



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #: 23-395, Version: 1**

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- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a non-standard agreement with iCIMS, Inc., to purchase an online employment reference assessment software license for the term July 1, 2023 through June 30, 2026, in amount not to exceed \$38,972; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute up to three (3) additional amendments to this Agreement, each extending the term by one year, where the annual cost of each amendment does not increase by more than 10 percent (10%) from the previous annual rate, bringing the maximum annual rate to \$18,141, the cumulative cost increase to \$49,624, and the potential overall Agreement aggregate Not-to-Exceed amount to \$88,596.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a non-standard agreement with iCIMS, Inc., to purchase an online employment reference assessment software license for the term July 1, 2023 through June 30, 2026, in amount not to exceed \$38,972; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute up to three (3) additional amendments to this Agreement, each extending the term by one year, where the annual cost of each amendment does not increase by more than 10 percent (10%) from the previous annual rate, bringing the maximum annual rate to \$18,141, the cumulative cost increase to \$49,624, and the potential overall Agreement aggregate Not-to-Exceed amount to \$88,596.

### SUMMARY/DISCUSSION:

The Human Resources Department previously held an agreement with SkillSurvey, Inc. to provide an on-line automated software to conduct hiring employment reference checks in a consistent, timely, and cost-efficient manner. The contract with SkillSurvey, Inc is set to expire on June 30, 2023 and a new agreement is required as SkillSurvey, Inc. has now changed their name to iCIMS, Inc. The Human Resources Department seeks to maintain the services provided by iCIMS, Inc. as they have 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, and Department of Social Services (DSS). Approval of this agreement will allow the Human Resources Department to maintain consistency with MCHD, Natividad, and DSS in leveraging the improved quality and efficiency offered by iCIMS, Inc. when performing reference checks.

iCIMS' automated on-line hiring reference check tool will continue to assist Human Resources Department professionals in coordinating with job candidates for timely completion of the reference check process and will provide hiring managers with a comprehensive candidate report to evaluate the candidates being considered.

This is a non-standard agreement. Because of the low-risk nature of this agreement and the successful use of this service by the County, the Human Resources Department recommends the approval of this non-standard agreement.

### OTHER AGENCY INVOLVEMENT:

The office of the County Counsel has reviewed and approved the Agreement as to form and legality. The Auditor-Controller's Office has reviewed the Agreement but does not agree to the non-standard payment provisions.

**FINANCING:**

The Human Resources Department FY 2023-24 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:**

This agreement correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by allowing the County to more efficiently and accurately assess the reference material of potential hires to increase the quality of future staffing.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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

**Attachments:**

- iCIMS Subscription Agreement
- iCIMS Order Form