



Snohomish County Council

Committee: Public Works and Infrastructure

Analyst: Deb Evison Bell

ECAF: 2022-0535

Proposal: Motion 22-236

Date: June 7, 2022

Consideration:

The proposed motion would authorize the County Executive to execute Amendment 5 to the Human Resources Recruitment and Selection Agreement with NeoGov, Inc.

Background:

Snohomish County and GovernmentJobs.com are party to the NeoGov Master Service Agreement, first executed on September 28, 2011 ([Motion 11-377](#)), for online automated recruitment and selection systems for new employees as part of the 2007 performance audit of the Snohomish County hiring process.

The original agreement was first amended in August 2014 ([Motion 14-252](#)), to include national recruitment advertisement and functionality. Amendment No. 2 ([Motion 20-498](#)) was implemented in December 2020 to expand the recruitment and selection functions as well as to include E-Forms to automate certain processes. Amendment No. 3 acquired the Onboard module, the Learn module and the Perform module of the NeoGov Recruitment and Selection Systems in June 2021 with ECAF 2021-0381 as part of an Emergency Declaration to assist with paperless, contactless, streamlined onboarding and offboarding processes. Amendment No. 4 ([Motion 21-294](#)) in September 2021 extended the services in the Master Agreement through September 2024 and allows the County to continue to implement additional functionality and online services.

Current Proposal:

Scope: The proposed Amendment No. 5 would allow for co-terming of the services added in Amendment 2 and Amendment 3 with aligning the annual renewal term of the Master Agreement for Insight Enterprise and GovernmentJobs.com to assist with streamlining the annual support and maintenance renewal process.

Duration: The amendment allows for co-terming of the services to align the annual renewals.

Fiscal Implications: Amendment 5 limits the total annual increase to 5% through September 27, 2026.

Proposed: 2022	Start	End	Term Fees
eForms Subscription	01/01/2022	12/31/2022	\$37,833.00
eForms Single Sign-On Subscription	01/01/2022	12/31/2022	\$1,000.00
Onboard, Learn, Perform Subscription	06/30/2022	09/27/2022	\$35,643.47
Proposed: 2023			
eForms Subscription	01/01/2023	09/27/2023	\$28,374.75
eForms Single Sign-On Subscription	01/01/2023	09/27/2023	\$750.00
Onboard, Learn, Perform Subscription	09/28/2022	09/27/2023	\$142,573.86

Insight Enterprise Subscription	09/28/2022	09/27/2023	\$27,335.65
GovernmentJobs.com Subscription	09/28/2022	09/27/2023	\$6,524.48
Proposed: 2024			
eForms Subscription	09/28/2023	09/27/2024*	\$37,833.00
eForms Single Sign-On Subscription	09/28/2023	09/27/2024*	\$1,000.00
Onboard, Learn, Perform Subscription	09/28/2023	09/27/2024	\$149,366.78
Insight Enterprise Subscription	09/28/2023	09/27/2024	\$28,702.43
GovernmentJobs.com Subscription	09/28/2023	09/27/2024	\$6,850.70
Proposed: 2025			
Onboard, Learn, Perform Subscription	09/28/2024	09/27/2025	\$156,159.70
Insight Enterprise Subscription	09/28/2024	09/27/2025	\$30,137.55
GovernmentJob.com Subscription	09/28/2024	09/27/2025	\$7,193.24
Proposed: 2026			
Onboard, Learn, Perform Subscription	09/28/2025	09/27/2026	\$162,952.62
Insight Enterprise Subscription	09/28/2025	09/27/2026	\$31,644.43
GovernmentJobs.com Subscription	09/28/2025	09/27/2026	\$7,552.90

* Annually thereafter

2022 Budget: Yes, the 2022 Budget includes appropriation authority for the contract.

Future Budget Impacts: Funding for ongoing maintenance and support is included in the approved 2022 budget and is requested in the 2023 proposed budget through the IT rate model.

Handling: NORMAL (Note: Existing contract expires on June 29, 2022.)

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The proposed contract amendment allows for an alignment of module and amendment term dates and will allow for the continuation of accurate and accessible data.

Requests: Move to GLS on June 15, 2022 for consideration.