

**RESOLUTION 24-227**

**A RESOLUTION TO AUTHORIZE THE PURCHASE OF NEOGOV, A SOLE SOURCE VENDOR**

**WHEREAS**, the City of Spring Hill Board of Mayor and Aldermen recognizes the need for Human Resources Information System that is created and designed for the unique parameters of a governmental agency; and

**WHEREAS**, the City of Spring Hill is committed to finding ways to enhance efficient management of Human Resources management; and

**WHEREAS**, the current HRIS system doesn't meet the needs of our city government structure and unique requirements; and

**WHEREAS**, funding for the purchase for a new HRIS system has been approved and accounted for in the 2024-2025 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen authorizes the purchase of the new HRIS system for NEOGOV, a sole source vendor, at a total cost of \$44,984.65 for year one, \$43,970.55 for year two, and \$63,450.45 for year three.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 3<sup>rd</sup> day of September 2024.**

  
For Jim Hagan, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney

**REQUEST:**        *Approval of Resolution 24-227*  
**SUBMITTED BY:** Chris Clausi, HR Department  
**DATE:**            September 3, 2024  
**RE:**                To authorize the purchase of an HRIS system from NEOGOV, a  
                             sole source vendor  
**ATTACHMENTS:** Quote and Sole Source Letter

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**PURPOSE:**

The purpose of this resolution is to approve the purchase of a new Human Resources information System (HRIS). NEOGOV is a sole source vendor (letter attached).

**BACKGROUND:**

City staff has received a price quote for NEOGO, a Sole Source vendor.

Our current HRIS system was implemented with significantly incorrect data. Therefore, the demographic data, pay rates, job descriptions, and countless other necessary information is incorrect. An HRIS system is a tool that is utilized each and every day by HR staff. It should be considered the absolute "Truth" when searching for documentation related to our workforce. Unfortunately, it doesn't meet that requirement at this point.

Updating our current system will require staff to literally complete another implementation process which will require considerable time and money. In addition, our current system isn't designed for government agencies. It is a one size fits all software, and while changes or updates to the software can be made, they are limited. In addition, the current HRIS software doesn't currently integrate with our payroll system which causes another significant set of challenges.

NEOGO is an HRIS system created and designed for governmental organizations exclusively. It will also provide document management for citywide policies and procedures. Therefore, the system will meet our current needs and will also allow for future systems and uses that will seamlessly interact like timekeeping and payroll.

The total cost for the first year is \$44,984.65. The year two cost will be \$43,970.55 and year three is \$63,450.45 as reflected on the attached quote.

**FINANCIAL IMPACT:**

The funding for the devices will be from the IT Department (520-41641-52725) as budgeted for FY 2024/25 - **\$50,000 budgeted.**

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 24-227 to approve the purchase of the HRIS System from NEOGOV, a sole source vendor.

August 5, 2024

Subject: NEOGOV Sole Source Letter

To Whom It May Concern:

Governmentjobs.com, Inc. (d/b/a NEOGOV) is the largest provider of out-of-the-box software as a service (“SaaS”) Workforce Management Solutions tailored for the public sector. NEOGOV is the sole source provider of an integrated suite of Workforce management tools designed exclusively for government agencies. NEOGOV’s workforce management suite consists of four integrated modules Recruit, Develop, Manage, and Comply. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee life-cycle while maintaining the highest standard of compliance. As a result of our investment in innovation and unique expertise working in the public sector, we have created a one-of-a-kind solution offering the following properties:

### Insight and Governmentjobs.com

- Insight is the only applicant management platform fully integrated with the Governmentjobs.com public sector job board; both are manufactured and supported solely by NEOGOV.
- Insight is one of the only applicant tracking systems with a public sector Job Description and Salary Range Database
- Insight is an applicant tracking system with robust public sector time-to-hire data
- Insight has public sector data allowing NEOGOV to provide relevant recruiting analytics to help make informed business decisions, including benchmarking, and time-to-hire data with other area public sector agencies.
- Insight is the only applicant tracking system fully integrated with the Schooljobs.com higher education job board.
- Insight is the only public sector focused applicant tracking system integrated with “Attract”, a Candidate Relationship Management tool (CRM) to better capture candidate leads, manage relationships, automate communications, and measure recruiting data. The integration with Attract allows NEOGOV customers to expand the candidate pool with Governmentjobs.com candidates that have opted-in to receive job notifications for open jobs in their area of interest.

### Onboard

- Onboard is the only onboarding tool that directly integrates with NEOGOV’s Insight, an applicant tracking system allowing customers to automate the hiring process and meet compliance requirements, reducing the time to hire.
- Onboard is home to one of the largest public sector new hire global forms banks
- Onboard is the Only onboarding tool that integrates training with NEOGOV’s Learn, a learning management solution, allowing employees to be better informed, better trained, and more productive on day one.

## Perform

- Perform is the only performance management tool to directly integrate with NEOGOV's Learn a learning management system that eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform
- Perform is home to one of the largest public sector specific competency banks
- Perform has one of the largest public sector specific writing assistant banks

## Core HR

- NEOGOV's CoreHR, Benefits, Payroll, and T&A solutions is the only HRIS solution to fully integrate with NEOGOV's Talent Management Solutions.
- Core HR empowers agencies to tailor employee compensation processes to align with organizational policies and procedures, facilitating mass salary updates (e.g., union renegotiations or COLA increases) and bulk rate changes. Additionally, it offers customization options for FTE tracking, scales/steps, ranges, premiums, and distribution codes.

## PowerPolicy

- PowerPolicy uniquely links critical content to state and national standards to alert staff when changes may impact their compliance
- PowerPolicy helps manage and maintain crucial content including digital signatures and comprehensive workflows
- PowerPolicy offers public facing linkability for public transparency
- PowerPolicy offers a fully compatible mobile application that allows full acknowledgment as well as importing documents anytime from anywhere.
- PowerPolicy offers a full integration to most document formats for ease of editing
- PowerPolicy offers side-by-side comparison across all version's history of documents
- PowerPolicy offers customized analytics and scheduled delivery reporting

In addition, all NEOGOV training, system documentation, hosting services, information security, and software maintenance for the products listed herein are provided by or through NEOGOV personnel.

Note, this letter is for information purposes only. Please note, this letter is not intended to serve as a legal opinion as to the availability of NEOGOV solutions through any particular procurement method. Recipients are advised to conduct independent analysis to determine whether procurement regulations applicable to their agency permit sole-source procurement.

Please let us know if you require any further information regarding our services.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Snyder". The signature is written in a cursive, flowing style.

Joshua Snyder  
NEOGOVP of Business Development

**Exhibit A**  
Order Form



NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV")  
2120 Park Pl, Suite 100  
El Segundo, CA 90245  
United States  
billing@neogov.com  
Sales Rep: Alex Oberheide

Customer:

Spring Hill, Town of (TN)  
199 Town Center Parkway  
Spring Hill, TN 37174  
USA

Quote Valid From: 7/22/2024  
Quote Valid To: 8/21/2024

Quote Number: Q-16219  
PaymentTerms: Annual,Net 30  
Subscription Term in Months: 36

Employee Count: 290  
Order Summary

Year 1

Service Description	Start Date	End Date	Term Price (USD)
Custom Bundle			\$19,901.05
Includes Insight License, Onboard License, Perform License, Core HR License, Candidate Text Messaging (CTM),			
PowerPolicy Subscription			\$5,339.60
<b>Year 1 TOTAL:</b>			<b>\$25,240.65</b>

Year 2

Service Description	Start Date	End Date	Term Price (USD)
Custom Bundle			\$34,626.25
Includes Insight License, Onboard License, Perform License, Core HR License, Candidate Text Messaging (CTM),			
PowerPolicy Subscription			\$9,344.30
<b>Year 2 TOTAL:</b>			<b>\$43,970.55</b>

Year 3

Service Description	Start Date	End Date	Term Price (USD)
Custom Bundle			\$50,101.45
Includes Insight License, Onboard License, Perform License, Core HR License, Candidate Text Messaging (CTM),			
PowerPolicy Subscription			\$13,349.00
<b>Year 3 TOTAL:</b>			<b>\$63,450.45</b>

Year 1

Service Description	Start Date	End Date	Term Price (USD)
Custom Bundle Setup and Training			\$19,744.00
PowerPolicy Setup			\$0.00
<b>Year 1 TOTAL:</b>			<b>\$19,744.00</b>

**ORDER TOTAL (USD) :** **\$152,405.65**



**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 in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document 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).**

- Initial Term: 36 months

**"Spring Hill, Town of (TN)"**

**NEOGOVS**



Signature:

*William Pomeroy*

Signature:

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Print Name:

William Pomeroy

Print Name:

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Date:

9/3/24

Date:

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