



City Council Report

Date: May 2, 2022
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Purchase of New Employee Onboarding Software (Addition) for the Human Resources Department (as requested by the Office of ERP Management)
(Sole Source) (Citywide)

Recommendation

Council is requested to approve the award as recommended.

The Human Resources Department, Office of ERP Management and Purchasing recommend awarding the contract to NeoGov at \$82,899.94.

Background / Discussion

This subscription software solution is intended to automate the onboarding processes performed by the Human Resources New Hire Team. The Onboarding module provides the ability to create new hire checklists, electronically deliver required new hire paperwork, and uses the new hire candidates existing NeoGov personal profile to access and complete required tasks and paperwork. The City currently uses the NeoGov Insight recruitment module that facilitates all aspects of the recruiting process from the opening and approval of a new or replacement requisition, through the screening, interview, offer, and candidate acceptance steps. Onboarding is the next logical step in the hiring process and as a module in the NeoGov product suite, it is designed to work in tandem with Insight.

The benefit of Onboarding being part of the available NeoGov product suite eliminates the need to create integration between these processes and does not require new employees to create and access a different point of initial engagement with the City.

The initial purchase will include a one-time service fee of \$8,800, Year 1 subscription cost of \$22,807, Year 2 subscription cost of \$45,614, plus estimated sales tax of \$5,678.94, for the total of \$82,899.94. As a subscription service, annual renewal is automatic with City confirmation of the current employee count. Alternatively, City may cancel the subscription with a 30-day notice prior to the annual renewal date.

The vendor has quoted optional annual renewals including estimated sales: Year 3 \$51,869.96, Year 4 \$54,339.96, and Year 5 \$56,809.96, for the total of \$163,019.87. The Department of Innovation Technology and the Office of ERP Management will budget for annual subscription renewals.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2022222

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Funding Source: Department of Innovation Technology operating budget