

## CITY COUNCIL REGULAR SESSION

Resolution authorizing the execution of Amendment No. 3 to the Online Service Licensing Agreement between the City of Bellevue and GOVERNMENTJOBS.COM, INC., (dba "NEOGOV"), adding a city-wide employee onboarding module to the existing platform, in an amount not to exceed \$37,416 plus applicable taxes.

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*Human Resources Department*

## EXECUTIVE SUMMARY

NEOGOV provides platform and hosting services for potential employment candidates to submit online City of Bellevue job applications at governmentjobs.com. The Human Resources ("HR") department pays for this service. The addition of the onboarding module provides for a seamless new hire experience and day-one readiness by allowing new hires to complete paperwork prior to their first day of employment.

## RECOMMENDATION

Move to adopt Resolution No. 10187

## BACKGROUND/ANALYSIS

NEOGOV provides human resources products for governmental entities. The City entered into an Online Service License Subscription Agreement ("subscription agreement") with NEOGOV on December 31, 2013, which is subject to annual renewals. The subscription service is a comprehensive recruitment solution allowing internal and external job candidates to apply for positions within the City. The current annual fee for the subscription agreement is approximately \$27,000. The City has purchased other modules to this subscription service throughout the term of this agreement. The addition of the onboarding module to the subscription service would allow for a seamless new hire experience and day-one readiness by allowing new hires to complete paperwork prior to their first day of employment.

## POLICY & FISCAL IMPACTS

### Policy Impact

Bellevue City Code 4.28.010 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

### Fiscal Impact

This Resolution will provide for the purchase of an onboarding subscription service, one-time set up costs, and the first two years subscription costs for a total of \$37,416, pre-tax, bringing the contract total over \$90,000 which is now requiring Council approval. After the initial two years, the contract will be

renewed pending Council approval. Sufficient funds exist within the 2021-2022 biennial budget to fund this contract.

## **OPTIONS**

1. Adopt the Resolution authorizing the execution of Amendment No. 3 to the Online Service Licensing Agreement between the City of Bellevue and GOVERNMENTJOBS.COM, INC., (dba "NEOGOV"), adding a city-wide employee onboarding module to the existing platform, in an amount not to exceed \$37,416 plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10187

## **AVAILABLE IN COUNCIL LIBRARY**

NEOGOV Amendment No. 3

NEOGOV Amendment No. 2

NEOGOV Amendment No. 1

NEOGOV Original Contract (GOVERNMENTJOBS.COM, INC., (dba "NEOGOV"))