

**Amendment Three to Agreement with GovernmentJobs.com DBA NeoGov Found at
Resolution 15-026, Dated February 12, 2015**

THIS AMENDMENT No. 3 is made and is effective as of August 27, 2019, by and between GovernmentJobs.com (“Contractor”), and the County of Nevada (“County”). This Amendment No. 3 amends the Personal Services Contract between the parties for software services that was effective on February 12, 2015 (“Agreement”).

WHEREAS, on February 12, 2015, per Resolution 15-026, the Parties entered into an Agreement to provide County of Nevada with software and services commonly known as NeoGov Insight; and,

WHEREAS, on July 19, 2016, per Resolution 16-357, the Parties entered into Amendment No. 1 to said Agreement for the purchase of additional software and services called NeoGov Onboard; and,

WHEREAS, on October 10, 2017, per Resolution 17-510, the Parties entered into Amendment No. 2 to said Agreement for the purchase of additional software and services called NeoGov Perform; and,

WHEREAS, the Parties desire to enter into Amendment No. 3 to the Agreement for the County’s purchase of additional software and services called NeoGov HRIS Core and Payroll, eForms, and Learn, and the Silver Training Package, effective August 27, 2019; and,

WHEREAS, this project and purchase has been presented to and approved by the County’s Information Systems Steering Board – ISSB.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the Parties hereto agree as follows:

1. This amendment shall be effective as of August 27, 2019
2. That paragraph 1 of page 1 of the “Agreement for Licensed Software, Services and Maintenance” shall be amended and replaced in its entirety as follows:

This AGREEMENT is made by and between the **County of Nevada**, a political subdivision of the State of California (herein “County”), and **GovernmentJobs.com, Inc. dba NEOGOV** (herein “Contractor”), wherein Contractor agrees to provide the software and services commonly known as **Insight Enterprises, Perform, HRIS Core, HRIS Payroll, eForms, and Learn, as well as certain training services under Contractor’s Silver Training Package**. As described in the Schedules comprising this Agreement, Contractor will successfully implement **Insight Enterprises, Perform, HRIS Core, HRIS Payroll, eForms, and Learn** consisting of all system modules and capabilities necessary to meet the County’s requirements as defined in the System Feature List presented in Appendix B-1, as revised herein.”

3. That section B-1.0 of Schedule B—Software License Agreement, shall be amended and replaced in its entirety as follows:

B-1.0 Agreement to License

This Agreement provides for the license of software by Contractor as Licensor to County as Licensee, in accordance with the terms and conditions of this Agreement. Contractor shall license to County the software as described in the Appendix B-1.

4. That Appendix B-1: System Feature List, shall be revised and replaced in its entirety, as follows;

Appendix B-1: System Feature List

Insight (IN)

A. Recruitment:

- Online job application
- Configurable Career site
- Online job interest cards
- Recruitment and examination planning

Applicant Tracking:

- Email and hardcopy notifications
- EEO Data collection and reports
- Track applicants by step/hurdle
- Schedule written, oral, and other exams
- Candidate self-service portal for scheduling and application status

Career Pages:

- NEOGOV will provide the URLs for the Career Pages, which the Customer will use to advertise on their website. Customer will need to change the IP addresses of its promotional, transfer and ordinary job posting website links (Links provided by NEOGOV)

Reporting and Analysis:

- Standard system reports
- Ad hoc reporting tool

Selection:

- Configurable supplemental questions
- Define unique automatic scoring plans
- Test analysis and pass-point setting
- Score, rank, and refer applicants

Insight Training:

- NEOGOV will create a Customer-specific training environment for Insight Enterprise, which is used by Customer during training and afterwards to train in prior to moving into production.
- Customer will have full access to the demo/training environment setup for Insight Enterprise.
- NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Ordering Document.
- NEOGOV's pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.

B. Position Management (PM)

Position Management is designed to track, monitor, and implement approval workflows relating to Position status and Position requests. Tracked fields of budgeted positions include job title, department, job classification, position types, FTE, custom fields, and more. In addition, PM allows for an audit trail of position requests and permits a seamless integration into the NEOGOV HRIS to transmit Position data and track filled or vacant positions.

C. GovernmentJobs.com Job Posting Subscription (GJ)

Agency can advertise their job openings on the governmentjobs.com employment website. This secondary NEOGOV job board consistently attracts more than 300,000 visitors per week, greatly expanding the audience of job postings. Applicants can search for jobs based on geographical location and/or keyword, helping them find jobs at agencies within which they are not specifically searching. Applicants can apply and monitor their application directly from governmentjobs.com, making the application process seamless and simple. All job postings are shared to GovernmentJobs.com automatically from the agency's primary career page when this subscription is enabled.

