



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: 06/12/18

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

GovernmentJobs.com, Inc. dba NeoGov

***Project Title/Description:**

Applicant Tracking System (ATS) and Perform (PE)

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-16-195, Amendment No. 1, is for a one-time increase in the amount of \$174,000.00 (including sales tax) for a cumulative not-to-exceed contract amount of \$523,304.00. This increase is to add the NeoGov Perform module for administration of employee performance plans and appraisals.

Administering Department: Information Technology.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, on 12/23/15, the Procurement Director approved an award of contract for one (1) year in an award amount of \$240,000.00 and four (4) one-year renewal options.

On 10/04/16, the Procurement Director exercised the renewal option to extend the termination date to 12/22/17. Three (3) renewal options remained.

On 08/11/17, the Procurement Director exercised the renewal option to extend the termination date to 12/22/18 and awarded an annual award amount of \$109,304.00 for a cumulative not-to-exceed contract amount of \$349,304.00. Two (2) renewal options remained.

This increase consists of an initial implementation expense of \$35,954.00 for a pilot phase for 250 employees, which will carry through December 2018, and subsequent recurring fees of \$59,447.00 for 4,500 employees through December 2019, and \$62,419.00 for 4,500 employees through December 2020.

PRCUID: 202648

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

NeoGov application Perform module is an employee performance management software that is specific to public sector functionality and integrates seamlessly with other NeoGov modules.

***Public Benefit:**

Ensure efficient management of staff to provide expectation service to public.

***Metrics Available to Measure Performance:**

Performance plans and appraisals.

***Retroactive:**

No

JUN 04 10 25 PM '18
KCFR
nw
11700051/10/90

To: COB 6-4-18
785-8
(1)

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-195

Amendment No.: 01 AMS Version No.: 04

Effective Date: 06/12/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 174,000.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** General Fund

Funding from General Fund? Yes No If Yes \$ 174,000.00 % 100

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Sal Servin, Procurement Officer

Department: Procurement Telephone: 520-724-9510

Department Director Signature/Date: *[Signature]* 5/31/18

Deputy County Administrator Signature/Date: *[Signature]* 6-1-18

County Administrator Signature/Date: *[Signature]* 6/1/18
(Required for Board Agenda/Addendum Items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1600000000000000195

MA Version: 4

Page: 1 of 2

Description: Applicant Tracking System (ATS) and Perform (PE)

I S S U E R	Pima County Procurement Department
	130 W. Congress St. 3rd Fl
	Tucson AZ 85701
	Issued By: SAL SERVIN
	Phone: 5207249510
	Email: sal.servin@pima.gov

T E R M S	Initiation Date: 06-12-2018	
	Expiration Date: 12-22-2018	
	NTE Amount: \$523,304.00	
	Used Amount: \$320,410.00	

V E N D O R	GOVERNMENTJOBS.COM	Contact: MARK FORDHAM
	DBA: NEOGOV	Phone: 310-426-6304
	300 Continental Blvd., Suite 565	Email: swilliams@neogov.com
	El Segundo CA 90245	Terms: 0.00 %
		Days: 30

Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	
This Amendment is for a one-time increase in the amount of \$174,000.00 (including sales tax) for a cumulative not-to-exceed contract amount of \$523,304.00. This increase is to add the NeoGov Perform module for administration of employee performance plans and appraisals. Attachment: Contract Amendment No. 1.	

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

PIMA COUNTY

Master Agreement No: 1600000000000000195

MA Version: 4

Page: 2 of 2

Line	Description					
16	Perform (PE) Subscription License for 250 Employees					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$11,954.00			
17	Perform (PE) Setup and Implementation Fees					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3,500.00			
18	Perform (PE) Training Fees					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2,500.00			
19	Perform (PE) Employee Standard Integration					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$18,000.00			
20	Perform (PE) Subscription License Upgrade for 4500 Employees					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$53,447.00			
21	Perform (PE) Standard Integration					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$6,000.00			

**Pima County Department of Information
Technology**

Project: Applicant Tracking System (ATS)

Contractor: GovernmentJobs.com dba NEOGOV

Contract No.: MA-PO-16-195

Contract Amendment No.: 01

CONTRACT

NO. MA-PO-16-195

AMENDMENT NO. 01

This number must appear on all
invoices, correspondence and
documents pertaining to this
contract.

