

# Kenai Peninsula Borough Human Resources Department

## MEMORANDUM

**TO:** Charlie Pierce, Borough Mayor

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

**THRU:** Brandi Harbaugh, Finance Director *BH*

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

**DATE:** August 10, 2021

**RE:** Onboard Sole Source Waiver

The Kenai Peninsula Borough, Human Resources department, would like to request approval for payment to continue using "Onboard" from NeoGov. Human Resources started implementing Onboard in late 2020 after Covid-19 highlighted the need to move toward a more modern hiring process. Onboard is a new hire onboarding platform that allows for paperless "paperwork" – from completing the forms electronically to storing completed forms online; allowing for check-in's, a dashboard for communications, as well as the ability to assign mentors. Additionally, this software allows for less time taken up by HR employees and for the possibility of remote hiring as well. This product integrates with other products we are currently using including Learn and Insight (and is directly tied to Insight, which makes adding new employees easy and quick). This product was budgeted for in FY22.

Approved: Charlie Pierce  
Charlie Pierce  
Borough Mayor

8/11/2021  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.:	<u>100.11230.00000.43019</u>
Amount:	<u>\$5,761.45 – FY22</u>
By: <i>PP</i>	Date: <u>8/10/2021</u>
NOTES:	FINANCE NOTES:
Term 07.01.2022 – 06.30.2023 \$8,638.24 – FY23	FY23 & FY24
Term 07.01.2023 – 06.30.2021 \$9,070.15 – FY24	amounts subject to Assembly appropriation.



### NEOGOV ORDER FORM

NEOGOV:		Customer Name & Address:	
Governmentjobs.com, Inc. (dba "NEOGOV") 300 Continental Blvd., Suite 565 El Segundo, CA 90245 billing@neogov.com		Kenai Peninsula Borough, County of (AK) 144 N. Binkley St. Soldotna, AK 99669 USA	
Quote Creation Date:	07/27/2021	Contact Name:	Larissa Mika
Quote Expiration Date:	30 days from Quote Creation	Contact Email:	LMika@kpb.us
Payment Terms	Annual. Net 30 from NEOGOV invoice.	FTE:	

Fee Summary		
Service Description	Term	Term Fees
Onboard Subscription (ON)	10/17/2021 – 06/30/2022	\$5,761.45
Onboard Subscription (ON)	07/01/2022 – 06/30/2023	\$8,638.24
Onboard Subscription (ON)	07/01/2023 – 06/30/2024	\$9,070.15
	<b>2021 Total:</b>	<b>\$5,761.45</b>
	<b>2022 Total:</b>	<b>\$8,638.24</b>
	<b>2023 Total:</b>	<b>\$9,070.15</b>
	<b>Total:</b>	<b>\$23,469.84</b>

#### A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated, all SaaS Subscriptions shall commence on the Effective Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

#### B. Special Conditions (If any).

1. Onboard Initial Term 10/17/2021 – 06/30/2024.



IN WITNESS WHEREOF, the parties have caused this Order to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement.

<b>Customer</b>	<b>Governmentjobs.com, Inc. (DBA "NEOGOV")</b>
Entity Name: kenai Peninsula Borough  Signature: <u>Charlie Pierce</u>  Print Name: Charlie Pierce, Borough Mayor  Date: 8/12/2021	Signature: _____  Print Name:  Date: