



Office of the City Manager

CONSENT CALENDAR
April 28, 2026

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Janelle Rodrigues, Director, Human Resources Department
Subject: Contract No. 32400192 Amendment: GovernmentJobs.com (dba NEOGOV) for Online Data Management Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32400192 with GovernmentJobs.com (dba NEOGOV) for online data management services including applicant tracking, onboarding, and learning management to increase the not to exceed amount of \$180,000 by \$190,000 for a total not to exceed amount of \$370,000 with a contract end date of May 15, 2027.

FISCAL IMPACTS OF RECOMMENDATION

The additional funding of \$190,000 will be split between three funds- \$137,000 will be covered through the General Fund (011), \$48,000 will be covered through the Training Fund (146) and \$5,000 will be covered by Measure FF (164). Funds are available in the departments' current year budget.

Fund	Amount
011 (General)	\$137,000
146 (Training)	\$48,000
164 (Measure FF)	\$5,000

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department is responsible for recruiting, receiving, and processing job applications; administering candidate assessments and examinations; establishing eligibility lists; referring lists of eligible candidates to City departments to fill vacancies; and providing mandatory and developmental training. The Recruitment, Exam, and Selection division received and processed a total of 19,826 applications in 2024 and 15,930 in 2025; A total of 564 applicants were hired in 2024 and 487 in 2025, all of whom completed their onboarding paperwork electronically and completed mandatory training courses. In addition to the Applicant Tracking System, the City of Berkeley contracted NEOGOV's Course Management Import and Position Import systems to assign mandatory training for new hires. In 2025, 96% of employees

completed mandatory training courses to comply with city policies, as well as state and federal laws.

NEOGOVS web-based applicant tracking system has allowed the Human Resources department to quickly and effectively deliver services to both internal departments and external customers by automating the recruitment and selection process and improving its efficiency and effectiveness. An amendment of the contract and an increase to its cap are necessary to continue services through May 15, 2027 and pay for services rendered and upcoming.

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3204.1 as amended by AB 339. This project does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

BACKGROUND

On October 30, 2018, staff issued a request for proposal (RFP), Specification No. 19-11262-C for Performance and Learning Management System. The City received three (3) qualified vendor responses. A committee made up of staff from Human Resources, Public Works, Health, Housing & Community Services and Information Technology conducted the evaluation process where NEOGOV was selected. On June 3, 2024, the contracts held under NEOGOV were combined into a single contract, Contract No. 32400192. Council Resolution No. 71,753-N.S. authorized an extension of the contract beginning on May 16, 2025, with a not to exceed amount of \$108,884 which was later amended via Resolution No. 71,942-N.S. which authorized an extension of the contract through May 16, 2026, and a new not to exceed amount of \$180,000.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

NEOGOVS provides software services which enable paperless processing of applications, new hire documents, and training materials.

RATIONALE FOR RECOMMENDATION

Services through NEOGOV are essential for recruitment operations which include processing job applications, administering candidate assessments and examinations, establishing eligible lists, certifying lists to City departments to fill vacancies, and conducting mandatory and developmental training. If this contract amendment is not approved, the City will not have the systems in place to perform essential human resource functions.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action has been identified.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, 510-981-6807

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32400192 AMENDMENT: GOVERNMENTJOBS.COM (DBA NEOGOV) FOR ONLINE DATA MANAGEMENT SERVICES

WHEREAS, the Human Resources Department is responsible for recruiting, receiving and processing job applications, administering candidate assessments and examinations, establishing employment eligibility lists, certifying lists to City departments and conducting mandatory training; and

WHEREAS, the City issued requests for proposals (RFP) for an integrated web-based job applicant tracking system, performance, learning and other services, and responses were evaluated by a selection committee from the Human Resources, Public Works, Health, Housing & Community Services and Information Technology departments; and

WHEREAS, the selection committee selected NEOGOV from the respondents as the most qualified vendor capable of providing the system and services to manage the hiring process lifecycle and manage mandatory training; and

WHEREAS, the work is still in progress and essential to keep up with the City's hiring and training needs; and

WHEREAS, this contract is exempt from the noticing requirements set forth in Government Code Section 3504.1; and

WHEREAS, on May 6, 2025, Resolution 71,753-N.S. was adopted authorizing the City Manager to execute a contract and any amendments with NEOGOV for a job applicant tracking system and service with training modules in an amount not to exceed \$108,884; and

WHEREAS, on September 9, 2025, Resolution 71,942-N.S. was adopted authorizing the City Manager to execute a contract and any amendments with NEOGOV for a job applicant tracking system and service with training modules in an amount not to exceed \$180,000 while at the same time amending Resolution 71,753-N.S.; and

WHEREAS, The additional funding of \$190,000 will be split between three funds- \$137,000 will be covered through the General Fund (011), \$48,000 will be covered through the Training Fund (146) and \$5,000 will be covered by Measure FF (164) and funds are available in the departments' current year budget.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 32400192 with GovernmentJobs.com (dba NEOGOV) for online data management services including applicant tracking, onboarding, and learning management to increase the not to exceed

amount of \$180,000 by \$190,000 for a total not to exceed amount of \$370,000 with a contract end date of 5/15/27.

