



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/21/2019

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665

SUBJECT: Amendment No. 2 to Agreement 170151B with GovernmentJobs.com, Inc. (dba "NEOGOV")

RECOMMENDATION

Chief Information Officer and Director of Human Resources request approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170151B with GovernmentJobs.com, Inc., (dba "NEOGOV") extending the term for an additional year through June 30, 2020, including an auto renewal provision for up to two additional fiscal years, and increasing the contract amount by \$130,500 for a new maximum of \$194,307 for online testing software, performance management solution software, setup, implementation, and training services.

EXECUTIVE SUMMARY

In 2006, Human Resources and Information Technology Services (ITS) conducted a review of available technology and selected the NEOGOV Insight solution. The agreement between Napa County with NEOGOV was approved to include applicant tracking software Insight platform and one-time setup and implementation costs.

Napa County initiated the Request for Proposal (RFP) process in the fall of 2017 to establish a contract for a Performance Management System to provide employees with effective and timely feedback on performance and goals, clarify job responsibilities and expectations, guide employees behavior to align with the organization's core values, goals and strategies, improve communication, and provide a basis for pay increases. NeoGov's Perform platform was selected as the highest scoring proposal. Adding Perform to the existing NeoGov applicant tracking software Insight platform offered additional integration opportunities no other vendor could provide.

Online TestGenius is a testing program that allows applicants to test remotely using virtually any kind of computer, operating system or device to take their pre-employment tests. Online TestGenius Software annual licenses allow unlimited internet based testing.

Today's requested action is for the approval of Amendment No. 2 to Agreement No. 170151B (formerly

Agreement No. AUD 6645) with GovernmentJobs.com, Inc. (dba NEOGOV) to include NeoGov Biddle's online testing module, extend the term of the agreement through June 30, 2020, and include an auto-renewal provision for up to two additional fiscal years.

NEOGOVS is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The NeoGov agreement is budgeted in ITS. The funds for some of the amendment are included in the Human Resources budget. These additional FY18-19 costs will be transferred to ITS.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County currently contracts with NeoGov for the applicant tracking software Insight and Perform platforms. Including the online testing software to the existing NeoGov services will offer additional integration opportunities no other vendor could provide.
Is the general fund affected?	Yes
Future fiscal impact:	The ongoing annual cost of the license fee for the online testing software solution is \$16,500. These additional costs will be included in the ITS budget and charged to departments as part of the ITS cost allocation. The additional costs of \$134,713 through 6/30/2020 are broken down as follows: FY18-19 \$71,369.50 FY19-20 \$63,343.50 FY20-21 \$65,306.68 (optional) FY18-19 costs include \$17,625 in implementation costs and will now include a pro-rated portion of the Biddle Online Test Genius software. FY19-20 and optional FY20-21 costs include the full year of Online Test Genius and include rate increases on NeoGov's Insight and Perform modules.
Consequences if not approved:	If not approved, many of the County's applicant tracking, testing, and performance management processes will fall behind industry best practices.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In 2006, Human Resources in conjunction with Information Technology Services (ITS) conducted a review of available technology to meet our applicant tracking needs. The NEOGOV Insight solution was determined to be the best choice for Napa County. The agreement between Napa County with NEOGOV was approved to include applicant tracking software Insight platform and one-time setup and implementation costs. NeoGov Insight is a web-based recruitment, selection, and applicant tracking software solution, which offered a decreased cost per hire, increased retention rates, faster time to fill vacancies, and increased organizational productivity and improved services.

In the fall of 2017, Napa County initiated the Request for Proposal (RFP) process to establish a contract for a Performance Management System. The purpose of a Performance Management System is to provide employees with effective and timely feedback on performance and goals, clarify job responsibilities and expectations, guide employees behavior to align with the organization's core values, goals and strategies, improve communication between employees and managers, and provide a basis for giving a pay increase when due. The RFP process sought parties interested in contracting directly with the County to provide a Performance Management System that is intuitive, relevant, and an effective tool for managers and employees to communicate with each other. NeoGov's Perform platform was selected as the highest scoring proposal across a panel of nine County stakeholders, which included the County Executive Office, Human Resources, Information Technology Services (ITS) and other County Departments. The County currently contracts with NeoGov for the applicant tracking software Insight platform. Adding Perform to the existing NeoGov services offered additional integration opportunities no other vendor could provide.

In June 2018, the agreement was amended to include the Perform performance management module and the ability to integrate with the County's authentication platform, as well as associated setup, implementation and training services to the existing agreement. This action will extend the original agreement while the County moves forward implementing performance management best practices through a standardized evaluation process. Human Resources will discuss the content of performance evaluations with union representation prior to implementation.

Online TestGenius is a testing program that allows applicants to test remotely (from any location around the world) using virtually any kind of computer, operating system or device to take their pre-employment tests. Online TestGenius Software annual licenses allow unlimited internet based testing. The software also includes unlimited proctored or confirmatory testing, and unlimited seat licenses. This new module will provide an equitable, efficient, and cost-effective (as compared to traditional pencil and paper) testing solution, which will help identify highly-qualified candidates during the selection process.

Today's requested action is for the approval of Amendment No. 2 to Agreement No. 170151B (formerly Agreement No. AUD 6645) with GovernmentJobs.com, Inc. (dba NEOGOV) to include NeoGov Biddle's online testing module, extend the term of the agreement through June 30, 2020, and include an auto-renewal provision for up to two additional fiscal years.

NEOGOVI Inc. is the leading provider of strategic workforce management solutions to the public sector agencies nationwide. The software is used by over 18 California Counties including the counties of Alameda, Contra Costa, Sacramento, San Francisco, San Mateo, Santa Clara, and Sonoma. Numerous other California public sector entities use this software application.

NEOGOVI is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi