

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

November 16, 2021

FROM

DIANE RUNDLES, Director, Human Resources Department

SUBJECT

Amendment to Contract with Governmentjobs.com, Inc., dba NEOGOV for the Online Applicant Tracking System

RECOMMENDATION(S)

1. Approve **Amendment No. 2**, effective November 1, 2021, to **Contract No. 21-868** (4400015001) with Governmentjobs.com, Inc., dba NEOGOV, for the County's online applicant tracking system, extending the initial three-year term for the NEOGOV Insight Enterprise subscription and adding NEOGOV Onboard Subscription and Ongoing Forms Export Integration for a period of two years, for a total contract term of May 26, 2020 through October 31, 2023, increasing the total contract amount by \$239,017.19, from \$124,866 to \$363,883.19.
 2. Authorize the Director of Human Resources to execute amendments to extend the term of Contract No. 4400015001 for a maximum of two one-year periods on behalf of the County, subject to County Counsel review.
 3. Direct the Director of Human Resources to transmit copies of all amendments to extend the term of the contract to the Clerk of the Board of Supervisors within 30 days of execution.
- (Presenter: Diane Rundles, Human Resources Director, 387-5570)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Amendment No. 2 includes the addition of the Onboard module which will increase the total contract cost by \$239,017.19, from \$124,866 to \$363,883.19, inclusive of any subscription fees, which will be funded by Human Resources' (HR) current general fund allocation. Sufficient appropriation exists in the HR 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The recommended amendment to Contract No. 4400015001 will consolidate all current subscriptions and add the Onboard module. Onboard is a component of the NEOGOV Recruit Module, of which HR currently uses Insight and Online Hiring Center (OHC) applications to recruit, accept online applications, track applicants, maintain eligible lists and certify eligible candidates to departments for hiring. All NEOGOV subscription products work together and can

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for the Online Applicant Tracking System
November 16, 2021**

integrate with the County's Employee Management and Compensation System (EMACS), a workforce management system designed to support public sector and merit system compliance requirements.

On June 23, 2020, Contract No. 4400015001 was approved by Purchasing with a total contract amount of \$118,125 for a three-year term at an annual cost of \$39,375.

On June 24, 2020, Purchasing approved two purchase orders, not applied to the Contract No. 4400015001, New Hire Integration Subscription at an annual cost of \$1,782.15, and a Position Control Integration Subscription at an annual cost of \$3,564.30, for a total of \$5,346.45.

On February 20, 2021, Amendment No. 1 to Contract No. 4400015001 was approved by Purchasing to include the NEOGOV Candidate Text Messaging (CTM) subscription for a one-year term at \$6,741, which increased the total contract amount to \$124,866.

To create a more efficient, centralized and uniform hiring process for County departments that will accelerate time to hire and improve the new hire experience, Human Resources reviewed other NEOGOV subscriptions available to improve services.

Approval of Amendment No. 2 authorizes amendments to Section B.1 "Contractor Responsibilities", Section D, "Term of Contract" and Section F.1, "SaaS Subscription Fees" of Contract No. 4400015001 with the current contracted service provider, Governmentjobs.com, Inc., dba NEOGOV to include a new subscription, NEOGOV Onboard, which will automate and support the entire onboarding experience. Onboard will allow new hires to complete paperwork prior to their first day, share organizational values and mission, reinforce job duties, assign mentors, and schedule check-ins, all within one system. The system is built to support the public sector's compliance requirements, ensure day-one readiness for new employees, expedite productivity, and our departments keep new hires engaged. In addition of the Onboard subscription, integration modules will support information transfer into the County's Peoplesoft system. Finally, this amendment will also streamline all NEOGOV subscriptions into one contract that is coterminous.

Recommendation No. 2 will also authorize the Director of Human Resources to execute amendments to extend the term of Contract No. 4400015001 for a maximum of two one-year periods on behalf of the County, subject to County Counsel review.

PROCUREMENT

On November 12, 2019, RFP HRD120-HR-3625 for Applicant Tracking Systems was released via the County's electronic procurement system (ePro). The RFP was publicly posted through the ePro portal and 269 vendors were notified via email of the opportunity. Two vendors responded to the RFP:

Vendor	Location
NEOGOVS	El Segundo, CA
Smart Recruiters Inc.	San Francisco, CA

An evaluation committee comprised of Human Resources' staff reviewed each proposal based on cost, past experience, and technical components of the proposed software. After a thorough

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November 16, 2021**

review, the evaluation committee recommend NEOGOV to be awarded the contract. No protests were received as a result of the RFP process.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on October 25, 2021; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on October 20, 2021; Finance (Jessica Trillo, Administrative Analyst, 387-4222) on November 1, 2021; Human Resources (Amy Coughlin, Deputy Director, 387-9676) on November 1, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on November 1, 2021.

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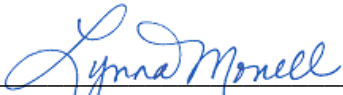
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 16, 2021



cc: HR - King w/agree
Contractor - C/O HR w/agree
File - w/agree
CCM 11/22/2021