



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: August 14, 2018  
Subject: Contract with GovernmentJobs.Com, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute an Online Services Agreement with GovernmentJobs.com, Inc. doing business as NeoGov, in an amount not to exceed \$370,000, including modified indemnification language, to provide a vendor-hosted internet-based applicant tracking system and onboarding software system, for the period of July 1, 2018 through June 30, 2021.

**FISCAL IMPACT:**

The cost for the first year of the contract is within the Human Resources Department FY 18-19 budget and will be budgeted in subsequent years. (100% General Fund)

**BACKGROUND:**

The County has been using GovernmentJobs.com, Inc. for a number of years to provide our applicant tracking system. The addition of the Onboarding module is a significant step toward modernizing the County's recruitment and hiring activities. It will provide a contemporary experience for new hires, streamline the hiring process, and enable new hires to complete their onboarding documents before their first day of work. In addition, the Onboarding module is used

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/14/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: John Gioia, District I  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: August 14, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Dianne Dinsmore, (925)  
335-1766



#### BACKGROUND: (CONT'D)

during the first year of employment to support the employee's integration into the workplace. The availability of status reports, automatic reminders, and overdue notices will help ensure hiring documents and steps are completed and processed in a timely fashion. Automation will support exporting records and storing them digitally in the employee's electronic personnel file. In addition, the integration feature will move new hire data from NeoGov directly into PeopleSoft, reducing work and eliminating inconsistencies resulting from duplicate data entry errors and virtually eliminate paper.

The applicant tracking and onboarding system will be hosted on the internet by the vendor. The agreement obligates the vendor to indemnify the County for third party losses arising out of the vendor's negligence or willful misconduct in performing the agreement, provided that the vendor's indemnity obligation is capped at their insurance limits under the agreement - \$1,000,000 for general liability and \$4,000,000 for cyberinsurance.

#### CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, we will not be able to add the Onboarding module which would significantly hinder our ability to modernize our processes and move toward a paperless system.