



County of Monterey

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

Board Report

File #: A 20-159, **Version:** 1

Approve and authorize the Contracts/Purchasing Officer to execute a Standard Agreement with NEOGOV to purchase Onboard and Perform subscriptions for the term June 1, 2020 through June 30, 2021, in an amount not to exceed \$71,000.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and authorize the Contracts/Purchasing Officer to execute a Standard Agreement with NEOGOV to purchase Onboard and Perform subscriptions for the term June 1, 2020 through June 30, 2021, in an amount not to exceed \$71,000.

SUMMARY/DISCUSSION:

The County's current onboarding and performance management processes are manual and time consuming. The onboarding process consists of meeting with employees in person and going over all new hire and benefit documents which takes several hours to complete. In addition, there is no automated central system for delivering, tracking and maintaining performance evaluations. The Board of Supervisors Human Resources Committee, Department Heads and labor organizations have expressed their desire for Countywide consistency with the performance evaluation and exit interview processes.

The County currently utilizes NEOGOV Insight (applicant tracking) and Learn (performance management) software subscriptions. NEOGOV has offered the County an opportunity to purchase the Onboard and Perform modules at a significantly reduced rate for the first year.

The Onboard module will provide County departments with the ability to onboard employees through an electronic system which will enable new hires to become more productive from their first day on the job by streamlining new hire paperwork, processes, and training. The onboarding module also includes exit interviews and coordinating the return of County equipment. This electronic onboarding system is especially relevant in light of the current and potential future social distancing requirements.

The Perform module is a performance management software which automates annual and probationary employee evaluations, tracks employee performance, provides constructive feedback to build a more capable workforce and provides increased communication, transparency and engagement between employees and managers.

The proposed Onboard and Perform subscriptions will provide consistent Countywide solutions in conjunction with NEOGOV Insight and Learn and will provide a seamless interface with the Advantage HRM system. In addition, the automation of these processes will further the County's Sustainability "Go Green" program efforts.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office concurs with this recommendation. County Counsel has reviewed the Agreement as to form.

FINANCING: There are sufficient funds in the Human Resources Department FY 2019-20 Adopted Budget to cover the costs.

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: Kim Moore, Assistant Director of Human Resources, 755-5353

Approved By: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

NEOGOV Agreement is on file with the Clerk of the Board

Scope of Service is on file with the Clerk of the Board