

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

21-868 A-2

SAP Number

4400015001

HUMAN RESOURCES

Department Contract Representative	<u>Gina King, HR Deputy Director</u>
Telephone Number	<u>(909) 387-5571</u>
Contractor	<u>Governmentjobs.com, Inc. dba NEOGOV</u>
Contractor Representative	<u>John Closs</u>
Telephone Number	<u>(310) 426-6304 ext. 420</u>
Contract Term	<u>May 27, 2020 to October 31, 2023</u>
Original Contract Amount	<u>\$124,866.00</u>
Amendment Amount	<u>\$239,017.19</u>
Total Contract Amount	<u>\$363,883.19</u>
Cost Center	<u>7202001000</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2 TO THE SERVICES AGREEMENT FOR SAN BERNARDINO COUNTY ONLINE APPLICANT TRACKING SYSTEM, SAP CONTRACT 4400015001

WITNESSETH:

WHEREAS, San Bernardino County (County) and GOVERNMENTJOBS.COM, INC., dba NEOGOV entered into a Services Agreement (the Contract) on June 24, 2021 to provide a comprehensive online applicant tracking system; and

WHEREAS, San Bernardino County (County) and GOVERNMENTJOBS.COM, INC., dba NEOGOV mutually agreed to amend Contract on February 9, 2021 to include the use of the Candidate Text Messaging feature; and

WHEREAS, the original term of the Contract commenced on May 27, 2020, and will expire on May 26, 2023; and

WHEREAS, Section D of the Contract allows the County, in its sole discretion, to extend the Contract for two (2) additional one (1) year terms; and

WHEREAS, Section C.2 of the Contract also authorizes the parties to amend the Contract by mutual agreement; and

NOW, THEREFORE, in consideration of the foregoing recitals, which are specifically incorporated into the body of this agreement and the mutual covenants, terms and conditions contained herein, the parties agree as follows:

DELETE, Section B.1 Contractor Responsibilities and SUBSTITUTE therefore the following:

B.1 Contractor shall provide County with a subscription granting access to its fully supported SaaS Applications, Integrations and Professional Services to deliver the features and functionalities described in the RFP Scope of Work and addressed in the Project Description Response of Contractor's proposal dated November 27, 2019 (Services), to also include Amendment No. 1 dated February 20, 2021, the NEOGOV Schedule S – Service Description (Attachment A.1) and the Itemized Subscription List (Attachment A.2).

DELETE, Section D. Term of Contract and SUBSTITUTE therefore the following:

1. Term of Contract

This Contract is effective as of May 27, 2020 ("Effective Date") and expires October 31, 2023, ("Expiration Date") with the option to extend two (2) additional one (1) year terms, but may be terminated earlier in accordance with the provisions of this Contract (the "Term").

The SaaS Subscriptions shall commence on the Effective Date and remain in effect through the Expiration Date, unless terminated earlier in accordance with the provisions of this Contract. Contractor shall provide County access to the SaaS Applications upon the Effective Date unless otherwise agreed.

DELETE, Section F.1 SaaS Subscription Fees and SUBSTITUTE therefore the following:

F.1 SaaS Subscription Fees: The maximum amount of payment under this Contract shall not exceed \$705,194.09 through the maximum term (May 27, 2020 through October 31, 2025), which includes the initial term (May 27, 2020 through October 31, 2023), with the option to extend two (2) additional one (1) year terms.

Payments for each subscription shall be in accordance with Attachment A.2.

The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

All other terms and conditions of the Contract, SAP No. 4400015001, and all amendments remain unchanged and are incorporated herein by this reference. Attachment B and C

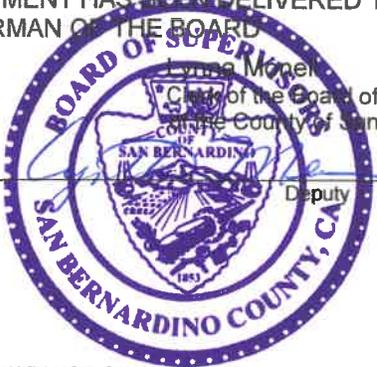
Any capitalized term used but not defined in this Amendment shall have the meaning given to it in the Contract or the Addendum, as applicable

SAN BERNARDINO COUNTY

▶ *Curt Hagman*
Curt Hagman, Chairman, Board of Supervisors

Dated: NOV 16 2021

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD



By *Lynne Moberg*
Lynne Moberg, Deputy
Deputy
County of the Board of Supervisors
of the County of San Bernardino

GOVERNMENTJOBS.COM, INC. DBA NEOGOV
(Print or type name of corporation, company, contractor, etc.)

