

Kenai Peninsula Borough

Human Resources Department

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

THRU: Peter A. Micciche, Mayor *PM*
John Hedges, Purchasing and Contracting Director *JH*

FROM: Justen Huff, HR Director *JH*

DATE: April 23, 2026

RE: Resolution 2026- 027, Authorizing a Standardization Policy for the Use of NeoGov (Mayor)

KPB Code 5.28.255, Proprietary Procurement, allows for direct procurement pursuant to standardization policy approved by the Assembly. NeoGov is built based on public sector best practices and has multiple platforms available to support every stage of the employment journey. KPB has been using NeoGov since 2012. Human Resources currently utilizes the NeoGov platforms: Insight and Onboard for recruiting and onboarding of new employees, and most recently E-Forms for digital form process completion and electronic personnel files. In addition, we have also adopted Single Sign On for ease of access.

NeoGov has been the KPB provider for our Human Resources Information System (HRIS) since 2012. At that time NeoGov was selected through an informal competitive best value selection process. Since that time our relationship with NeoGov as a service provider has grown to include the KPB training platform, KPBSD training platform as well as an increasing number of internal government process centered on the NeoGov platform. NeoGov has proven to be an essential asset in our daily business process. Any effort to change service providers or seek non-integrated services would cost more than the annual fee offered by NeoGov at this time.

It is for these reasons that we are requesting the Standardization of NeoGov as our human resources HRIS service provider for a period of 5 years.

Your consideration is appreciated.