



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: AUGUST 24, 2021

DEPARTMENT: HUMAN RESOURCES

FROM: MARINA HORTA-GALLEGOS

TITLE: GOVERNMENTJOBS.COM, INC. (dba "NEOGOV")
PROFESSIONAL SERVICES AGREEMENT

RECOMMENDED MOTION:

A motion to approve a Resolution approving a Professional Services Agreement between the City of Salinas and Governmentjobs.com, Inc. (dba NEOGOV), and authorizing the City Manager to execute a two-year agreement to provide online performance review software services to the City of Salinas in an amount not to exceed \$58,623.00.

RECOMMENDATION:

It is recommended that the City Council approve a Resolution for a Professional Services Agreement between the City and Governmentjobs.com, Inc (dba NEOGOV), and authorize the City Manager to execute a two-year agreement for online performance review software in an amount not to exceed \$58,623.00.

BACKGROUND:

Over the last few years, the City of Salinas has partnered with NEOGOV to provide online job posting software services to the City. The City has used this software to post jobs, process applications, and schedule interviews. The Human Resources Department would also like to provide online performance reviews for staff with NEOGOV software services.

Currently, the City uses a Word form to prepare annual employee performance reviews. Reviews are prepared, routed through the supervisor chain and forwarded to Human Resources. The Perform Module from the NEOGOV Human Resources Management Suite will allow the City to process all employee reviews electronically with automatic notification to managers when reviews are due, and a workflow process for approvals. This will eliminate the current forms that are used and create a more useful system for processing reviews. This will also allow the City to have a more transparent review process, provides tools for creating an informative review for managers, and creates a digital process for processing annual staff reviews.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The approval of the Professional Services Agreement with NEOGOV and the automation of the performance review process supports Operational Efficiencies.

DEPARTMENTAL COORDINATION:

The Human Resources Department will be collaborating with all City departments in the design and implementation of the performance review software.

FISCAL AND SUSTAINABILITY IMPACT:

The costs for this Agreement have been programmed into the Human Resources budget for FY 21-22 and will be included in subsequent budgets for the duration of the contract.

ATTACHMENTS:

Resolution
Professional Services Agreement

RESOLUTION NO. _____ (N.C.S.)

**RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
GOVERNMENTJOBS.COM, INC. (dba NEOGOV) AND AUTHORIZING THE CITY
MANAGER TO EXECUTE THE AGREEMENT**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the City Council approves the Professional Services Agreement with Governmentjobs.com (dba NEOGOV) and authorizes the City Manager to execute the agreement for an amount not to exceed \$58,623.00.

PASSED AND APPROVED this 24th day of August 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kimbley Craig, Mayor

ATTEST:

Patricia M. Barajas, City Clerk