



Human Resources

CONSENT CALENDAR

May 6, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Monica Walker, Interim Director of Human Resources

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, learning management, and performance management to extend the contract from May 16, 2025 to May 15, 2028 and increase the contract cap to \$108,884.79 to cover the cost of three fiscal years.

FISCAL IMPACTS OF RECOMMENDATION

The impact for three fiscal years is \$108,884.79 which will be funded through the General Fund (Fund 011) and Training Fund (Fund 146).

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department is responsible for recruiting, receiving, and processing job applications; administering candidate assessments and examinations; establishing eligible 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; 564 applicants were hired and completed their onboarding paperwork electronically while also completing mandatory trainings. 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 2024. In 2025, mandatory training has been rolled out for all City of Berkeley employees to comply with city policies, as well as state and federal laws.

The Department of Human Resources has moved away from paper applications, onboarding materials, training materials and personnel files with the help of NEOGOV. NEOGOV's state-of-the-art, 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.

Internal

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

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### BACKGROUND

The Human Resources Department issued a request for proposal (RFP), Specification No. 08-10275-C, on September 12, 2007, for a new job applicant tracking system and service. A selection committee made up by Human Resources and the Information Technology Department evaluated responses, conducted interviews and heard presentations from four vendors. NEOGOV was selected and has provided excellent services to the city. On June 3, 2024, the contracts held under NEOGOV were combined into a single contract, Contract No. 32400192 which includes training modules in addition to the applicant tracking system. The subscription for the current contract, in effect since 2024, ends on May 15, 2025 and is capped at \$50,000. An extension of the contract and an increase to its cap are necessary to keep these services viable for the next three fiscal years.

### 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. NEOGOV was selected from nine respondents and has provided excellent services to the city since 2007.

### ALTERNATIVE ACTIONS CONSIDERED

A three-year agreement allows the city to lock in a rate at the current annual price. An alternative is to extend the contract for one year at a time, at the risk of paying more per fiscal year.

### CONTACT PERSON

Monica Walker, Interim Human Resources Director, 510-981-6818

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 eligible lists, certifying lists to City departments and conducting mandatory training; and

WHEREAS, the City issued a request for proposal (RFP) for an integrated web-based job applicant tracking system and service and responses were evaluated by a selection committee from the Human Resources department and Information Technology Department; and

WHEREAS, the selection committee selected NEOGOV from the nine 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, the funds in an amount not to exceed \$108,884.79 will be made available in fiscal years 2025, 2026, and 2027 under budget codes 011-34-342-000-0000-000-412-612990 and 146-34-345-000-0000-000-412-634110.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized 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 \$108,884.79 across three fiscal years, 2025, 2026, and 2027.

