



City of Missoula, Montana
Item to be Referred to City Council Committee

Committee: Administration and Finance

Item: Contract for Applicant Tracking System with NeoGov

Date: November 10, 2021

Sponsor(s): Angela Simonson

Prepared by: Angela Simonson

Ward(s) Affected:

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 4
<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 5
<input type="checkbox"/> Ward 3	<input type="checkbox"/> Ward 6
<input type="checkbox"/> All Wards	<input checked="" type="checkbox"/> N/A

Action Required:

Consider a three-year contract with NeoGov for an Applicant Tracking System

Recommended Motion(s):

I move the City Council: approve and authorize the Mayor to sign a contract with NeoGov for recruitment and onboarding in the \$5,000 for FY22, \$21,460.80 for FY23, and \$21,460.80 for FY24.

Timeline:

Referral to committee:	November 15, 2021
Committee discussion:	November 17, 2021
Council action (or sets hearing):	November 29, 2021
Public Hearing (if required):	Click or tap here to enter text.
Deadline:	December 1, 2021

Background and Alternatives Explored:

City Council approved additional \$10,000 for the Human Resources Department to purchase a new applicant tracking system. After reviewing a number of vendors, we have decided that NeoGov will offer the best product. They specialize in governmental entities and will allow an onboarding feature to help bring new staff onboard and to provide a stellar new hire experience.

Signing this contract will allow us to receive a discount of approximately \$5,000/year and allows our set up fees for this year to be waived.

Financial Implications:

The total in the department's budget for an applicant tracking system is \$15,000 per year. This contract will require HR to request additional funds of approximately \$6,500 in the next two year's budgets. This request does not require a current budget amendment.

Links to external websites: