



## **CITY OF MENIFEE**

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SUBJECT: Agreement Renewal with NeoGov for Recruitment, Employee Onboarding, Development, and Performance Solutions

MEETING DATE: June 19, 2024

TO: Mayor and City Council

PREPARED BY: Eric Ventura, Human Resources Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a renewal of the Subscription Services Agreement with NeoGov for employee recruitment, onboarding, development, and performance solutions for a period of two years through June 30, 2026, in an amount not-to-exceed \$82,076.33.

### **DISCUSSION**

The City of Meniffee Human Resources (HR) Department is responsible for supporting the City's goals by effectively managing its human capital, ensuring a productive, and compliant work environment. On June 16, 2021, City Council approved the existing three-year Subscription Services Agreement ("Agreement") for NeoGov Insight, Onboard, Learn and Perform Licenses providing for cloud-based recruitment, employee onboarding, development, and performance solutions. With the existing Agreement set to expire on June 16, 2024, staff is seeking renewal of the Agreement for a period of two-years extending through June 30, 2026, for a total cost not to exceed \$82,076.33.

NeoGov is a cloud-based system that streamlines HR functions making it easier to monitor/track legal and performance requirements throughout the employment lifecycle. Since NeoGov was implemented in 2021, the system has helped contain operational costs while improving the continuity of service delivery by automating important HR functions including job posting and applicant tracking, new employee onboarding, employee training, and performance reviews. Given the significant investment the City has made in the integration/use of the NeoGov system it would not be cost effective to switch service providers at this time. For this reason, staff recommends renewal of the existing agreement.

As presented, the proposed Agreement includes access to the following subscription services for an unlimited number of users:

- **Insight Subscription:** Online job posting and applicant tracking.
- **Onboard Subscription:** Facilitation/tracking of the new employee onboarding process, sharing important documents/information, orientation training videos/materials, and review/submittal of required employment forms.
- **Learn Subscription:** Online training module including access to a library of 1,500 pre-built courses and the ability to develop and upload custom courses in addition to centralized tracking for required and optional employee training courses/certifications.
- **Perform Subscription:** Electronic annual and probationary employee evaluation review/approval.
- **GovernmentJobs.com Subscription:** Employment opportunity advertising/postings on the top online public sector job board.

### **STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community - Continue to support ongoing professional training and development of the City's personnel to deliver high-quality services.

### **FISCAL IMPACT**

The fiscal impact of the proposed Agreement for the two-year period extending through June 30, 2026, is \$82,076.33. The funding required to support the Agreement is available and would be paid upfront as part of the adopted Fiscal Year 2024/2025 Budget (Cloud Based Subscriptions/Licenses Account No. 110-4122-51353). A detailed breakdown of the Agreement is available in Table 1 below. No additional budget appropriation action(s) is required.

**TABLE 1 – LICENSE AGREEMENT BREAKDOWN BY YEAR**

Service Description	Term	Term Fees
Insight Enterprise Subscription	06/17/2024 - 06//16/2025	\$5,637.50
Onboard Subscription	06/17/2024 - 06//16/2025	\$7,060.23
Learn Subscription	06/17/2024 - 06//16/2025	\$15,423.86
Perform Subscription	06/17/2024 - 06//16/2025	\$10,902.78
GovernmentJobs.com Subscription	06/17/2024 - 06//16/2025	\$1,373.50
	<b>2024-2025 Total:</b>	<b>\$40,397.87</b>
Onboard Subscription	06/17/2025 - 06/30/2025	\$270.80
Learn Subscription	06/17/2025 - 06/30/2025	\$591.60
Perform Subscription	06/17/2025 - 06/30/2025	\$418.19
	<b>Prorated Total:</b>	<b>\$1,280.59</b>
Insight Enterprise Subscription	07/01/2025 - 06/30/2026	\$5,637.50
Onboard Subscription	07/01/2025 - 06/30/2026	\$7,060.23
Learn Subscription	07/01/2025 - 06/30/2026	\$15,423.86
Perform Subscription	07/01/2025 - 06/30/2026	\$10,902.78
GovernmentJobs.com Subscription	07/01/2025 - 06/30/2026	\$1,373.50
	<b>2025/2026 Total:</b>	<b>\$40,397.87</b>
	<b>Total Paid in FY2024/2025:</b>	<b>\$82,076.33</b>

**ATTACHMENTS**

1. Renewal – NeoGov Subscription Services Agreement
2. Current – NeoGov Subscription Services Agreement