



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2020-0368

**TO:** Mayor and City Council Members

**FROM:** Pamela Gordon, Director Human Resources

**DATE:** October 5, 2020

**SUBJECT:** Annual Subscription, Software Support and Maintenance for Applicant Tracking, Performance Management, and Learning Management System

---

**REQUEST:**

City Council is requested to authorize a blanket purchase order for a three-year subscription, including software support and maintenance for the City's cloud-based applicant tracking, performance management, and learning management systems in the amount of \$109,000.00, to Governmentjobs.com, Inc., DBA NEOGOV, El Segundo, CA.

**REASON FOR PURCHASE:**

In 2016 the City solicited quotes for an applicant tracking system and selected NEOGOV Insight based on its functional design for government and the annual cost of the system. In July 2017, Council authorized implementation of a market competitive salary schedule for union and non-union employee groups, which led to the implementation of a new employee performance management process beginning in 2018. By 2019, it was determined that an electronic system was needed to support departments in the performance evaluation process and to streamline administration for Human Resources. NEOGOV Perform was selected due to its functional capabilities and shared platform with Insight.

NEOGOVS Learn was purchased at the same time as Perform in order to take advantage of available pricing discounts and to enable the City to deploy a range of online training and development courses with systems functionality that was familiar to employees. In March of this year, Human Resources expedited implementing Learn immediately after launching Perform, enabling the City to deploy training required for returning to the workplace under the COVID-19 state of emergency.

The City evaluated and quoted for these automated functions, and ultimately selected all three applications from the NEOGOV platform based on integration capabilities, ease of use, and combined discount pricing. The total subscription cost in 2019 was less than \$25,000 per year. However, due to yearly increases and the expiration of discounted pricing, the total cost for all three NEOGOV applications, including annual software maintenance and support, will exceed \$25,000 annually, beginning this year. A three-year renewal is therefore recommended in order to lock in quoted pricing over a three-year term.

**PROCESS:**

**Vendor Name and Address:**

Governmentjobs.com, Inc. DBA NEOGOV  
300 Continental Blvd., Suite 565  
El Sugundo, CA 90245

**Reason for Selection:**  
Proprietary Software

**Method of Purchase:**  
Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2020 and FY 2021 Adopted Budgets and the FY 2022 Projected Budget.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
General Fund / Human Resources	233.801000	Professional Services	\$109,000	\$109,000	\$0

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order for a multi-year subscription, including software support and maintenance for the City's applicant tracking, performance management, and learning management software systems in the amount of \$109,000.00 for a three year period to Governmentjobs.com, Inc., DBA NEOGOV, El Sugundo, CA.

---

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney       Yes       N/A