



Mendocino County

Legislation Text

File #: 16-650, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: July 12, 2016

Department Contact: Heidi Dunham

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Department Contact: Jason Claunch

Phone: 234-6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Approval of Agreement with NEOGOV in the Amount of \$58,081 for Fiscal Year 2016-17 and \$47,081 Recurring Annually Thereafter, to Purchase Additional Online Employment Services Software and Licensing of Insight Enterprise Edition, Perform, and Position Control Integration to Include Recruitment, Selection, Applicant Tracking, Report and Analysis, HR Automation Services, Unlimited Customer Support, Provisioning, Training, Setup and Implementation Services, to Enhance Insight Enterprise Edition and Governmentjobs.com, the Software Program Currently Being Utilized by Human Resources For Personnel Management and Subscription with Governmentjobs.com for Unlimited Job Postings and Advertisement

Recommended Action/Motion:

Approve Agreement with NEOGOV in the Amount of \$58,081 for Fiscal Year 2016-17 and \$47,081 recurring annually thereafter, to purchase additional online employment services software and licensing of Insight Enterprise Edition, Perform, and Position Control Integration to include recruitment, selection, applicant tracking, report and analysis, HR automation services, unlimited customer support, provisioning, training, setup and implementation services, to enhance Insight Enterprise Edition and Governmentjobs.com, the software program currently being utilized by Human Resources for personnel management and subscription with Governmentjobs.com for unlimited job postings and advertisement; and authorize the Human Resources Director to approve and sign future amendments to the agreement and the fee schedule that do not exceed a 10% annual increase over the existing rates for a period not to exceed three years; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

N/A

Summary of Request:

A primary duty of the County's Human Resources department is to recruit, manage, develop and retain a qualified work force. Candidates must go through an application and screening process that verifies they meet minimum requirements of the position they have applied for. Human Resources is tasked with screening the nearly three thousand applications received annually for open positions.

NEOGOV is a software provider who builds and delivers on-demand human capital resource applications for

the public sector. NEOGOV products automate the entire hiring and performance evaluation process including position requisition approval, automatic minimum qualification screening, test statistics and analysis and Equal Employment Opportunity reporting. NEOGOV also automates the applicant screening process and thereby reduces the labor intensive process of screening applications manually.

Since 2013, the Human Resources department has utilized NEOGOV's Insight Enterprise Edition for hiring and management and Governmentjobs.com, a job posting subscription service. The department is requesting to purchase additional software and licensing products from NEOGOV and specifically the products of NEOGOV Perform and NEOGOV Position Control Integration. The Perform module provides additional tools such as configurable performance evaluation, shareable competency content, configurable workflow, organization charts, form templates and more. The Position Control Integration module provides ongoing update of position control data from Munis (the County's finance system) to Insight Enterprise to be used to populate requisition and hiring forms and can include information such as position number, position title, status, department, bargaining unit, standard hours and job type to be processed in a batch file that can be scheduled to run weekly, daily, or multiple times per day.

The addition of this NEOGOV software to the County's current product will eliminate duplicate administrative effort and streamline the personnel management process. Total costs for fiscal year 2016-17 includes the software already being utilized by Human Resources as well as the addition of the new software and training and implementation fees for a total of \$58,081 to be paid for Fiscal Year 2016-17 and recurring fees of \$47,081 annually, thereafter.

Alternative Action/Motion:

Return to Human Resources with further direction

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Human Resources

Current F/Y Cost: \$14,500

Budgeted in Current F/Y: Yes

Annual Recurring Cost: FY 16/17 -
\$58,081, FY 17/18 - \$47,081

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

Comments: