Invoice

ACADEMIC SEARCH

1825 K STREET, NW SUITE 705
WASHINGTON, DC 20006
PHONE: (202) 332 4049 FAX (202) 234-7040

Bill To:

University of Louisville
University Provost Office
2301 S. Third Street
Louisville, KY 40292

Date	Invoice #
4/1/2014	4277

30265

Due Date
4/30/2014

Description	Amount
Installment #1 - Vice President for Strategy and General Counsel Search	21,666.67
PSC 12-056	
PO # 3-173133	
	Total $21,666.67

ACADEMIC SEARCH, INC
Make checks payable to Academic Search Inc.
If you have any questions, please contact Eric Smith at (202) 332-4049
TAX ID #20-5120646

PERSONAL SERVICE CONTRACT INVOICE FORM
GOVERNMENT CONTRACT REVIEW COMMITTEE
LEGISLATIVE RESEARCH COMMISSION

Pursuant to KRS 45A.695, **no payment shall be made on any personal service contract** unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

Invoices shall be submitted every ninety (90) days, unless the personal service contract specifies a different submission time period.

Separate invoices shall be submitted for each distinct matter covered by the personal service contract, and shall be signed by the individual responsible for that matter

The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and the expenses actually incurred.

The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.

Contract Number: 12-056 **Date of Invoice:** 04/01/14

University of Louisville
Contracting Body

Division, Branch, etc.

1. Name & Address of Contractor:

Academic Search, Inc.
1825 K Street, NW
Suite 705
Washington, DC 20006

2. Contractor's Tax I.D. Number: 20-5120646

3. Effective Period of Contract:
Starting Date: 07/01/12
Ending Date: 06/30/14

4. Combined Total Amount Charged in this Invoice for Services and Reimburseable Disbursements: $21,666.67

5. Dates of Service Covered under this invoice:
Starting Date: 04/01/14
Ending Date: 04/30/14

6. Is this the FINAL invoice for services performed under this contract:
[ ] Yes [✓] No

7. Date of most recent invoice submitted prior to this invoice: _____

8. How often is the contractor required to submit invoices under the terms of the personal service contract:

Monthly

9. Provide a description of the matter covered by this invoice:

Invoice includes the first of three installments associated with the Vice President for Strategy and General Counsel search. The search will launch in April 2014.

10. Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individual spent on the matter:

See answer to #9.

11. Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:

John Hicks is the consultant working on this search. We do not bill his time on an hourly rate; however if we did it would be approximately $375/hour. This invoice includes the first of three search fee installments.

12. Provide the subject matter and recipient of any correspondence:

No reimbursable expenses.

13. Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):

Invoice includes the first installment of the search fee - includes organizing the search process, meeting with the search committee and other campus constituents to analyze institutional needs and develop the position profile and advertising strategy.

14. Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter: .

None

SIGNATURES:

Contractor: _____ **Date:** 4/7/14

Title: Eric C. Smith, COO/CFO

Contracting Body

Approved by: Connie Kidd **Date:** 4/24/14

Title: Asst. to Vice Provost

Invoice

ACADEMIC SEARCH
1825 K STREET, NW SUITE 705
WASHINGTON, DC 20006
PHONE (202) 332-4049 FAX (202) 234 7640

MAY - 5 2014

Bill To:

University of Louisville
University Provost Office
2301 S. Third Street
Louisville, KY 40292

Date	Invoice #
4/30/2014	4329

Due Date
5/31/2014

Description	Amount
Search Expenses - Vice President for Strategy and General Counsel Search	
Advertising - Women in Higher Education	210.00
Advertising - The Chronicle of Higher Education	295.00
Advertising - Academic Keys	195.00
Advertising - Career Builder	419.00
Advertising - The Hispanic Outlook in Higher Education	195.00
Advertising - Higher Ed Jobs	210.00
Advertising - Diverse Jobs	275.00
Advertising - Association of Corporate Counsel	575.00
Advertising - Job Thread - GoInHouse	100.00
Advertising - National Bar Association	350.00
Advertising - Minority Corporate Counsel Association	400.00
Advertising - The Journal of Blacks in Higher Education	165.75
PSC 12-056	
PO# 3-173133	
Total	$3 389 75

ACADEMIC SEARCH, INC
Make checks payable to Academic Search, Inc.
If you have any questions, please contact Eric Smith at (202) 332-4049
TAX ID #20-5120646

PERSONAL SERVICE CONTRACT INVOICE FORM
GOVERNMENT CONTRACT REVIEW COMMITTEE
LEGISLATIVE RESEARCH COMMISSION

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Invoices shall be submitted every ninety (90) days, unless the personal service contract specifies a different submission time period.