Perform (PE)

Perform is designed to address the major areas of human resource activities centered around employee performance management. As described below, Perform includes built-in workflow for business processes, configurable tasks, performance evaluations and reports. A subscription to Perform will include the following:

- Configurable Performance Evaluations
- Ability to build Library of Goals, Competencies, and Writing Assistants
- Shareable Competency Content
- Development Plans
- Configurable Process Workflows
- Peer Reviews & Multi-rater capability
- Scored and Non-scored Rating Scales Log of Performance Observations throughout the year
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees & Evaluations

Onboard (ON)

- Electronic Employee File of Onboard forms
- Federal I9 and W4 forms
- Checklists of tasks to create specific Onboard process by position, department, division or class spec
- Configurable new hire portal
- Ability to promote, rehire and offboard employees (task assignment based on new position)
- Global form bank
- Automation of Onboard process
- Build your own Onboarding forms. Onboard (ON) includes Federal I9 and Federal W4 forms which are updated as new versions are released. Additional forms or form maintenance is available from NEOGOV at the following cost:
 - Background forms \$295 per form
 - Dynamic Forms \$40 per form
 - Updates to existing forms \$200 an hour
 - Configurable Email Notifications

HRIS

A. HRIS Core (CHR)

- Organizational management
- Benefits administration and online open enrollment
- Attendance/Leave management
- Employee and manager self-service
- Reporting and analytics
- PA's and workflow
- Union contracts
- FMLA tracking

B. HRIS Payroll (PR)

- Premiums and shift differentials
- FLSA true up
- Retro pay calculation

E-Forms (EF)

E-Forms is designed to provide customers the means to complete all employee paperwork online. Features include automated approval and signature routing, electronic personnel files, conversion of PDF files to online forms, E-signature, and automated notifications.

Learn (LE)

- Create, schedule, enroll learners in, and track completion of online and in-person, classroom trainings
- Ability to upload SCORM course content files
- Certificates after course completion
- Learner transcripts & class rosters
- Course catalog with configurable categories for learners to browse
- Centralized dashboard that displays all required and elective trainings (online and in-person) that employees are enrolled in
- Off-the-shelf online courses
- NEOGOV will work with Customer staff to understand the existing processes, as well as other workforce business practices, where applicable.

5. That section D-1.0 of Schedule D—Scope of Professional Services, shall be amended and replaced in its entirety as follows:

D-1.0 Objectives of the Project

Contractor will manage and implement a project, in accordance with the methodology described herein to enable the County to utilize Contractor’s **Insight Enterprise Onboard, Perform, Core HR, Payroll, eForms, and Learn** software. In fulfilling their respective obligations as described in this Schedule and the resulting implementation plans, Contractor and County agree to use all commercially reasonable efforts to perform in accordance with the respective plans and schedules.

6. That section E.1 of Schedule E—Schedule of Charges and Payments shall be amended and replaced in its entirety as follows:

E.1 Annual Software Subscription Fees

IN, ON, PE, CHR, PR,EF, LE, AND IG	FY 2019/20: \$109,000
	FY 2020/21: \$109,000
	FY2021/22: \$112,270

7. That “Training” under Section E.2 of Schedule E—Schedule of Charges and Payments shall be amended and replaced as follows:

E.2 Implementation Costs

<u>Training</u>	
SILVER PACKAGE	FY 2019/20: \$7,500
	FY 2020/21: \$7,500

FY 2021/22: \$7,500

8. That Schedule H shall be amended to include Terms and Conditions specific to HRIS (Core and Payroll), as set forth in Appendix A-1, attached hereto and incorporated herein.
9. That subsection C.2.1 of Section C-2.0 (Term of Agreement) shall be amended and replaced as follows:

2.1 The initial term (“Initial Term”) of this Agreement shall begin on the effective date of this Agreement and, unless sooner terminated or extended in accordance with the terms hereof, and shall terminate on June 30, 2022.

10. That in all other respects the prior Agreement of the parties shall remain in full force and effect except as amended herein.

CONTRACTOR

COUNTY OF NEVADA

By: _____
Shane Evangelist
CEO

By: _____
Honorable Richard Anderson
Chair of the Board of Supervisors

ATTEST:

By: _____
Julie Patterson Hunter
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

By: _____
COUNTY COUNSEL