



# COUNTY OF HUMBOLDT

For the meeting of: 2/19/2019

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File #: 19-154

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Approve a Professional Services Agreement with Government Jobs, INC. DBA NEOGOV to Renew Applicant Tracking Services and Add Three Modules (Onboard, Learn, and Perform)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Board Chair to execute, a professional services agreement with NEOGOV to continue applicant tracking services and add three modules (Onboard, Learn, Perform) in an amount not to exceed \$737,590 over the 5-year term; and
2. Authorize the Director of Human Resources to execute any future amendments to the professional services agreement with NEOGOV that do not cumulatively exceed \$50,000 upon approval by Risk Management and County Counsel.

**SOURCE OF FUNDING:**

Information Technology Fund

**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 year 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 the County of Humboldt renew this service in the attached professional services agreement.

Funds were approved in the First Quarter Fiscal Year 2018-2019 budget to enhance Human Resources services provided to employees and managers, eliminate redundant tasks, store files electronically, streamline workflows, and increase best practice operations by purchasing three additional NEOGOV modules (Onboard, Perform, and Learn) to supplement the services provided through the currently utilized NEOGOV system.

The Onboard module is designed to facilitate and automate a great deal of the onboarding processes for

new hires. Currently, the new hire process is manual. This module will allow for electronic versions of standardized forms that new employees can complete online prior to their first day. Electronic forms will allow quick access and approval of information through approval workflows increasing best practice operations. Departments will be able to customize the information that their newly hired employees receive for the first year of employment. This will ensure that new employees are receiving required trainings, as well as job-specific training and information. NEOGOV integrates with the ONESolution Human Resources Information System (HRIS) to automate data flow of information directly into the employee's electronic record. Integration eliminates redundant processing of paperwork, manual entry, and filing in the HRIS.

The Perform module is designed to monitor and track the employee performance evaluation process. Currently, departments manually track employee evaluations. This tracking is routinely done in an excel spreadsheet that must be manually updated and monitored. The Perform module will allow automated approval workflows, automated email reminder notifications, and safe storage of an employee's performance evaluations electronically. The Perform module will increase best practice operations by allowing departments to more timely and effectively provide their employees with crucial performance evaluations to encourage growth, education, and mentorship. This module will significantly decrease the workload of employees tasked with manual tracking, monitoring, and notification by automating those tasks.

The Learn module is designed to monitor and track employee training and development. The Learn module will dramatically decrease the workload of manually tracking and monitoring employee training requirements through automated tracking and notification. This module will allow employees and supervisors to easily access information regarding required trainings and opportunities for professional development. The Learn module will increase compliance with required trainings throughout the County of Humboldt, and offer professional development opportunities to employees through a vast library of online training courses included with the Learn Module.

The execution of the attached professional services agreement will allow for the implementation of these modules to begin and the renewal of the access to the currently utilized Insight module.

**FINANCIAL IMPACT:**

The renewal of applicant tracking services subscription (Insight) and the related governmentjobs.com posting subscription will be funded on an annual recurring basis through the Information Technology Fiscal Year Budget in the amount of \$31,323. The maximum amount payable for the applicant tracking system and related governmentjobs.com job posting subscription is \$156,615 over the 5-year term of the agreement.

Funds were approved in the First Quarter Fiscal Year 2018-2019 budget in the amount of \$129,795 to be contributed to the Information Technology Fund for the purchase of the three additional NEOGOV module subscriptions and non-recurring setup costs (Onboard, Learn, and Perform). Non-recurring setup, implementation, and training costs for these modules total \$17,000. Annual recurring subscription costs total \$112,795. The maximum amount payable for the annual recurring subscription cost for these three additional modules is \$563,975 over the 5-year term of the agreement.

The total maximum amount payable pursuant to the attached professional service agreement with NEOGOV is \$737,590 over the 5-year term of the agreement. It is anticipated that these modules will create efficiencies at the departmental level resulting in savings through reduction in time spent processing new hires, tracking employee performance and training, and printing materials; however, the cost savings are unknown at this time.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by investing in county employees .

**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 delay implementation of the additional modules and cease access to the currently utilized Insight module

**ATTACHMENTS:**

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

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: I-1, C-5

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

File No.: 18-1488, 16-0235