



COUNTY OF HUMBOLDT

For the meeting of: 7/2/2024

File #: 24-1014

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Renewal of Professional Services Agreement in the Amount of \$548,598.80 with Government Jobs, INC. DBA NEOGOV

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Board Chair to execute, a services agreement with NEOGOV in the amount of \$548,598.80 to continue Applicant Tracking and Learning Management services; and
2. Authorize the Director of Human Resources to execute any future amendments to the services agreement with NEOGOV that do not cumulatively exceed an additional \$50,000 upon approval by Risk Management, County Counsel and the County Administrative Office.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

Since May 8, 2014, the County of Humboldt has utilized an applicant tracking system (Insight) under a professional services agreement with Government Jobs, INC. DBA NEOGOV. Within the last several years this applicant tracking system in conjunction with improved recruitment and selection efforts has been instrumental in increasing the effectiveness of recruitment and selection. To maintain this level of service, staff recommends that your Board renew this service in the attached professional services agreement.

The services provided by NEOGOV enhance Human Resources services provided to employees and managers, eliminate redundant tasks, allow electronic file storage, streamline workflows, and increase best practice operations by via three NEOGOV modules (Onboard, Perform, and Learn). Current funds have been approved with the County Administrative Office - Information Technology Division budget to fund this agreement.

The Learn module is designed to monitor and track employee training and development. This module has dramatically decreased the workload of manually tracking and monitoring employee training requirements through automated tracking and notification. This module has allowed employees and supervisors to easily access information regarding required trainings and opportunities for professional development. It has increased compliance with required trainings throughout the county and offers professional development opportunities to employees through a vast library of online training courses. The module has also moved the county forward substantially and the ongoing use of Learn will assist the county in remaining ahead of the curve in the areas of training compliance and professional development.

The Human Resource Department implemented the Onboard module in an effort to modernize the county’s onboarding process. However, the implementation of this module did not result in the outcomes that were anticipated resulting in the determination that this module would no longer be used. As a result, the Onboard module has been removed from attached agreement, which will result in an annual savings of roughly \$22,000.

The Human Resources Department was unfortunately unable to implement the Perform module during the term of the last PSA with NEOGOV. Although it would be beneficial to the county to enhance the performance management process through the use of the Perform module, there are currently not enough resources available in the Human Resources Department to manage the implementation of such a large-scale change. Staff have determined that due to the lack of available resources in the Human Resources Department and county-wide, it would be most prudent to remove the cost of the Perform module form the attached PSA, which will result in an annual savings of roughly \$40,000.

The execution of the attached services agreement and continued use of the Insight and Learn modules will maintain best practice Human Resources Operations and efficient and effective use of public funds.

SOURCE OF FUNDING:

Information Technology Fund (3550), Charges to departments (671127, 671128)

FINANCIAL IMPACT:

Expenditures (3550-118)	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	\$144,118	\$99,430	\$105,396
Additional Appropriation Requested	\$0	\$0	\$0
Total Expenditures	\$144,118	\$99,430	105,396
Funding Sources (3550-118)	FY24-25 Adopted	FY25-26 Projected*	FY26-27 Projected*
Fees/Other (Charges for Current Services)	\$144,118	\$99,430	\$105,396
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Total Funding Sources	\$144,118	\$99,430	\$105,396

**Projected amounts are estimates and are subject to change.*

The maximum amount payable for the professional services agreement with NEOGOV for applicant tracking services subscription (Insight), the related governmentjobs.com posting subscription, and Learn Module is \$548,599 over the 5-year term of the agreement. Expenditures related to the agreement have been included in the Fiscal Year 2024-25 budget for the County Administrative Office - Information Technology budget unit (3550-118).

Annual recurring subscription costs average \$109,719.80.

Expenditures for pending FY 24-25 Budget is \$144,118 as contract came in well after budget submissions and actual expected expenditure is only \$113,629 as changes were made to the renewal contract.

Funding for the attached agreement is available from charges to non-General and General Fund County departments.

It is anticipated that these modules will continue to create efficiencies at the departmental level resulting in savings countywide through process efficiency.

Narrative Explanation of Staffing Impact:

There is no staffing impact as this is a continuation of current practice, however failure to approve would create a significant impact on staff and result in current staff to continue operations. requested.

OTHER AGENCY INVOLVEMENT:

All county departments

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve this professional services agreement, but this is not recommended as this will result in significant impacts to recruiting, retention, training compliance, professional development, and overall efficiency of the agency.

ATTACHMENTS:

1. Professional services agreement with Government Jobs, INC. DBA NEOGOV

PREVIOUS ACTION/REFERRAL:

Meeting of: 11/13/2018, 4/15/2014

File No.: 18-1488, 16-0235