

**COUNTY OF NEVADA**  
**DEPARTMENT OF HUMAN RESOURCES**

Eric Rood Administrative Center  
950 Maidu Avenue  
Nevada City, CA 95959  
(530) 265-7010  
[www.mynevadacounty.com](http://www.mynevadacounty.com)

**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

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**MEETING DATE:** August 27, 2019

**TO:** Board of Supervisors

**FROM:** Steve Rose, Director of Human Resources

**SUBJECT:** RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT THREE TO CONTRACT WITH GOVERNMENTJOBS.COM (RESOLUTION 15-026) FOR THE PURPOSE OF BUNDLING EXISTING MODULES (INSIGHT, ONBOARD AND PERFORM) TOGETHER WITH THE ADDITION OF THREE NEW MODULES (HRIS CORE/PAYROLL, EFORMS, LEARN) AND SILVER TRAINING PACKAGE UNDER ONE SERVICE AGREEMENT, EXTENDING THE CONTRACT TERM, INCREASING THE MAXIMUM CONTRACT PRICE FROM \$160,335 TO \$513,105, AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE THE AMENDMENT, AND AMENDING FY 19-20 HUMAN RESOURCES BUDGET (4/5 AFFIRMATIVE VOTE REQUIRED)

**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** This Amendment No. 3 extends the term of the Agreement to June 30, 2022. FY 2019/20 cost of implementation and licensure is \$116,500. The Resolution includes an appropriation for year one costs from the Information Systems Infrastructure assignment in the General Fund in the amount of \$75,963 (the Human Resources budget covers the remaining \$40,537) and a budget amendment to provide expenditure authority in the Human Resources budget. FY 2020/21 costs are \$116,500, and FY 2021/22 costs include a 3% increase bringing the cost to \$119,770. The Human Resources budget is expected to cover full annual costs in years two through three.

**BACKGROUND:** On January 13, 2015, per Resolution 15-026, the Nevada County Board of Supervisors approved the Agreement for licensed software, services and maintenance pertaining to a cloud-based employment application management system called NeoGov *Insight Enterprise Edition*. On July 19, 2016, per Resolution 16-357, the Nevada County Board of Supervisors approved Amendment No. 1 to the Agreement, adding NEOGOV's *Onboard* software module to streamline paperwork processing and training for new employees. On October 10, 2017, per Resolution 17-510, the Nevada County Board of Supervisors approved Amendment No. 2 to the Agreement, adding NEOGOV's *Perform*, an employee performance evaluation system.

Through this proposed Amendment No. 3, we are seeking to extend the term of the Agreement to June 30, 2022, and add *HRIS Core* and *Payroll, eForms*, and *Learn* to our NeoGov suite of modules. With Core and Payroll, the County replaces its aging personnel action and payroll systems, while also enabling employees to gather, maintain and manage employee life cycle data and transmit it to the County's payroll system, thereby facilitating an efficient connection between Human Resources and payroll transactions. For the first time, personnel and payroll transactions will be integrated, and this functionality has been long sought after by both the Human Resources and Auditor's Offices. The County will also be purchasing a block of professional training services, the *Silver Training Package*, which will multiply our ability to train all staff in the various NeoGov platforms. Under this Amendment No. 3, the total maximum amount of the contract will increase from \$160,335 to \$513,105, a total increase of \$352,770, for the provision of the existing and additional modules and services under this Amendment for FY 2019/20 through 2021/22.

With the purchase of three new modules, the County is poised to conduct personnel and payroll transactions with a fully integrated software platform, saving time and money. We will be able to remove our reliance on other software products that are aging and inefficient, reduce upkeep of various reporting platforms that take time to construct and maintain, and save roughly \$20,000 per year in annual payroll subscription costs. Additionally, the contract terms under this Amendment are favorable to the County because we are not being charged NeoGov's customary 5% per year increase for FY 2020/21 and are only subject to a 3% increase for FY 2021/22. This project and purchase has been presented to and approved by the County's Information Systems Steering Board – ISSB.

Your consideration of this amendment request is appreciated and approval of this resolution is recommended.

**Item Initiated and Approved by:** Steve Rose, Director of Human Resources

Submitted Date: August 12, 2019