



## Legislation Details (With Board Report)

**File #:** A 20-175      **Name:** Skill Survey Agreement  
**Type:** BoS Agreement      **Status:** Passed - Human Resources Department  
**File created:** 6/1/2020      **In control:** Board of Supervisors  
**On agenda:** 6/9/2020      **Final action:** 6/9/2020

**Title:** a. Approve and authorize the Contracts/Purchasing Officer to execute an Agreement with SkillSurvey, Inc., to purchase an online employment reference assessment software system for the term June 10, 2020 through June 30, 2023, in the amount not to exceed \$37, 086.00; and  
b. Authorize the Contracts/Purchasing Officer to sign up to three (3) amendments to this Agreement where the Amendments do not significantly change the scope of work or cause an increase in the Agreement rates of more than ten percent (10%)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Agreement Skill Survey, 3. Item No. 45 Completed Board Order

Date	Ver.	Action By	Action	Result
6/9/2020	1	Board of Supervisors		

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b. Authorize the Contracts/Purchasing Officer to sign up to three (3) amendments to this Agreement where the Amendments do not significantly change the scope of work or cause an increase in the Agreement rates of more than ten percent (10%)

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve and authorize the Contracts/Purchasing Officer to execute an Agreement with SkillSurvey, Inc., to purchase an online employment reference assessment software system for the term June 10, 2020 through June 30, 2023, in the amount not to exceed \$37, 086.00; and  
b. Authorize the Contracts/Purchasing Officer to sign up to three (3) amendments to this Agreement where the Amendments do not significantly change the scope of work or cause an increase in the Agreement rates of more than ten percent (10%).

**SUMMARY/DISCUSSION:**

This Agreement with SkillSurvey Inc. is to provide the Human Resources Department (HRD), with an on-line automated software to conduct hiring employment reference checks in a consistent, timely, and cost-efficient manner. SkillSurvey, Inc has knowledge, skills, and expertise with the on-line reference check process and has established business relationships through multi-year contracts with Human Resources in the Monterey County Health Department (MCHD), Natividad Medical Center (NMC) and Department of Social Services (DSS). Approval of this Agreement will allow HRD to join MCHD, NMC and DSS in leveraging the improved quality and efficiency offered by SkillSurvey when performing reference checks.

SkillSurvey’s automated on-line hiring reference check tool will assist Central HR professionals in coordinating with job candidates for timely completion of the reference check process and will provide HR hiring managers

with a comprehensive candidate report to evaluate the candidates being considered.

The current process of conducting reference checks often results in limited information for managers to consider when making hiring decisions. The SkillSurvey on-line reference check process will expedite the hiring process and provide consistent and detailed job candidate reports for the hiring managers.

This Agreement contains non-standard language. This same non-standard language is also contained in the current MCHD, NMC, and DSS Agreements. Because of the low-risk nature of this Agreement and the successful use of this service by the MCHD, NMC and DSS, HRD recommends the approval of these non-standard terms.

OTHER AGENCY INVOLVEMENT:

The offices of the County Counsel and Auditor-Controller have reviewed and approved the Agreement as to form and legality and fiscal provisions, respectively.

FINANCING:

The Human Resources Department FY 2019-20 has enough appropriations to pay for the first year of service. Future financing will be funded by the Human Resources Department budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiative(s):

- Economic Development - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.
- Health & Human Services - Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for health choices and healthy environments in collaboration with communities.
- Infrastructure - Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.
- Public Safety - Create a safe environment for people to achieve their potential, leading business and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Jose L. Tapia, Finance Manager, x5268

Approved by: Irma Ramirez-Bough, Director of Human Resources, x5043

Attachment:  
Agreement