



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

DATE: January 8, 2015

MEMO TO: S. Michael Rummel, Chair  
Finance and Administrative Committee

FROM: Mary E. Kann  
Director of Administration

SUBJECT: Applicant Tracking and Recruitment System

**RECOMMENDATION:** Recommend approval of a Resolution authorizing negotiation and award of a Contract for the installation, configuration and implementation of an Applicant Tracking and Recruitment System to CivicPlus, Manhattan, Kansas, in an amount not to exceed \$50,000.

**BACKGROUND:** The County of Lake has a license from Oracle to use a Human Resource Software System and charges the District for access to this system. The District's Human Resource division currently uses this system as its Applicant Tracking and Recruitment solution. The County advised the District that it can no longer utilize the County's Applicant Tracking feature due to complications that occur when someone applies at both the District and the County.

The District issued a Request for Proposal on October 14, 2014 to provide solutions for an Applicant Tracking and Recruitment System. CivicPlus was among the four firms that submitted proposals for consideration. The District's Applicant Tracking and Recruitment System Evaluation Team, consisting of two members of the Human Resource staff and one member of the Information Technology staff, evaluated all of the proposals and have determined that CivicPlus would be the best choice to meet the District's needs.

CivicPlus has proposed a comprehensive Applicant Tracking and Recruitment System for the District. Their proposal meets our specifications regarding recruitment structure, applicant processing and report writing.

**REASON FOR RECOMMENDATION:** Committee recommendation and Board approval are required in accordance with the District's Purchasing Policy.

**REVIEW BY OTHERS:** Executive Director, Director of Finance, Director of Operations and Public Safety, Purchasing Manager

**FINANCIAL DATA:** This project was budgeted for in FY2014/2015 in account 19214100-805200 Computer Software. As with most software licensing, a recurring annual maintenance fee will be incurred after the first year of the contract for additional years in which the District uses the software.

**PRESENTER:** Mary E. Kann



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

**A RESOLUTION AUTHORIZING NEGOTIATION AND AWARD OF CONTRACT TO  
CIVICPLUS FOR AN APPLICANT TRACKING AND RECRUITMENT SYSTEM**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) desires to purchase services to implement an Applicant Tracking and Recruitment System (the “Services”); and

**WHEREAS**, the Director of Administration and the Purchasing Manager have determined that the Services require personal confidence; and

**WHEREAS**, the Purchasing Manager has solicited proposals for the Services; and

**WHEREAS**, the District’s staff, the Purchasing Manager, the Director of Administration and the Finance and Administrative Committee have reviewed the proposals and recommend that the Board of Commissioners (i) find that the proposal submitted by CivicPlus be determined to be the proposal that is most advantageous to the District and (ii) award a contract for the Services to CivicPlus (the "Contract");

**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. Negotiation and Award of Contract. The Executive Director is hereby authorized and directed to (i) negotiate the Contract with CivicPlus, provided that the Contract shall (a) have a contract price not to exceed the amount of \$50,000.00 (the “Contract Price”), (b) require CivicPlus to provide recruitment structure, applicant processing, onboarding and report writing services as components of the Services, and (c) require CivicPlus to provide unlimited access for unlimited users, unlimited jobs management library, and unlimited customizable assessments and requisition postings (the “Contract Criteria”); and (ii) award the Contract to CivicPlus, after first completing such negotiations in accordance with the Contract Criteria.

Section 3. Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price.

Section 4. Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

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 \_\_\_\_\_, 2015

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie A. Gragnani, Secretary  
Lake County Forest Preserve District  
Exhibit # \_\_\_\_\_