Orig. Contract Term: 12/23/2015 - 12/22/2016
Termination Date Prior Amendment: 12/22/18
Termination Date This Amendment: 12/22/18

Orig. Amount: \$240,000.00
Prior Amendments Amount: \$109,304.00
This Amendment Amount: \$174,000.00
Revised Total Amount: \$523,304.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. **Maximum Payment Amount.** The maximum amount the County will spend under this Contract, is increased by \$174,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$523,304.00.
2. **Scope of Services.** The parties have revised the Scope of Services as described in the attached **Attachment A** (6 pages).

The effective date of this Amendment is June 12, 2018. All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

This section intentionally left blank

PIMA COUNTY

GovernmentJobs.com dba NEOGOV

Chairman, Board of Supervisors



Authorized Officer Signature

Date

John Closs, Controller

Printed Name and Title

5/25/2018

Date


ATTEST

Clerk of the Board

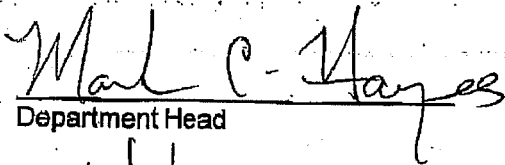
Date

APPROVED AS TO FORM

APPROVED AS TO CONTENT



Chris Straub, Deputy County Attorney



Department Head

5/24/2018

Date

6/1/2018

Date

ORDER FORM**Customer:**

Pima County (AZ)

Bill To:Attention:Address:Phone:Email:**Quote Date:** 2/5/18**Valid To:** 6/30/18**Initial Term:** 6 Months with annual renewal option**Order Summary:** Discounts below are provided if the contract is signed by 6/30/18.

<u>Line</u>	<u>Description¹</u>	<u>Initial Annual Recurring Fees</u>	<u>Non-Recurring Fees</u>
1.0	Perform (PE)		
1.1	Subscription License for 250 employees (Discounted pricing for up to 4,500 employees is \$53,447 annually)	\$11,954.00	
1.2	Setup and Implementation		\$3,500.00
1.3	Training		\$2,500.00
2.0	Perform Employee Standard Integration (with customization for classified vs. unclassified employees)	\$6,000.00	\$12,000.00
<u>Sub Total:</u>		\$17,954.00	\$18,000.00
<u>Order Total:</u>		\$35,954.00	

¹More detailed descriptions of the licenses and/or services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

Additionally, during the term of any subscription license, the Customer will be provided the following:

Customer Support – Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software - Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout.

Order Detail**1.0 Perform (PE)**

Perform (PE) is designed to address the major areas of human resource activities centered around employee performance management. As described below, Perform (PE) includes built-in workflow for business processes, configurable tasks, performance evaluations and reports. A subscription to Perform (PE) 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
- Scored and Non-scored Rating Scales
- Log of Performance Observations throughout the year
- Peer Reviews and Multi-rater capability
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees and Evaluations

2.0 NEOGOV Integrations

NEOGOV offers Standard Integrations as well as platform APIs for third party system integration(s). A subscription to Standard Integrations includes the following:

- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings
- Annual maintenance by NEOGOV

Perform Employee Standard Integration

NEOGOV offers an employee standard integration that provides an ongoing update of employee data from your HRIS system to Perform. More detailed information is available in the NEOGOV Employee Standard Integration Guide.

Setup and Implementation

The following activities will be conducted as a part of the Services:

- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will work with Customer staff to understand the existing processes as well as other workforce business practices where applicable.
- NEOGOV will establish Customer's production environment.
- All NEOGOV products will be implemented off-site. Customer may integrate NEOGOV solutions with other systems using standard NEOGOV integration tools, web services and/or flat files. The specifications and scope must be defined prior to agreeing to a timeline or price.
- Following NEOGOV product rollout, NEOGOV and Customer will conduct two (2) post go-live conference call(s) (if scheduled) to ensure that the rollout was completed successfully and that any production questions are addressed promptly.

Training

- NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form.
- 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 processes after go-live.

Order Form Terms and Conditions:

Customer shall pay the Fees set forth in this Order Form as follows:

Annual Recurring Fees:

- Customer shall pay all annual recurring Fees (including for any NEOGOV Integrations) for the Initial Term within thirty (30) days of the date of Customer's execution and delivery of this Order Form.
- Customer shall pay all annual recurring Fees (including for any NEOGOV Integrations) for any Renewal Term within thirty (30) days of Customer's receipt of NEOGOV's invoice therefor. The annual recurring Fees for a Renewal Term are subject to increase.

