



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: June 22, 2021
Subject: Contract with GovernmentJobs.Com, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute an order form and amendment with GovernmentJobs.com, Inc., (dba NeoGov), to increase the contract payment limit by \$485,000 to \$855,000, to provide a vendor-hosted internet-based applicant tracking and onboarding software system, and to extend the term through June 30, 2024.

FISCAL IMPACT:

The cost for the first year of the contract is within the Human Resources Department FY 21-22 budget and will be budgeted in subsequent years. (100% General Fund)

BACKGROUND:

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/22/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V 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: June 22, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Ann Elliott
925-655-2176

cc:

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 help to ensure hiring documents and steps are completed and processed in a timely manner. Automation allows for exporting records and storing them digitally in the employee's electronic personnel file. This integration feature allows new hire data from NeoGov to be moved directly into PeopleSoft which reduces work, eliminates inconsistencies resulting from duplicate data entry errors and virtually eliminates the use of 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 access the vendors tracking system which would significantly hinder our ability to continue modernizing our processes and move toward a paperless system.