



Human Resources

CONSENT CALENDAR
September 9, 2025

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Janelle Rodrigues, 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, and learning management to increase the contract by \$71,115 for a total contract amount not to exceed \$180,000.

FISCAL IMPACTS OF RECOMMENDATION

The total cost of the contract amendment is \$71,115 that results in a total contract amount not to exceed \$180,000, 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.

Resolution No. 71,753-N.S. authorized the contracting of these services. However, upon processing and execution of the contract it was discovered that prior services rendered related to the software's training module was inadvertently omitted from the original quote for the current and previous year. This contract amendment will bring the City current and provide continued and uninterrupted service and access to the NEOGOV training module through May 15, 2026.

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 of staff from the Human Resources and the Information Technology departments 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.. Resolution No. 71,753-N.S. authorized an extension of the contract beginning on May 16, 2025, and is capped at \$108,884. An amendment of the contract and an increase to its cap are necessary to resolve the inadvertent omission of the training module from the prior contract total and to continue using NEOGOV through May 2026.

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

Attachment:

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, 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, the funds in an amount not to exceed \$180,000 will be needed under budget codes 011-34-342-000-0000-000-412-612990 (General Fund) and 146-34-345-000-0000-000-412-634110 (Training Fund) to maintain the necessary services with NEOGOV through May 2026.

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 NEOGOV for a job applicant tracking system and service with training modules in an amount not to exceed \$180,000.

