



**AGENDA MEMO**  
4/18/2017 Agenda

**TO:** Honorable Mayor and City Council

**FROM:** Dale Harwell, Director of Information Services  
Alicia Dorsey, Director of Human Resources

**SUBJECT:** Approval of Request to Extend Subscription for NeoGov Insight and Add NeoGov Onboard

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**BACKGROUND:**

In July 2016, the City Council approved a request to purchase NeoGov Insight applicant tracking software. Human Resources and Information Services staff worked together to implement Insight and it is currently being used to recruit and track candidates for open positions. The City is also in need of a technology solution that will formalize the onboarding process when a new employee is hired. Ideally, much of the process to provision resources (employee badge, keys, network and e-mail access, etc.) should be completed prior to the employee's first day of work to ensure a smooth transition. After their hire date, the new employee must also complete documents and review necessary materials to complete the onboard process. NeoGov's Onboard module will facilitate and track this process to make it more efficient and to improve the communication between Human Resources and the hiring Director.

NeoGov is offering a reduction in the subscription price for the extension of Insight until September 2019. Their quote also includes access to the Onboard subscription until September 2019 plus setup, implementation, and training. The total value of this request is \$31,218.05.

Funds are available for this request in the FY17 Capital Improvement Plan Online - Applicant Tracking System.

**RECOMMENDATION:**

Information Services and Human Resources staff recommends approval to purchase software subscription and professional services for NeoGov Insight Employee Recruiting/Applicant Tracking and NeoGov Onboard Software.