

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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www.scottcountyiowa.com



Date: December 14, 2012
To: Board of Supervisors
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Addendum to NEOGOV agreement

The Human Resources Department would like to expand its current agreement with NEOGOV. The County currently uses NEOGOV as our vendor for online applications and recruitment services. We have received a proposal from NEOGOV to use their system for Performance Appraisals and On Boarding. Our current contract with SuccessFactors has expired and our intent is to conclude our business with them in the coming months. The move to NEOGOV will allow the County more flexibility customizing performance appraisals to the particular job. It will reduce HR staff time in loading and launching new appraisals to employees and supervisors. Additionally it will provide easier navigation through the system. As we already use a NEOGOV product there will only need to be one interface into the ERP system. The cost of the system is \$16,575 annually with one time costs of \$4,500. The remainder of the fiscal year will include the one time costs and half of the annual costs for a total of \$12,787.50. By taking advantage of the current offer the County will save \$2,645 annually and \$3,500 in the one time set up costs.

We have discussed the matter with the Department Heads and feel that this system will best serve the County going forward.

Cc: Dee Bruemmer, County Administrator
Matt Hirst, IT Director

Addendum

EXHIBIT A – ORDER FORM

Customer:

Bill To:

Scott County (IA) Mary Thee HR Director mthee@scottcountyiowa.com (563) 326-8767	
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Quote Date:	<u>12/12/2012</u>	Revision:	<u>1</u>
Valid From:	<u>12/12/2012</u>	Order Number:	
Valid To:	12/31/2012	Initial Term:	<u>12 Months</u>
Requested Service Date:	<u>TBD</u>		

Order Summary

Item	Annual Recurring Price ¹	One-time Price ¹
1.0 Performance Evaluation		
1.1 License Subscription	\$12,220.00 \$10,625.00	
1.2 Provisioning		\$2,500.00
1.3 On-line User Training		\$2,500.00
Sub Total	\$10,625.00	\$2,500.00
2.0 On Boarding		
2.1 License Subscription	\$7,000.00 \$5,950.00	
2.2 Provisioning		\$1,500.00 \$1,000.00
2.3 On-line User Training		\$1,500.00 \$1,000.00
Sub Total	\$5,950.00	\$2,000.00

Included with License		
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT	Included	
Product Upgrades to Licensed Software	Included	

Addendum

Order Detail

1.0 NEOGOV Performance Evaluation (PE)

1.1 PE Subscription License

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Team Grouping
- Goal Library
- Shareable Competency Content
- Goal Copying
- Ability to Re-use Goals
- Org Charts
- Archiving Forms
- Uploading Content
- Development Goals
- Configurable Workflow
- Ability to Design Custom Forms
- Form Templates
- Configurable Rating Scales
- Batch Form Creation
- Goal Alignment
- Goal Hierarchy
- Writing Assistant –Shared Content

2.0 NEOGOV On Boarding (ON)

2.1 ON Subscription License

The annual license for the NEOGOV On Boarding Software includes the following:

- Electronic Employee File
- W4
- I9
- Configurable Workflow
- Notes & Attachments
- Task Manager
- Employee data upload for employees involved in the onboarding process (e.g. HR, IT, Payroll)
- Ability to Design Custom Forms
- Unlimited Custom Forms

Additionally, during the term of the subscription, the Customer will be provided:

Product Upgrades to Licensed Software

Agencies receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months

1.2 PE & ON Provisioning

The following activities are conducted as part of the NEOGOV PE & ON implementation

- Assign a NEOGOV project implementation specialist
- Conduct project kick off conference call to provide an overview of the system, review implementation plan, and discuss deliverables timeline, project roles and assignments
- Establish your agency's performance evaluation and on boarding production environment
- Provide import of existing employee data into the system (PE Only)

1.3 PE & ON Training

Training is a one-time cost and includes the following:

Addendum

- Unlimited online training with on-demand, self-running tutorials
- Access to monthly conference calls with PE users
- Access to the online NEOGOV Community, a discussion forum to network with other users and provide answers to your PE questions
- Customer Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Order Form Terms and Conditions:

(1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter “NEOGOV”) agrees to provide the services described in this Order Form. THE SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.

(2) The Customer agrees that the payment schedule is as follows:

Provide all required software and licenses

One hundred percent (100%) of the pro rated annual license price is payable within thirty (30) days of execution of this Order Form and Service Agreement. **(\$8,287.50)** Subsequent renewal terms shall be invoiced at \$16,575.00

Software Provisioning

One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. **(\$3,500.00)**

Training

One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. **(\$1,000.00)**

- (3) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.
- (4) Changes or alterations to this Order Form will not be accepted.

THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ THE SERVICE AGREEMENT IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>	<u>NEOGOV, Inc.</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: <u>Scott Letourneau</u>
Title: _____	Title: <u>President</u>
Date: _____	Date: _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 20, 2012

APPROVING AGREEMENT FOR
EMPLOYEE PERFORMANCE APPRAISAL SYSTEM

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the addendum to the current contract with from NEOGOV system in the amount of \$12,787.50 (for the remainder of FY13) for a web-based employee performance appraisal system is hereby accepted and approved.

Section 2. That the Director of Information Technology is hereby authorized to sign said contract on behalf of the Board.

Section 3. This resolution shall take effect immediately.