



ITEM ID: 2024-189-0

TRANSMITTAL DATE: April 5, 2024

MEETING DATE: April 12, 2024

TO: Executive Committee

FROM: Roxanne Randolph, Interim Chief People Officer

SUBJECT: Adjustment of Annual Authorization for Service Agreement - Governmentjobs.com Inc./Neogov

Issue

Staff requests an adjustment to the Annual Authorization for the Service Agreement with Governmentjobs.com Inc./Neogov, which hosts the Agency's Applicant Tracking System, Learning Management System, and Performance Management System.

Recommendation

It is recommended that the Committee recommend the Board authorize the Chief Executive Officer to amend the Annual Authorization for Service Agreement No. LI172-24-002 with Governmentjobs.com Inc./Neogov from \$50,272 to \$62,000.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy, while bringing our system into state of good repair and investing in the development of employees. Governmentjobs.com/Neogov enables us to use some of the most up-to-date technology related to recruitment and provide our internal customers (employees) with a broad range of career development options.

Background

During the June 23, 2023 Regular Board Meeting, the Board approved the FY2023-24 Annual Authorization for Software License, Maintenance, and Support Agreements. Included in the list of agreements approved was Agreement No. LI172-24-002 with Governmentjobs.com Inc./Neogov LLC in the amount of \$50,272.

Discussion

The agreement with Governmentjobs.com Inc./Neogov renewed in December 2023 and staff was not informed by the vendor of the cost increase until after the FY24 budget was adopted. The cost increase is approximately 7.5% or \$4,300 over FY23. Additionally, staff underbudgeted for FY 24 by \$7400. The actual cost for FY 23 was \$57,682 and the budget for FY 24 was \$50,272.

Therefore, staff is requesting an additional authorization of \$11,728 (23%) to cover the cost increase and the budget shortfall for FY 24, for a total of \$62,000.

Budget Impact

The amount for which contract authority is requested is included in the FY24 Operating Budget. The \$11,728 contract increase will be paid from the IT budget, for which sufficient funds were included in the FY24 Budget.

Next Steps

Upon Board approval, staff will amend the authority for the agreement with Governmentjobs.com Inc./Neogov, which will expire on December 31, 2024.

Prepared by: Derek Browning, Manager I, Recruitment

Approved by: Roxanne Randolph, Interim Chief People Officer