



Office of the City Manager

CONSENT CALENDAR

April 7, 2015

To: Honorable Mayor and Members of the City Council

From:  Christine Daniel, City Manager

Submitted by: David Abel, Acting Director of Human Resources

Subject: Contract No. 7645D Amendment: NEOGOV Job Applicant Tracking System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 7645D in the amount of \$36,500 with NEOGOV Inc. for a job applicant tracking system and service, for a revised total contract amount not to exceed \$156,500, and extending the term of the contract from May 17, 2015 through May 16, 2018.

FISCAL IMPACTS OF RECOMMENDATION

The cost to obtain the license, training and support services to implement the NEOGOV system in year one were approximately \$45,000. Funds for the first year were budgeted and paid from the Human Resources Department Computer Software & License fund, Budget Code 010-3801-410-3047. The annual cost for the license, maintenance and support provided by NEOGOV for this system has been \$12,900 per year, and will continue at that amount for the next three years.

Funding for additional years will be included in the Human Resources Computer Software & License account (Fund 010-3801-410-3047).

Original contract amount (Year One – 2008).....	\$ 45,000
Extension Amendment (May 2009 – May 2012).....	\$ 60,000
Extension Amendment (May 2012 – May 2015).....	\$ 15,000
Proposed increase (this amendment)	\$ 36,500
Total New Contract Amount.....	\$156,500

Budget codes:

010-3801-410-3047.....	\$ 120,000
Proposed increase – 010-3801-410-3047 (this amendment)	\$ 36,500
Total Expense Budget for Contract	\$ 156,500

In 2012 the City Council approved a three-year extension to the contract and added \$15,000 to the original amount for a total of \$120,000. With the expiration of the contract on May 16, 2015 the City will have expended \$117,800 on service fees, licensing and maintenance of the system. Therefore, an additional \$36,500 is

requested over the next three years for a total contract amount of \$156,500 for the period of February 2008 through May 2018.

The contract amendment has been entered into the City's contract management database and assigned CMS No. FYDKF.

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department is responsible for recruiting, receiving and processing job applications, administering candidate assessments and examinations, establishing eligible lists, and certifying lists to City departments to fill vacancies. The Department posts approximately 50 job recruitments each year and receives over 6,500 job applications annually. Additionally, the Department processes 250 personnel requisitions per year from operating departments filling vacant temporary and permanent positions.

In preparing to issue the RFP for a new applicant tracking system, staff went through an internal process mapping analysis of existing practices to identify bottlenecks and ways to improve efficiency. One of the principal objectives was to have a capability for online applicant intake so that staff would not have to manually enter data into the applicant tracking system for each application received. Another primary objective was to automate the entire hiring lifecycle and move to paperless processing.

Staff began working with NEOGOV in May 2008 and implemented the web-based recruitment and applicant tracking system in October 2008. Since that time the Human Resources Department has received approximately 41,000 applications, over 99.8% of which have been submitted online through the NEOGOV system. The system allows the Human Resources Department to enhance its service delivery to both internal departments and external customers by automating the recruitment and selection process, and thereby improving its efficiency and effectiveness. The Department has also achieved improvements in administrative efficiency and our recruitment capability. All City departments now utilize the system to create personnel requisitions, review employment eligible lists, job applications and make selections electronically. The public has embraced the new system and its benefits by researching City jobs and applying online. This has made the City more accessible and competitive with other agencies.

NEOGOVS has become the market leader in online workforce management in the public sector, and over 1,300 state and local government agencies utilize their system. In 2009 the City of Berkeley's Human Resources Department was awarded NEOGOV's "Best Managed Implementation Process" for employers with under 2,000 employees.

BACKGROUND

The original contract was approved by City Council on January 29, 2008. Prior to executing the contract with NEOGOV, the Human Resources Department issued a

request for proposal (RFP) on September 12, 2007 for a new job applicant tracking system, and received nine responses from prospective vendors to the RFP. A selection committee from the Human Resources Department and the Information Technology Department evaluated the responses based on defined rating criteria. The selection committee conducted interviews and heard presentations from four of the vendors. The committee selected NEOGOV out of the vendors that responded to the RFP as being the best able to meet the City's objectives at a reasonable price.

ENVIRONMENTAL SUSTAINABILITY

Continued use of the NEOGOV system allows job applicants to submit electronic applications and resumes, and the Human Resources Department is able to retain electronic records, which reduces the use of paper.

RATIONALE FOR RECOMMENDATION

NEOGOVS offers a cost-effective solution to managing the recruitment, testing, and hiring processes administered by the Human Resources Department. The system is currently used by over 1,300 public agencies, and staff found the system relatively easy to use and maintain. This amendment will permit the Human Resources Department to continue to use this valuable system for an additional three years.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action considered.

CONTACT PERSON

David Abel, Acting Director of Human Resources, 981-6807

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 7645D AMENDMENT: NEOGOV, INC. FOR JOB APPLICANT TRACKING SYSTEM BY ADDING FUNDS AND EXTENDING THE TERM

WHEREAS, the Human Resources Department is responsible for recruiting, receiving and processing job applications, administering candidate assessments and examinations, establishing employment eligible lists, and certifying lists to City departments to fill vacancies; and

WHEREAS, the City issued a request for proposal (RFP) for an integrated web-based job applicant tracking system, and responses were evaluated by a selection committee from the Human Resources Department and Information Technology Department; and

WHEREAS, the City Council approved a one-year contract with NEOGOV for a job applicant tracking system capable of automating the hiring process lifecycle on January 29, 2008; and

WHEREAS, the City Council approved a three-year contract extension with NEOGOV on March 24, 2009; and

WHEREAS, the City Council approved a three-year contract extension with NEOGOV that will expire May 16, 2015; and

WHEREAS, the Human Resources Department implemented the NEOGOV job applicant tracking system in 2008 automating the recruitment and selection process; and

WHEREAS, funds are available and will be budgeted in future fiscal years in an amount not to exceed \$156,500 through May 16, 2018 in budget code 010-3801-410-3047, and this contract amendment has been entered in the Citywide contract database and assigned CMS No. FYDKF.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to executive an amendment to Contract No. 7645D with NEOGOV, Inc. to increase the contract amount by \$36,500, for a total not to exceed \$156,500 through May 16, 2018. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.