



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:
ETJ, ALL
Item Creation Date:

H26370 - Applicant Tracking Software - ORDINANCE

Agenda Item#:

Summary:

ORDINANCE Approving and authorizing a contract between the City of Houston and **GOVERNMENTJOBS.COM, INC.** (dba NEOGOV) regarding an applicant tracking software for the Human Resources Department; providing a maximum contract amount; containing provisions relating to the subject; and declaring an emergency.

Background:

Formal Bids Received for S17-H26370 - Approve an ordinance awarding a contract to Governmentjobs.com, Inc. (d/b/a NeoGov) on its low bid meeting specifications in the amount not to exceed \$460,768.68 for Applicant Tracking Software for the Human Resources Department.

Specific Explanation:

The Director of Human Resources Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **one-year contract, with two one-year options** to the sole bidder **Governmentjobs.com, Inc. (d/b/a NeoGov)** on its low bid meeting specifications in the amount not to exceed **\$460,768.68** for Applicant Tracking Software for the Human Resources Department. The Director of Human Resources Department or the Chief Procurement Officer may terminate this contract at any time upon thirty (30) days written notice to the contractor.

This project was advertised in accordance with the requirements of the State of Texas bid laws. Fifteen prospective bidders downloaded the solicitation document from the Strategic Procurement Division's e-bidding website and two bids were received as outlined below.

<u>Company</u>	<u>Total Amount</u>
1. Civic Plus, Inc.	\$98,710.00 (non-responsive)
2. Governmentjobs.com, Inc. (d/b/a NeoGov)	\$460,768.68

The scope of work requires the contractor to provide the Applicant Tracking Software (ATS) an integrated cloud-based (hosted) solution that handles the end-to-end process from recruiting to the onboarding process. The ATS allow job openings to be easily posted and managed; and provide easy to use searching and reporting capabilities for hiring managers and Human Resources staff. The ATS is used to manage both external and internal hire activity for the City and secures all data transmitted by applicants, employees, hiring managers, and /or Human Resources staff.

M/WBE PARTICIPATION:

M/WBE Zero Percentage Goal Document approved by the Office of Business Opportunity.

Pay or Play Program:

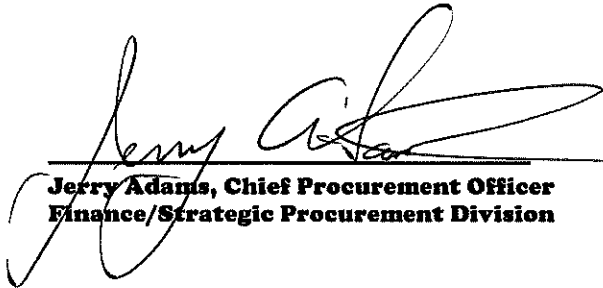
The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, Governmentjobs.com, Inc. (d/b/a NeoGov) has elected to pay into the Contractor Responsibility Fund in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston businesses while supporting job creation. In this case Governmentjobs.com, Inc. (d/b/a NeoGov) does not meet the requirements for HHF designation; no HHF firms were within three percent.

Fiscal Note:

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ord. 2014-1078.



**Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division**

Department Approval Authority

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Human Resources Department	\$153,589.56	\$307,179.12	\$460,768.68

Amount of Funding:

\$460,768.68 - Central Service Revolving Fund (1002)

Contact Information:

NAME:	DEPARTMENT/ DIVISION	PHONE
Martin King, Division Manager	FIN/SPD	(832) 393-8705
Murdock Smith, Sr. Procurement Specialist	FIN/SPD	(832) 393-8725
Renata Spann, Financial Analyst IV	HR	(832) 393-6139

ATTACHMENTS:

Description	Type
<u>RCA H26370</u>	Signed Cover sheet
<u>Affidavit of Ownership</u>	Backup Material
<u>Fair Campaign</u>	Backup Material
<u>Clear Tax Report</u>	Backup Material
<u>OBO Document</u>	Backup Material
<u>Pay or Play</u>	Backup Material
<u>Form B</u>	Backup Material
<u>Financial Information</u>	Financial Information
<u>Ordinance</u>	Ordinance/Resolution/Motion
<u>Contract</u>	Contract/Exhibit
<u>SAP/SRO</u>	Financial Information