



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Valentina Sustaita, Purchasing and Contracting Director
FROM: Stormy Brown, Human Resources Director *SB*
DATE: June 13, 2016
SUBJECT: Sole source request for NeoGov online applicant tracking systems

Under Section 5.28.280a of the Borough code, we request to purchase NeoGov online recruitment and applicant tracking systems under a new three-year contract.

The original contract with online applicant tracking was negotiated with NeoGov in 2012. Since this time, we have continued on an implied year-to-year contract without further negotiation, undiscovered by either party. NeoGov representatives contacted KPB Human Resources in May of 2016 to discuss the upcoming year and the need to renegotiate the discounted rates. The proposed contract is a three-year contract:

FY17:	\$2,500.00
FY18:	\$3,975.80
FY19:	\$5,927.40
Total Contract:	\$12,403.20

NeoGov is a unique online applicant tracking service, specializing in government (public) employment and tracking. Prior to engaging in a contract with NeoGov, the borough had maintained all applicant tracking, including applicant flow, posting, sourcing, application, applicant selection and review in an offline, paper format. The initial transition to NeoGov's platform took over six months to complete. Implementing the online platform of NeoGov has moved the borough to a much more efficient and measurable process, and has allowed the data management required for accurate and timely reporting to the EEOC and other compliance agencies. Continuing our services with NeoGov will allow for continued efficiency without interruption of service to reporting, candidates and hiring managers.

Your approval of this request will allow the sole source acquisition of applicant recruitment and tracking systems from NeoGov.

Approved: *Paul Oster*

Date: *6/14/16*

for V.S.

FINANCE DEPARTMENT FUNDS VERIFIED

Acct. No.: *100-11230.00000.43019*

FY17 Amount: \$2,500.00

By: *PP*

Date: *6/13/16*