



Finance & Personnel Committee
Meeting Agenda
Thursday, October 26, 2023 | 6:00 PM

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Agenda

1. NeoGov Human Resource Software Modules



**CITY OF STANWOOD
FINANCE & PERSONNEL COMMITTEE
STAFF REPORT**

DATE: October 26, 2023

SUBJECT: NEOGOV - Human Resource Management Software

CONTACT PERSON: Pat Adams, Human Resources Manager

ATTACHMENT: A – NEOGOV’s 3-year Pricing Quote

PURPOSE

The purpose of this agenda item is for Finance & Personnel Committee discussion pertaining to the proposed purchase of NEOGOV’s e-Forms and Perform modules.

BACKGROUND

NEOGOVS offers integrated, cloud-based human resource modules designed exclusively to meet the needs of public sector HR departments’ through automating and streamlining multiple human resource processes all from one centralized platform. NEOGOV has been utilized by state, local and other public sector agencies for over 20 years.

Summarized below are the two (2) proposed modules to be purchased:

- 1) **NEOGOVS eForms:** The function of eForms is to automate the City’s personnel files and onboarding forms. By eliminating the traditional paper-based systems, authorized personnel can simply retrieve digital records with just a few clicks, saving time by removing the need for manual paper searches within filing cabinets and storage boxes. Further, by transitioning to a digital platform, sensitive employee information, including medical and health data can be stored securely with access controls and encryption measures in place. This ensures compliance with data protection regulations and safeguards employee privacy. Additionally, by capturing and analyzing data from personnel files and onboarding forms, we can gain valuable insights into various HR metrics, such as employee turnover rates. These insights can help enable data-driven decision-making, helping the City identify trends, make strategic improvements, and optimize our human resource management processes.

- 2) **NEOGOVS Perform:** This performance management software module will be instrumental in optimizing the City’s performance management process. This module will enable managers to efficiently set and track all employee performance goals, facilitate collaboration among multiple managers with the ability to include their input when completing evaluations, track the status of performance reviews across departments, and effectively manage and monitor employee training. By

investing in this software, we can streamline our performance management efforts by having the evaluations automated and available online, enhance communication and collaboration, ensure consistency in evaluations, and promote continuous learning and development throughout the City. Further, the online performance tool will provide easy access between evaluations for managers to make journal entries related to employee performance which can be referred to later to better document successes and challenges throughout the year.

STAFF RECOMMENDATION: That the Finance & Personnel Committee discuss the proposed purchase of NEOGOV's Human Resource Management software modules, eForms and Perform.



NEOGOV

HUMAN RESOURCES MANAGEMENT SUITE

for the public sector

Exhibit A Order Form



NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Tyler Olsen

Stanwood, City of (WA)
10220 270th St. NW
Stanwood, WA 98292
USA

Quote Valid From: 10/18/2023
Quote Valid To: 11/30/2023

Quote Number: Q-13054
PaymentTerms: Annual,Net 30
Subscription Term in Months: 36

Employee Count: 36
Order Summary

Year 1

Year 1 licenses discounted 45%, setups discounted 30%

Service Description	Start Date	End Date	Term Price (USD)
Perform Subscription			\$3,889.60
eForms Subscription			\$3,241.15
Year 1 TOTAL:			\$7,130.75

Year 2

Licenses discounted 20%

Service Description	Start Date	End Date	Term Price (USD)
Perform Subscription			\$5,657.60
eForms Subscription			\$4,714.40
Year 2 TOTAL:			\$10,372.00

Year 3

Service Description	Start Date	End Date	Term Price (USD)
Perform Subscription			\$7,425.60

Service Description	Start Date	End Date	Term Price (USD)
eForms Subscription			\$6,187.65
Year 3 TOTAL:			\$13,613.25

Year 1

Year 1 licenses discounted 45%, setups discounted 30%

Service Description	Start Date	End Date	Term Price (USD)
Perform Setup			\$2,520.00
eForms Setup			\$2,100.00
Year 1 TOTAL:			\$4,620.00

ORDER TOTAL (USD) : **\$35,736.00**

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).

**"Stanwood, City of
(WA)"**

Signature:

Print Name:

Date:
