



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: February 3, 2020

MEMO TO: Jessica Vealitzek, Chair
Operations Committee

Terry Wilke, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

Agenda Item# 9.5

RECOMMENDATION: Recommend approval of a Resolution authorizing Change Order No. 1 to the Contract with CivicPlus for Applicant Tracking and Recruitment Services (i) extending the term of the Agreement for two years, to end on February 27, 2022, (ii) allowing the District to exercise three one-year renewals (subject to potential price escalations), and (iii) deleting services that are no longer needed by the District, reducing the annual contract cost.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The District's current annual cost under the existing contract is \$15,990.00. Change Order No. 1 would continue Applicant Tracking Services for two additional years and, at the District's election, up to three one-year renewals (subject to potential price escalation) and terminate OnBoarding Services and other services that are no longer needed, resulting in an annual reduction in cost to the District of \$4,995.00, for a net estimated annual cost of \$10,995.00.

BACKGROUND: On February 10, 2015, the District approved a contract with CivicPlus for an Applicant Tracking and Recruitment System. The contract is scheduled to expire on February 27, 2020, unless it is extended by Change Order No. 1 attached to this Resolution. This extension would result in the continued use of CivicPlus for online application and recruitment services. Change Order No. 1 would terminate the use of CivicPlus's Onboarding Services, as these services were included in the District's Contract for HRIS and Payroll Services with ADP, and other services that are no longer needed. Finally, Change Order No. 1 would allow the District to exercise up to three one-year renewals of the contract, subject to potential price escalations.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Purchasing Manager, Manager of Human Resources and Risk, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR FEBRUARY MEETING
FEBRUARY 11, 2020**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith "A Resolution Approving Change Order No. 1 to the Contract with CivicPlus for Applicant Tracking and Recruitment Services," and request its approval.

OPERATIONS COMMITTEE:

Date: 2-3-20 Roll Call Vote: Ayes: ____ Nays: ____
 Voice Vote Majority Ayes; Nays: 0

FINANCE COMMITTEE:

Date: 2-6-2020 Roll Call Vote: Ayes: ____ Nays: ____
 Voice Vote Majority Ayes; Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH
CIVICPLUS FOR APPLICANT TRACKING AND RECRUITMENT SERVICES**

WHEREAS, on February 10, 2015, the Lake County Forest Preserve District (the "District") approved a Contract with CivicPlus pursuant to which CivicPlus agreed to provide an Applicant Tracking and Recruitment Software System (the "Contract"); and

WHEREAS, it is in the District's best interest to approve a Change Order to the Contract in substantially the form attached hereto, (i) extending the Contract term by two years, with a District option for three one-year renewals (subject to potential price escalations) and (ii) terminating the use of the OnBoarding System and other services that are no longer needed (the "Change Order");

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2: Approval of Change Order. The Change Order, in substantially the form attached hereto, is approved for the following reasons:

- a. The Change Order is germane to the original Contract, as signed; and
- b. The Change Order is in the best interest of the District.

Section 3: Placement in Contract File. This Resolution and the Change Order shall be preserved in the permanent District file of the Contract. This Resolution shall constitute the written determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

Section 4: Re-approval of Lease. The Contract is hereby reapproved, except to the extent that it has been changed by or conflicts with the Change Order or this Resolution.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2020

AYES:

NAYS:

APPROVED this ____ day of _____, 2020

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. ____

**CHANGE ORDER NUMBER ONE TO
CONTRACT BETWEEN
LAKE COUNTY FOREST PRESERVE DISTRICT
AND CIVICPLUS FOR
APPLICANT TRACKING AND RECRUITMENT SYSTEM**

THIS CHANGE ORDER NUMBER ONE (“Change Order No. 1”) is made as of February 11, 2020, by and between the **LAKE COUNTY FOREST PRESERVE DISTRICT**, an Illinois unit of local government and a political subdivision, organized and existing under the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 et. Seq., with its principal office located at 1899 W. Winchester Road, Libertyville, Illinois 60048 (the “District”) and **CIVICPLUS** (“Civic”).

NOW, THEREFORE, in consideration of the recitals and the mutual covenants and agreements set forth below, the parties do hereby agree as follows:

SECTION 1. RECITALS

- A. On February 10, 2015, the District and Civic entered into a Contract (the “Contract”). Pursuant to the Contract, Civic provides to the District with the Service (as defined in the Contract), including an Applicant Tracking and Onboarding System.
- B. Civic and the District desire to amend the Contract by extending the term of the Contract from February 28, 2020, to February 27, 2022 with the option for three one (1) year additional renewals and by discontinuing the OnBoarding System and other services, all as set forth in Section 2 below.

SECTION 2. AMENDMENTS

- A. The Contract is hereby amended by deleting the second and third sentences of Section 1.2 and replacing them with the following:

The initial term of this Contract shall commence on the Commencement Date and terminate on February 28, 2017 (the “First Two-Year Term”). The District may elect to renew this Contract after the First Two-Year Term for up to three, one-year renewal terms (each a “First Renewal Term”) by providing Consultant with written notice at least 30 days before the expiration of the then-current First Two-Year Term or First Renewal Term. The second two-year term of this Contract shall commence on February 28, 2020, and end at 11:59 p.m. on February 27, 2022 (the “Second Two-Year Term”; the First Two-Year Term and the Second Two-Year Term are each an “Initial Term”). The District may elect to renew this Contract after the Second Two-Year Term for up to three, one-year renewal terms (each a “Second Renewal Term”; the three First Renewal Terms and the three Second Renewal Terms are each a “Renewal Term”) by providing Consultant with written notice at least 30 days before the expiration of the then-current Second Two-Year Term or Second Renewal Term. The District’s right to exercise the Renewal Terms is subject to potential price escalations, as provided in Section 6.A of Attachment A.

- B. The table in Section 6.A is deleted and replaced with the following table:

Description of Product and Services*	First Year of First Two-Year Term	Second Year of First Two-Year Term and each year of First Renewal Term*	Second Two-Year Term and each year of Second Renewal Term*
CivichR Applicant Tracking Annual Subscription – A complete and fully integrated solution to easily manage job descriptions, publish requisitions, accept online applications, and screen candidates to help you hire faster, easier, and better.	\$10,995	\$10,995	\$10,995
CivichR Employee Onboarding Annual Subscription – A complete and fully integrated solution for streamlined management of the transition of hires to productive employees.	\$0	\$4,995	N/A
Custom Online Job Applications (2 included)	FREE	N/A	N/A
Setup and Implementation – Full provisioning of your system with support for electronic job detail import (if applicable), custom application development, user setup and system configuration. Twenty (20) hours of custom development included.	\$5,000	N/A	N/A
Support – Q&A, troubleshooting and user assistance	FREE and Unlimited	FREE and Unlimited	FREE and Unlimited
Web-based Training – Custom dedicated training for organization employees via web-based conferencing.	FREE and Unlimited	Up to 8 hours per year included	Up to 8 hours per year included
Webinars and Online Resources – Online group training via video demo or webinar. Sessions include but are not limited to; new feature roll-out review, industry topics and user refreshers.	FREE and Unlimited	FREE and Unlimited	FREE and Unlimited
CivichR Onsite Consulting – Expert assistance to not just upgrade your tools but also streamline your processes. Recommended in blocks of 2 to 3 days on location, with a 2-day minimum. Includes all applicable materials, consultant fees and travel expenses.	4 days @ \$1,100/day \$4,400 total***	N/A	N/A
Subtotal	\$20,395	\$15,990	\$10,995
Discount: Executed Contract before end of Feb. 2015	(\$2,039.50)	N/A	N/A
Total	\$18,355.50	\$15,990	\$10,995

*Prices during Renewal Terms are subject to potential escalation as set forth below.

SECTION 3. EFFECT

All terms, conditions and provisions of the Contract were not amended by this Change Order will remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Change Order to be executed, effective as of the date first written above.

WITNESS:

CivicPlus

By: _____

ATTEST:

LAKE COUNTY FOREST PRESERVE DISTRICT

Julie Gragnani, Secretary
Lake County Forest Preserve District

Angelo D. Kyle, President
Lake County Forest Preserve District