Separate invoices shall be submitted for each distinct matter covered by the personal service contract, and shall be signed by the individual responsible for that matter

The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and the expenses actually incurred.

The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.

Contract Number: 12-056 **Date of Invoice:** 04/30/14

University of Louisville
Contracting Body

Division, Branch, etc.

1. Name & Address of Contractor:

Academic Search, Inc.
1825 K Street, NW
Suite 705
Washington, DC 20006

2. Contractor's Tax I.D. Number: 20-5120646

3. Effective Period of Contract:
Starting Date: 07/01/12
Ending Date: 06/30/14

4. Combined Total Amount Charged in this Invoice for Services and Reimburseable Disbursements: $3,389.75

5. Dates of Service Covered under this invoice:
Starting Date: 04/01/14
Ending Date: 04/30/14

6. Is this the FINAL invoice for services performed under this contract:
[ ] Yes [✓] No

7. Date of most recent invoice submitted prior to this invoice: 04/01/14

8. How often is the contractor required to submit invoices under the terms of the personal service contract:

Monthly

9. Provide a description of the matter covered by this invoice:

Invoice includes various ad postings associated with the Vice President for Strategy and General Counsel search. The search launched in April 2014.

10. Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individual spent on the matter:

See answer to #9.

11. Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:

John Hicks is the consultant working on this search. We do not bill his time on an hourly rate; however if we did it would be approximately $375/hour. However, this invoice only includes reimbursable expenses.

12. Provide the subject matter and recipient of any correspondence:

Advertising expense.

13. Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):

Advertising expense - spreading the word about the opening at the University.

14. Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter:

All advertising expense invoices are attached.

SIGNATURES:

Contractor: _____ **Date:** 5/1/2014

Title: COO/CFO Eric Smith

Contracting Body

Approved by: _____ **Date:** 6/17/14

Title: Asst. to Vice Provost

Invoice

ACADEMIC SEARCH

1825 K STREET, NW SUITE 705
WASHINGTON, DC 20006
PHONE: (202) 332-4049 FAX: (202) 234-7540

Bill To:

University of Louisville
University Provost Office
2301 S. Third Street
Louisville, KY 40292

Date	Invoice #
6/1/2014	4278

Due Date
6/30/2014

Description	Amount
Installment #2 - Vice President for Strategy and General Counsel Search	21,666 67
Search Expenses: Advertising - Inside Higher Ed	250.00
PSC 12-056	
PO # 3-173133	
	Total $21,916.67

ACADEMIC SEARCH, INC.
Make checks payable to Academic Search, Inc.
If you have any questions, please contact Eric Smith at (202) 332-4049
TAX ID #20-5120646

PERSONAL SERVICE CONTRACT INVOICE FORM
GOVERNMENT CONTRACT REVIEW COMMITTEE
LEGISLATIVE RESEARCH COMMISSION

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The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.

Contract Number: 12-056 **Date of Invoice:** 06/01/14

University of Louisville

Contracting Body **Division, Branch, etc.**

1. Name & Address of Contractor:

Academic Search, Inc.
1825 K Street, NW
Suite 705
Washington, DC 20006

2. Contractor's Tax I.D. Number: 20-5120646

3. Effective Period of Contract:
Starting Date: 07/01/12
Ending Date: 06/30/14

4. Combined Total Amount Charged in this Invoice for Services and Reimburseable Disbursements: $3,389.75

5. Dates of Service Covered under this invoice:
Starting Date: 05/01/14
Ending Date: 06/30/14

6. Is this the FINAL invoice for services performed under this contract:
[ ] Yes [✓] No

7. Date of most recent invoice submitted prior to this invoice: 04/30/14

8. How often is the contractor required to submit invoices under the terms of the personal service contract:

Monthly

9. Provide a description of the matter covered by this invoice:

Invoice includes Includes the second of three fee installments in conjunction with the VP for Strategy and General Counsel search as well as one advertising placement. The second installment of the fee covers the cost of recruiting the candidate pool, facilitating the selection of semi-finalists, and neutral site interviews.

10. Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individual spent on the matter:

See answer to #9.

11. Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:

John Hicks is the consultant working on this search. We do not bill his time on an hourly rate; however if we did it would be approximately $375/hour.

12. Provide the subject matter and recipient of any correspondence:

Advertising expense is attached.

13. Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):

Invoice includes Includes the second of three fee installments in conjunction with the VP for Strategy and General Counsel search as well as one advertising placement. The second installment of the fee covers the cost of recruiting the candidate pool, facilitating the selection of semi-finalists, and neutral site interviews.

14. Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter:

Advertising expense invoice is attached.

SIGNATURES:

Contractor: _____ **Date:** 6/5/14

Title: COO/CFO, Eric C. Smith

Contracting Body

Approved by: _____ **Date:** 6/17/14

Title: Asst. to Vice Provost

Invoice

ACADEMIC SEARCH

1825 K STREET, NW SUITE 705
WASHINGTON, DC 20006
PHONE: (202) 332-4049 FAX: (202) 234-7640

Bill To:

University of Louisville
University Provost Office
2301 S. Third Street
Louisville, KY 40292

Date	Invoice #
6/17/2014	4279

Due Date
7/17/2014

Description	Amount
Installment #3 - Vice President for Strategy and General Counsel Search	21,666.66
PSC 12-056	
PO# 3-173133	
	Total $21,666.66

ACADEMIC SEARCH, INC.
Make checks payable to Academic Search, Inc.
If you have any questions, please contact Eric Smith at (202) 332-4049
TAX ID #20-5120646

PERSONAL SERVICE CONTRACT INVOICE FORM
GOVERNMENT CONTRACT REVIEW COMMITTEE
LEGISLATIVE RESEARCH COMMISSION

Pursuant to KRS 45A.695, **no payment shall be made on any personal service contract** unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

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The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and the expenses actually incurred.

The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.

Contract Number: 12-056 **Date of Invoice:** 06/17/14

University of Louisville
Contracting Body

Division, Branch, etc.

1. Name & Address of Contractor:

Academic Search, Inc.
1825 K Street, NW
Suite 705
Washington, DC 20006

2. Contractor's Tax I.D. Number: 20-5120646

3. Effective Period of Contract:
Starting Date: 07/01/12
Ending Date: 06/30/14

4. Combined Total Amount Charged in this Invoice for Services and Reimburseable Disbursements: $21,666.66

5. Dates of Service Covered under this invoice:
Starting Date: 06/01/04
Ending Date: 06/30/14

6. Is this the FINAL invoice for services performed under this contract:
[ ] Yes [✓] No

7. Date of most recent invoice submitted prior to this invoice: 06/01/14

8. How often is the contractor required to submit invoices under the terms of the personal service contract:

Monthly

9. Provide a description of the matter covered by this invoice:

Invoice includes the third and final installment of the search fee in conjunction with the Vice President for Strategy and General Counsel search. The third installment covers the neutral site interviews, selection of finalists, and facilitation of the appointment.

10. Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individual spent on the matter:

See answer to #9

11. Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:

John Hicks is the consultant working on this search. We do not bill his time on an hourly rate; however if we did it would be approximately $375/hour

12. Provide the subject matter and recipient of any correspondence:

Installment includes only the professional fee - no correspondence.

13. Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):

Invoice includes the third and final installment of the search fee in conjunction with the Vice President for Strategy and General Counsel search. The third installment covers the neutral site interviews, selection of finalists, and facilitation of the appointment.

14. Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter:

None

SIGNATURES:

Contractor: _____ **Date:** 6/17/2014

Title: Eric C. Smith, COO/CFO

Contracting Body

Approved by: _____ **Date:** 6/17/14

Title: Asst. to Vice Provost