



# Board Agenda Item 46

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DATE: November 24, 2020

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer  
Paul Nerland, Director of Human Resources

SUBJECT: Second Amendment to Agreement with GovernmentJobs.com, Inc., dba NEOGOV,  
for Various Employee Management Software Systems

RECOMMENDED ACTION(S):

**Approve and authorize the Chairman to execute a Second Amendment to Agreement No. 19-464 with GovernmentJobs.com Inc., dba NEOGOV, for the purchase of eForms, effective upon execution with no change in term to May 14, 2023, and increasing the maximum compensation amount by \$267,000, including \$94,657 of Coronavirus Aid, Relief, and Economic Security Act funding, to a total of \$1,400,000.**

Approval of the recommended action will increase the maximum compensation amount, to account for costs to purchase additional products and services not included in Agreement No. 19-464. The eForms feature will allow the Human Resources Department to store and centralize personnel forms, create electronic forms and convert existing forms, and build routing and approval workflows in a secure repository, all of which are necessary expenses incurred due to the COVID-19 public health emergency. The County continues to look for solutions to reduce in-person contact and paper handling without negatively impacting personnel-related business processes. The additional products were not accounted for in the Internal Service Department - Information Technology (IT) Services Division FY 2019-20 Adopted Budget and will be incurred from November 17, 2020 to December 30, 2020. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the County would be unable to purchase and automate additional products and services from GovernmentJobs.com, Inc. dba NEOGOV (NEOGO).

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended amendment will increase the maximum compensation amount by \$267,000, for a total cost of \$1,400,000. Costs up to \$94,657 associated with the purchase of eForms will be offset with Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, as it will reduce risks associated with personal contact and paper handling, without negatively impacting personnel-related business processes. Sufficient appropriations and estimated revenues are included in the IT Services Division's Org 8905 FY 2020-21 Adopted Budget and will be included in budget requests for the duration of the term.

DISCUSSION:

On September 24, 2019, your Board approved Agreement No. 19-464 with NEOGOV to amend, replace,

restate, and supersede Purchasing Agreement No. P-18-197-C, for continued maintenance and support of NEOGOV's online recruitment software and application tracking management system (Insight). The agreement also allowed for the purchase of NEOGOV's employee performance management software (Perform), and integration of employee data across the Insight and Perform modules (NEOGOVI Integrations).

On September 1, 2020, your Board approved the First Amendment to Agreement No. 19-464, which increased the total compensation for the purchase of NEOGOV's Onboard and Learn modules, as well as additional products and services.

Approval of the recommended amendment will increase the maximum compensation amount to purchase eForms, allowing Human Resources Department staff to store, centralize, and digitally manage personnel files. Staff will also be able to create and convert existing forms into electronic forms and build routing and approval workflows in a secure repository, thereby automating the distribution, submission, tracking, and approval of personnel forms. This is necessary due to the COVID-19 public health emergency, as many County employees are working remotely, and the IT Services Division is looking for solutions to reduce in-person contact and paper handling without negatively impacting personnel-related business processes.

REFERENCE MATERIAL:

BAI #31, September 1, 2020  
BAI #34, September 24, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Second Amendment to Agreement No. 19-464 with NEOGOV

CAO ANALYST:

Sonia M. De La Rosa