



Request for City Council Committee Action from the Department of Information Technology

Date: March 3, 2014

To: The Honorable John Quincy, Chair, Ways and Means Committee

Referral to: Full City Council

Subject: Execute a contract with NEOGOV for Applicant Tracking Software System

Recommendation: Authorize proper City officials to:

- a) Execute a three-year contract with NEOGOV for an amount not to exceed \$190,000 for software, licensing, maintenance and professional services
- b) Include two options for one-year extensions
- c) Customize the liability terms and conditions of the contract

Previous Directives: None

Department Information:

Prepared by: Barb Malinski, Information Technology (IT) Contract Administrator
 Submitted by: Otto Doll, Chief Information Officer
 Approved by: Paul Aasen, City Coordinator
 Presenter(s) in Committee: Otto Doll, Chief Information Officer

Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Civil Rights Approval:	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Financial Impact None

Community Impact None

Supporting Information

The current Human Resources Information System (HRIS) Recruiting module has been heavily modified over a number of years for the City's public-sector use. These modifications were needed to provide additional functionality to meet the business needs of the Human Resources (HR) Recruiting area that were not available from the application. As a result of this, the program has become less user-friendly and has created inefficient business processes.

The objective of this project is to acquire and deploy a Software as a Service (SaaS) solution specifically designed to manage the talent recruitment and application tracking process. The specific tasks involved with the services are design, configuration, implementation, and maintenance of the applicant tracking system.

After conducting significant internal and external research into customer needs and applicant tracking systems, IT and HR have determined that the preferred solution for the City of Minneapolis will be one that is externally hosted and available to our workforce at any time. Information Technology and Human Resources Departments issued a Request for Proposals (RFP) in November 2013. The RFP process resulted in four respondents. The City's evaluation team felt NEOGOV was the best fit.

No additional appropriation is required. The funding plan for the applicant tracking system is included within the Human Resources Department.

Request for Approval

IT requests approval authorization for the proper City officials to:

- a) Execute a three-year contract with NEOGOV for an amount not to exceed \$190,000 for software, licensing, maintenance and professional services
- b) Include two options for one-year extensions within the contract
- c) Customize the liability terms and conditions, reviewed with the City Attorney's Office and HR Department as follows:
 - 1) NEOGOV will not accept the City's standard unlimited liability for its negligent acts and omissions and proposes to cap their liability at four times the annual contract amount, except for the following:
 - i. Infringement on third parties' patent copyright or trademark rights
 - ii. Any injury to persons or damages to property arising out of NEOGOV's gross negligence of willful, gross misconduct
 - 2) The City Attorney's Office has verified that the collected data and information to be uploaded by applicants will not include social security numbers. Only the applicant's name would be considered private until they are considered to be a finalist.