



City of San Antonio

Agenda Memorandum

File Number: 16-5196

Agenda Item Number: 7.

Agenda Date: 11/3/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

11/3/2016 Annual Contract

SUMMARY:

An ordinance awarding a contract to provide the City with commodities and services on an annual basis for the terms of the contract, for an estimated annual cost of \$33,325.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the terms of the contract:

A. GOVERNMENTJOBS.COM, Inc. (NEOGOV) for an Amendment to NEOGOV Talent Management System, \$33,325.00 annually (1 contract, Human Resources Department)

BACKGROUND INFORMATION:

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Amendment:

A. GOVERNMENTJOBS.COM, Inc. (NEOGOV) for an Amendment to NEOGOV Talent Management System, \$33,325.00 annually, until terminated by either party - this amendment will provide access to a hosted Onboarding module which will complement the Human Resources Talent Management System previously procured through GOVERNMENTJOBS.COM, Inc. dba NeoGov and approved by Ordinance 2011-02-10-0106. The NeoGov ON Module provides improved customer service and convenience for individuals that have been selected as new hires or promoted with the City. This module streamlines pre-employment processing paperwork for candidates through an on-line portal, reducing paperwork and redundancy, while increasing the efficiency of Human Resources Department staff. The solution provided by NeoGov provides for a comprehensive, online Human Resources Talent Management system, recruitment solution, value-based assessments, and onboarding.

ISSUE:

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

A. Amendment to NEOGOV Talent Management System

The Local Preference Program does not apply to this amendment since it was solicited prior to May 1, 2013, the effective date of the program.

The VOSBPP does not apply to this amendment since it was solicited prior to January 15, 2014, the effective date of this program.

ALTERNATIVES:

A. Amendment to NEOGOV Talent Management System - Should this contract not be approved, the City would leave existing processes in place, meaning most of the recruitment process would remain manual, thereby losing this opportunity to leverage an enhanced value of SAP.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of a contract submitted through this ordinance to provide the City with

specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

This is a contract amendment and a Contract Disclosure Form is not required.