

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to proposed Second Amendment and Restated Professional Services Agreement in connection with Contract No. C-131837 with GovernmentJobs.com, Inc., (dba NEOGOV).

Recommendation for Council action:

APPROVE and AUTHORIZE the General Manager, Personnel Department, to execute, the Second Amendment and Restated Professional Services Agreement C-131837 with GovernmentJobs.com, Inc., doing business as NEOGOV to:

- a. Increase the expenditure authority by \$160,000 resulting in a not to exceed compensation of \$1,141,715.
- b. Continue the five-year term effective June 1, 2018 through May31, 2023.
- c. Update the City's standard contracting provisions to include the "Standard Provisions for City Contracts (Rev.9/22)[v.1]," subject to approval as to form by the City Attorney.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that Funding is provided in the Personnel Department's 2022-23 Budget within the Contractual Services account line items for Civil service selection process maintenance and automation (\$189,000), Job assessment, test administration, and scoring services (\$22,800), and Targeted Local Hire Program process automation (\$100,000). There is no additional fiscal impact resulting from the recommendation contained in the April 26, 2023 CAO report, attached to the Council File.

Financial Policies Statement: The CAO reports that as budgeted funds are available to support the proposed Agreement and expenditures, the recommendation contained in the April 26, 2023 CAO report, attached to the Council File, complies with the City's Financial Policies.

Community Impact Statement: None submitted.

**TIME LIMIT FILE – JULY 10, 2023**

**(LAST DAY FOR COUNCIL ACTION – JULY 5, 2023)**

Summary:

On May 16, 2023, your Committee considered an April 26, 2023 CAO report relative to proposed Second Amendment and Restated Professional Services Agreement in connection with Contract No. C-131837 with GovernmentJobs.com, Inc., (dba NEOGOV). According to the CAO, the Personnel Department, Employee Selection Division supports the City's hiring and succession planning efforts by producing candidate

eligible lists through competitive examination and certification of candidates for hiring consideration. Operating Departments certify these eligible lists to fill positions performing vital City services throughout the City.

To streamline and improve its recruitment, application, examining, and hiring processes, the Employee Selection Division executed a sole-source contract (Contract No. C-113556) with NeoGov effective June 2008 that automated the entire hiring process from requisition to hire. NeoGov's enterprise application provides a single, integrated proprietary system for processing applications, exam scores, interview scheduling, and creating and certifying eligible lists. Accordingly, NeoGov has been the City's Online Application and Candidate Tracking System since 2008 to receive applications, schedule and score candidate exams, and place thousands of candidates on eligible lists. It has proven to be a reliable system necessary to achieve the City's hiring needs.

Effective August 2018, the City and NeoGov entered into a new sole-source contract (Contract No. C-131837) with NeoGov to continue to provide the City's Online Application and Candidate Tracking System as follows:

- The term of Contract No. C-131837 is three years, from June 1, 2018 through May 31, 2021.
- Effective September 16, 2021, the City of Los Angeles and NeoGov entered into a First Amended and Restated Agreement to extend the contract by an additional two years through May 31, 2023 for a total five-year term from June 1, 2018 to May 31, 2023 (Council File No. 18-0572) and maintain the maximum compensation not to exceed \$981,715 over the five-year term of the contract.

The current contract with NeoGov has a total maximum compensation of \$981,715 and will expire on May 31, 2023. Due to the increased use of the Contractor's services during the five-year term of the contract, the total maximum compensation needs to be increased by \$160,000 to cover estimated expenditures through the end of the contract term on May 31, 2023.

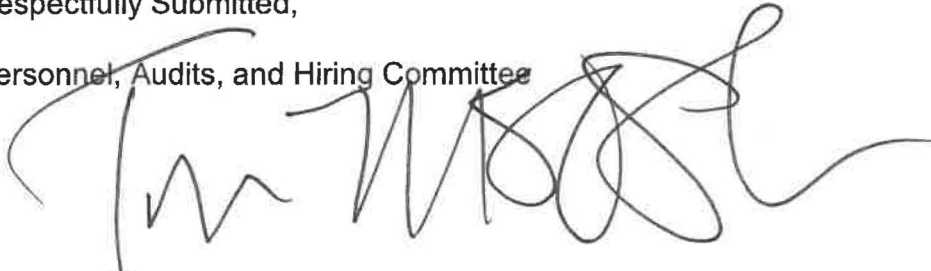
To ensure there is no lapse in coverage in providing critical online data management services for selection, applicant tracking, and testing management services, the City and Contractor have agreed to enter into a Second Amended and Restated Agreement as follows:

- Update the City's Standard Provisions for City Contracts to adhere to new City contracting requirements since the First Amended and Restated Agreement was executed.
- Update the City's representatives
- Increase the maximum compensation by \$160,000 from \$981,715 to \$1,141,715 over the five-year term of the contract.

In accordance with Los Angeles Administrative Code Section 10.5(b), Council approval is required to execute the Second Amended and Restated Professional Services Agreement. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

A large, stylized handwritten signature in black ink, appearing to read "Tom Wood". The signature is written over the text "Personnel, Audits, and Hiring Committee".

<b>COUNCILMEMBER</b>	<b>VOTE</b>
McOSKER:	YES
PRICE:	YES
SOTO-MARTINEZ:	YES

ARL  
5/16/23

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**