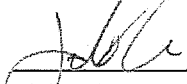
Setup and Implementation Fees:

- Customer shall pay all Setup and Implementation Fees within thirty (30) days of the date of Customer's execution and delivery of this this Order Form.

Training Fees:

- Customer shall pay all training Fees within thirty (30) days of the date of Customer's execution and delivery of this this Order Form.

IN WITNESS WHEREOF, the parties have caused this Order Form to be executed by their respective duly authorized officers as of the date set forth below.

Customer:	NEOGOV: GovernmentJobs.com, Inc.
Signature: _____	Signature: 
Print Name: _____	Print Name: <u>John Closs</u>
Title: _____	Title: <u>Controller</u>
Date: _____	Date: <u>5/25/2018</u>

ORDER FORM**Customer:**

Pima County (AZ)

Bill To:

Attention:

Address:

Phone:

Email:

Quote Date: 2/5/18**Valid To:** 12/31/18**Initial Term:** 12 Months with annual renewal option**Order Summary:**

<u>Line</u>	<u>Description¹</u>	<u>Initial Annual Recurring Fees</u>	<u>Non-Recurring Fees</u>
1.0	Perform (PE)		
1.1	Subscription License upgrade for up to 4,500 employees	\$53,447.00	
1.2	Setup and Implementation		NA
1.3	Training		NA
2.0	Perform Employee Standard Integration (with customization for classified vs. unclassified employees)	\$6,000.00	NA
Sub Total:		\$59,447.00	NA
Order Total:		\$59,447.00	

¹More detailed descriptions of the licenses and/or services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

Additionally, during the term of any subscription license, the Customer will be provided the following:

Customer Support – Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software - Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout.

Order Detail**1.0 Perform (PE)**

Perform (PE) is designed to address the major areas of human resource activities centered around employee performance management. As described below, Perform (PE) includes built-in workflow for business processes, configurable tasks, performance evaluations and reports. A subscription to Perform (PE) 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
- Scored and Non-scored Rating Scales
- Log of Performance Observations throughout the year
- Peer Reviews and Multi-rater capability
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees and Evaluations

2.0 NEOGOV Integrations

NEOGOV offers Standard Integrations as well as platform APIs for third party system integration(s). A subscription to Standard Integrations includes the following:

- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings
- Annual maintenance by NEOGOV

Perform Employee Standard Integration

NEOGOV offers an employee standard integration that provides an ongoing update of employee data from your HRIS system to Perform. More detailed information is available in the NEOGOV Employee Standard Integration Guide.

Setup and Implementation

The following activities will be conducted as a part of the Services:

- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will work with Customer staff to understand the existing processes as well as other workforce business practices where applicable.
- NEOGOV will establish Customer's production environment.
- All NEOGOV products will be implemented off-site. Customer may integrate NEOGOV solutions with other systems using standard NEOGOV integration tools, web services and/or flat files. The specifications and scope must be defined prior to agreeing to a timeline or price.
- Following NEOGOV product rollout, NEOGOV and Customer will conduct two (2) post go-live conference call(s) (if scheduled) to ensure that the rollout was completed successfully and that any production questions are addressed promptly.

Training

- NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form.
- 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 processes after go-live.

Order Form Terms and Conditions:

Customer shall pay the Fees set forth in this Order Form as follows:

Annual Recurring Fees:

- Customer shall pay all annual recurring Fees (including for any NEOGOV Integrations) for the Initial Term within thirty (30) days of the date of Customer's execution and delivery of this Order Form.
- Customer shall pay all annual recurring Fees (including for any NEOGOV Integrations) for any Renewal Term within thirty (30) days of Customer's receipt of NEOGOV's invoice therefor. The annual recurring Fees for a Renewal Term are subject to increase.

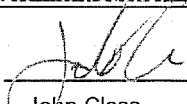
Setup and Implementation Fees:

- Customer shall pay all Setup and Implementation Fees within thirty (30) days of the date of Customer's execution and delivery of this this Order Form.

Training Fees:

- Customer shall pay all training Fees within thirty (30) days of the date of Customer's execution and delivery of this this Order Form.

IN WITNESS WHEREOF, the parties have caused this Order Form to be executed by their respective duly authorized officers as of the date set forth below.

Customer:	NEOGOV: GovernmentJobs.com, Inc.
Signature: _____	Signature: 
Print Name: _____	Print Name: John Closs
Title: _____	Title: Controller
Date: _____	Date: 5/25/2018