

Kenai Peninsula Borough

Human Resources

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John D. Hedges, Purchasing & Contracting Department JH

FROM: Justen Huff, Human Resources Director JH

DATE: June 30, 2025


RE: Authorizing the award of a contract, in the amount of \$37,078.52 to NEOGOV per KPB Code 5.28.280 Proprietary Procurement.

It is the best benefit of the Borough to expand our scope of services with NEOGOV as the Borough has been using NEOGOV since 2013 because it is one of the most reliable and cost friendly programs available in the market. The Borough HR Department currently utilizes NEOGOV Onboard and Insight for recruiting and onboarding of new employees. The Borough Risk department utilizes the NEOGOV Training modules provided through the AML.



The e-Forms software program will integrate with the NEOGOV software programs we are currently using. This addition will enable us to convert all of our employee files into a digital format thus achieving a long-term budget goal. Converting employee files into a digital format will be an accomplishment in multiple areas including, but not limited to, improved employee file security, simplified employee filing system will reduce chance of error, cost savings in paper/printing, and improving and streamlining various HR processes that will improve HR staff efficiency.

This proprietary procurement is a one-time effort to keep continuity in service. It is the intent to seek approval for a standardization for the use of NEOGOV prior to the end of this contract.

Your approval is hereby requested. Funding for this project, along with the other modules already in place (Insight & Onboard) is \$37,078.52 in account number 100-11230-00000-43026.

Approved: 
Peter A. Micciche, Mayor

7/2/2025
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	100-11230-00000-43026
Amount	\$37,078.52
By:  	Date: 7/1/2025

NOTES: NA