candidate accepts an offer for the POSITION TITLE position. It is anticipated that work will proceed in accordance with the timeline set forth in section f) of the Proposal.

1. Fees

Professional fees and expenses will be charged consistent with SEARCH FIRM NAME agreement with the University, as follows:

1. Professional Fees. The professional fee will be XXX% of the first year’s total compensation including base salary and projected bonuses for which the individual is eligible, with a minimum fee of $XXX. The projected initial base salary will be determined by the University in consultation with SEARCH FIRM NAME. At the conclusion of the search, SEARCH FIRM NAME will adjust the fee up or down, depending on actual total compensation.

2. Indirect Expenses. University will pay $XXX for fixed job expenses, to include administrative support, employment verifications, database access, communications and research services that are not easily identifiable by project.

3. Direct Expenses. Out-of-pocket expenses are charged at cost and generally include staff and candidate travel and accommodations, courier services, advertising, video conferencing, education certification, licensure verification, media checks, outside printing and external expenses directly related to your search. Reimbursement of direct expenses will be subject to University policies (i.e. travel, meals, per diem, etc.).