

Kenai Peninsula Borough Human Resources Department

MEMORANDUM

TO: Charlie Pierce, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Kim Saner, Director of Human Resources *KS*

DATE: July 30, 2021

RE: Insight Sole Source Waiver

The Kenai Peninsula Borough, Human Resources department would like to request approval for payment to continue using "Insight" from NeoGov. Human Resources has been using Insight since 2012. Insight is an online recruiting tool that allows for online job postings, paperless applications, and electronic review of qualified applicants, among other things. It gives the KPB a modern approach to receiving job applications and helps to attract candidates from across the country ensuring a wider candidate pool. This product integrates with other products we are currently using including Learn and Onboard. The administrative staff is already familiar with its use saving time/money on training. Continuing use of this particular online recruitment tool is essential to maintain recruitment without stopping/interrupting recruitments. This product was budgeted for in FY22.

Approved: *CP*
Charlie Pierce, Borough Mayor

8/2/2021
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.:	<u>100.11230.00000.43019</u>
Amount:	<u>\$9313.58 FY22</u>
By: <u><i>PP</i></u>	Date: <u>8/2/2021</u>
NOTES: Term 07.01.2021 – 06.30.2022 \$9313.58 – FY22 Term 07.01.2022 – 06.30.2023 \$9779.26 – FY23 Term 07.01.2023 – 06.30.2021 \$10,268.23 – FY24	

Finance Notes: Funding is available for FY22. Amounts for FY23 and FY24 are contingent upon Assembly approval of FY23 and FY24 budgets.