



Agenda Report

MEETING DATE: Tuesday, October 26, 2021

TO: City Council

FROM: DEPUTY CITY MANAGER MANNING

SUBJECT: RESOLUTION ADOPTING FIRST AMENDMENT TO CONTRACT WITH GOVERNMENTJOBS.COM, INC (DBA"NEOGOV"), REVISING THE SCOPE AND INCREASING THE CONTRACT BY \$39,000 OVER 2 YEARS AND 5% CONTRACTUAL INCREASE FOR ANNUAL SUBSCRIPTIONS

STATEMENT OF ISSUES:

Governmentjobs.com, Inc., a corporation dba NEOGOV (NEOGOV) was contracted in October of 2020 to provide applicant tracking for employment recruitment. This first amendment revises the scope of services to add modules; onboarding, position import and single sign on subscriptions.

RECOMMENDED ACTION:

Staff recommends that the City Council adopt a resolution that:

1. Adopts the First Amendment to the contract for consultant services with NEOGOV for applicant tracking, onboarding, position import and single sign on subscriptions, revising the scope and increasing the contract by \$39,000 over 2 years and 5% contractual increase for annual subscriptions, and
2. Authorizes the City Manager to execute all necessary agreements.

DISCUSSION:

In October of 2020, the City contracted with NEOGOV to provide applicant tracking for employment recruitment. Implementing this module has allowed the Human Resources Department to post recruitments and review applications much quicker, move away from paper applications, and provide applicants the status of their application in real time.

Adding the additional modules; onboarding, position import and single sign on subscriptions will assist in continuing to streamline the onboarding process for new employees. It will eliminate the need for paper forms, copies and provide the ability for the new employee to complete the onboarding forms digitally.

STRATEGIC PLAN:

This project is consistent with the following Strategic Plan goal:
7-Efficient and High Performing Government

FINANCIAL IMPACT:

The current applicant tracking module was purchased at \$24,726 with an annual subscription cost of \$18,087.30. Adding these additional modules will increase the annual subscription cost to \$36,000 and these subscriptions will increase by 5% each year thereafter. In addition to the annual subscription there is a one-time set-up fee of \$21,000.

The cost will be absorbed in the current Human Resources department budget for this year. It will be programmed in the budget in future years, which will be shared among all funds through Human Resources department cost allocation.

ALTERNATIVE ACTION:

The City Council may choose not to adopt this Amendment

ATTACHMENTS AND/OR REFERENCES (If any):

None.