

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 23, 2022
Item No.: 10.h

Department Approval



City Manager Approval



Item Description: Approve Contract with NeoGov for Human Resources Onboarding software

BACKGROUND

The function of human resources includes areas such as recruitment, retention, development, onboarding and administrative duties. Over the past several years, due to the COVID-19 pandemic, the Human Resources division has had to adapt many of our processes and procedures to accommodate a remote workforce, recruitment and hiring practices, and onboarding workers who had never stepped foot inside a physical workspace until just recently.

The COVID-19 pandemic have changed how we interact with potential and current employees who serve our residents. Technology that has previously been viewed as a “nice to have” is now very much a necessity. Technology is needed to support employee management moving forward, create a safer work environment and bridge a gap that was discovered as our organization moved to a remote and hybrid workforce.

Traditionally, the city has utilized a paper-based/manual system for processing many of the forms needed to recruit, hire and onboard an employee. Over the past few years, this has proven to be inefficient, time-consuming, with a greater opportunity for mistakes to occur or sensitive information to be inadvertently exposed to potential security risks.

One of the objectives of the human resources divisions is to prepare the organization for the future, whether it be a public health crisis, natural disaster or other unforeseen circumstance, the goal is to maintain continuity to serve our people as well as our residents.

For many years, the city has utilized an applicant tracking system through a company called NeoGov. There are several modules that can be implemented through this cloud-based software. The Onboard module serves to stimulate productivity through the use of a cloud-based platform for employees to complete and submit forms, allow for additional onboarding materials, and maintain the safety of personal information sharing that is necessary for new hire paperwork. This system allows both seasonal/temporary and regular employees to complete administrative tasks, submit forms, and communicate securely with staff from anywhere.

The cost to implement the Onboarding module and for a two-year agreement (prorated from the date of contract signing) is \$19,415.10.

Prorated Period	6/1/22 – 1/5/23	\$4,518.60
Year One	1/6/23 – 1/5/24	\$3,765.50
Year Two	1/6/24 – 1/5/25	\$7,531.00
Implementation Fee		\$3,600.00

Total	\$19,415.10
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35 **POLICY OBJECTIVE**

36 One of the objectives of human resources is to prepare the organization for the future, but also
37 ensure continuity of business operations in a safe and secure manner.

38 **BUDGET IMPLICATIONS**

39 The City Council approved application and acceptance of ARPA funds on June 21, 2021. ARPA
40 funds are available for appropriate through December 31, 2024. The city has chosen to claim a flat
41 standard allowance for revenue losses which allows funds to be used for general government
42 services. However, in keeping with the spirit of the ARPA plan, one of the eligible uses of funds was
43 for technology modernization (Sec. 4011). The city council has authorized a spending plan however
44 the full amount of the funds received by the city has not been allocated and there are sufficient funds
45 available to cover this expense. Annual operating expenses are expected to be roughly \$8,000 per
46 year and will be accounted for in future budgets.

47 **STAFF RECOMMENDATION**

48 Approve a two year contract with NeoGov for the Onboarding module in the amount of \$19,415.10.

49 **REQUESTED COUNCIL ACTION**

50 Approve a two year contract with NeoGov for the Onboarding module in the amount of \$19,415.10.

Prepared by: Rebecca Olson, Assistant City Manager
Attachments: A: NeoGov Contract

NEOGOV



HUMAN RESOURCES MANAGEMENT SUITE

for the public sector

Exhibit A Order Form



NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV")
300 Continental Blvd, Suite 565
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Thomas Cook

Customer:

Roseville, City of (MN)
2660 Civic Center Drive
Roseville, MN 55113
USA

Quote Valid From: 5/10/2022
Quote Valid To: 5/31/2022

Quote Number: Q-05837
PaymentTerms: Annual,Net 30

Employee Count: 218
Order Summary

Prorated Period

Service Description	Start Date	End Date	Term Price
Onboard Subscription	6/1/2022	1/5/2023	\$4,518.60
Prorated Period TOTAL:			\$4,518.60

Year 1

Service Description	Start Date	End Date	Term Price
Onboard Subscription	1/6/2023	1/5/2024	\$3,765.50
Year 1 TOTAL:			\$3,765.50

Year 2

Service Description	Start Date	End Date	Term Price
Onboard Subscription	1/6/2024	1/5/2025	\$7,531.00
Year 2 TOTAL:			\$7,531.00

Year 1

Service Description	Start Date	End Date	Term Price
Onboard Setup			\$3,600.00
Year 1 TOTAL:			\$3,600.00

ORDER TOTAL: **\$19,415.10**

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

Initial Term: 31 months

**"Roseville, City of
(MN)"**

NEOGOVS

Signature:

Signature:

Print Name:

Print Name:

Date:

Date:
