



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
August 1, 2023

TOPIC: Approve Amendment to the Agreement with Governmentjobs.com dba NEOGOV for Online Recruitment Services

AGENDA TITLE:

Approve Amendment to Agreement A-2021-090 with Governmentjobs.com dba NEOGOV to continue Recruitment and Onboarding Services (General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute a First Amendment to Agreement A-2021-090 with NEOGOV to continue the services of Insight platform, Candidate Text Messaging, and eSkill Integration for a period of July 1, 2023 through June 30, 2024 with the option of one, one (1)-year renewal, for an additional amount of \$50,000 over the two years (approximately \$25,000 each year), subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

Staff recommends adopting an Amendment to the current Agreement with NEOGOV, the City's vendor for applicant tracking, onboarding, and performance management services. The Amendment would expand Agreement A-2021-090 to include applicant tracking for the remaining term of the agreement, FY 2023-2024, and an option to renew for FY 2024-2025. This platform allows employees to transition from applicant to employee, complete required new hire forms online, and to provide employees information on benefit enrollment. It also helps staff with workflow processes and efficiency.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

The Amendment is for a one-year period from July 1, 2023 to June 30, 2024 with the option for one, one (1)-year renewal and an amount not to exceed \$50,000 over the two years (approximately \$25,000 each year). This will bring the total agreement amount to \$152,452.28 (inclusive of the two above-referenced terms). \$75,000 has been budgeted in the Human Resources Contract Services – Professional account (01109050-62300)

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and the second year, if exercised, will be budgeted out of that account as well subject to City Council approval.

EXHIBIT(S)

1. Amendment to Agreement A-2021-090

Fiscal Impact

Verified By: Kathryn Downs, CPA, Executive Director of Finance and Manager
Services

Submitted By: Jason Motsick, Executive Director of Human Resources

Approved By: Kristine Ridge, City Manager