By ▶ *Ana Alfaro*
(Authorized signature - sign in blue ink)

Name Ana Alfaro
(Print or type name of person signing contract)

Title Revenue Accounting Manager
(Print or Type)

Dated: 11/8/2021

Address 300 Continental Blvd. #565
E1 Segundo, CA 90245

FOR COUNTY USE ONLY

Approved as to Legal Form
▶ *Cynthia O'Neill*
Cynthia O'Neill, Deputy County Counsel
Date 11/8/2021

Reviewed for Contract Compliance
▶ *Amy Coughlin*
Amy Coughlin
Date 11/8/2021

Reviewed/Approved by Department
▶ *Diane Rundles*
Diane Rundles
Date 11/8/2021

Attachment A.1
NEOGOV Schedule S – Service Descriptions

NEOGOV Schedule S –Service Descriptions

Customer may use only those Services purchased or subscribed to as listed within the NEOGOV Ordering Document. NEOGOV Service descriptions for Services not purchased or subscribed to by Customer are provided for reference only and are subject to change.

Insight Enterprise (IN) (EXISTING)

Insight Enterprise is designed to address five major areas of human resource activities including recruitment, selection, applicant tracking, reporting and analysis, and HR automation. As described below, Insight Enterprise enables agencies to post class specifications online, post job announcements on Customer websites, accept online applications, conduct applicant tracking including EEO and other statistical analysis, create email/hardcopy applicant notices, complete item analysis, create/route/approve requisitions and hire actions online, and certify eligible lists electronically. A subscription to Insight Enterprise (IN) will include the following:

Recruitment:

- Online job application
- Configurable Career site
- Online job interest cards
- Recruitment and examination planning

Applicant Tracking:

- Email and hardcopy notifications
- EEO Data collection and reports
- Track applicants by step/hurdle
- Schedule written, oral, and other exams
- Candidate self-service portal for scheduling and application status

Career Pages:

- NEOGOV will provide the URLs for the Career Pages, which the Customer will use to advertise on their website. Customer will need to change the IP addresses of its promotional, transfer and ordinary job posting website links (Links provided by NEOGOV)

Reporting and Analysis:

- Standard system reports
- Ad hoc reporting tool

Selection:

- Configurable supplemental questions
- Define unique automatic scoring plans
- Test analysis and pass-point setting
- Score, rank, and refer applicants

Insight Training:

- NEOGOV will create a Customer-specific training environment for Insight Enterprise, which is used by Customer during training and afterwards to train in prior to moving into production.
- Customer will have full access to the demo/training environment setup for Insight Enterprise.
- NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Ordering Document.
- NEOGOV's pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.

GovernmentJobs.com Job Posting Subscription

Agency can advertise their job openings on the governmentjobs.com employment website. This secondary NEOGOV job board consistently attracts more than 300,000 visitors per week, greatly expanding the audience of job postings. Applicants can search for jobs based on geographical location and/or keyword, helping them find jobs at agencies within which they are not specifically searching. Applicants can apply and monitor their application directly from governmentjobs.com, making the application process seamless and simple. All job postings are shared to GovernmentJobs.com automatically from the agency's primary career page when this subscription is enabled.

Text Message Add-On – (CTM) (EXISTING)

Send messages through the Insight platform to candidates who agree to receive text notifications on their mobile device. Provide them with updates on the status of their applications, interview times, next steps in the application process, and application results.

New Hire Integration Subscription (NHI) (EXISTING)

NEOGOV offers a standard New Hire Integration that **automatically exports a file of hires from Insight Enterprise** and uploads it to an FTP site. This file then can be processed into your HRIS by your organization. Hires within Insight can refer to any new hires, rehires, or promotions that have been entered into Insight Enterprise. The data exported can be configured to include standard fields that you specify. This integration can be designated either as a scheduled batch process (i.e. daily, weekly, etc.) or as a real-time web service.

Position Control Integration Subscription (PCI) (EXISTING)

The Position Control Integration provides an ongoing or one-time load of Position Control data from a file to the NEOGOV applications. This data is used to populate the Requisition and Hire forms with Position Control information once the Position Number is entered onto the Requisition or Hire form. The files are retrieved from a NEOGOV hosted Secure FTP server and then loaded into the Positions table in NEOGOV.

Onboard Subscription (ON) (NEW)

Onboard is designed to facilitate the onboarding process for new hires. As described below, NEOGOV maintains standard forms as part of the annual subscription. Agencies shall maintain any custom forms created by Customer. A subscription to Onboard (ON) will include the following functionality:

- Electronic Employee File of Onboard forms
- Federal I9 and W4 forms
- Checklists of tasks to create specific Onboard process by position, department, division or class spec
- Configurable new hire portal
- Ability to promote, rehire and offboard employees (task assignment based on new position)
- Global form bank
- Configurable Email Notifications
- Automation of Onboard process
- Build your own Onboarding forms. Onboard (ON) includes Federal I9 and Federal W4 forms which are updated as new versions are released. Additional forms or form maintenance is available from NEOGOV at the following cost:
 - Background forms \$295 per form
 - Dynamic Forms \$40 per form
 - Updates to existing forms \$200 an hour

Onboard Documents Export (NEW)

The Onboard Documents Export allows Onboard users to schedule bulk exports of completed onboarding forms and data as needed. The forms and data are exported on a regular basis to a secure FTP folder. Only your agency has access to this information. More detailed information is available in the NEOGOV Onboard Documents Export Subscription guide.

Attachment A.2
Itemized Costs Per Subscription

NEOGOV CONTRACT TOTAL COSTS	Annual Cost (For Reference)	3-year Total Cost	(+) option to extend two (2) additional one (1) year terms.
Insight (Existing Subscription)			
5/27/20-5/26/22		\$78,750.00	
5/27/22-10/31/22 (prorated)		\$17,044.52	
11/1/22-10/31/23		\$39,375.00	
11/1/23-10/31/25			\$78,750.00
Total	\$39,375.00	\$135,169.52	\$78,750.00
Text Message (Existing Subscription)			
2/20/21-2/19/22		\$6,741.00	
2/20/22-10/31/22		\$4,691.00	
11/1/22-10/31/23		\$6,741.00	
11/1/23-10/31/25			\$13,482.00
Total	\$6741.00	\$18,173.00	\$13,482.00
New Hire Integration Subscription (NHI) (Existing Subscription)			
6/24/2022 – 10/31/2022		\$634.74	
11/1/2022 – 10/31/2023		\$1,782.15	
11/1/23-10/31/25			\$3,564.30
Total	\$1782.15	\$2,416.89	\$3,564.30
Position Control Integration Subscription (PCI) (Existing Subscription)			
6/24/2022 – 10/31/2022		\$1,269.48	
11/1/2022 – 10/31/2023		\$3,564.30	
11/1/23-10/31/25			\$7,128.60
Total	\$3,564.30	\$4,833.78	\$7,128.60
Onboard Subscription (ON) (NEW)			
11/1/2021 – 10/31/2022		\$58,097.00	
11/1/2022 – 10/31/2023		\$116,193.00	
11/1/23-10/31/25			\$232,386.00
Total	\$116,193.00	\$174,290.00	\$232,386.00
Implementation and Training (Onboard) (NEW)			
One Time		\$12,500.00	
One Time		\$7,500.00	
Total		\$20,000.00	
Ongoing Forms Export Integration (NEW)			
11/1/2021 – 10/31/2023		\$6,000.00	
11/1/2023 – 10/31/2025			\$6,000.00
Total	\$3,000.00	\$6,000.00	\$6,000.00
Implementation (Forms Export) (NEW)			
One time		\$3,000.00	
Total		\$3,000.00	
TOTAL NOT TO EXCEED	\$170,655.45 ANNUAL COST	\$363,883.19	+ \$341,310.90

CONTRACT TOTAL NOT TO EXCEED = \$705,194.09