



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: February 5, 2015
MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee
FROM: Mary E. Kann
Director of Administration
SUBJECT: Applicant Tracking and Recruitment System

Agenda Item# 9.4

RECOMMENDATION: Recommend the 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.

BACKGROUND: At the January Finance and Administrative Committee meeting, this item was tabled with the direction to follow up with the County on available options. A meeting was held with the County Administrator and County Human Resource Director, who confirmed that the County is eliminating the District's use of BOSS for applicant tracking activities. District staff reviewed the County's current applicant tracking and new onboarding software (Silkroad Open Hire and Red Carpet) to determine if they are suitable for District needs. Human Resource staff reviewed webinars on the software and a conference call was held with the County and their vendor last week. During this discussion, the cost implications and software functionality were discussed.

If the District were to participate in the Silkroad Open Hire and Red Carpet software, the estimated cost for access equivalent to CivicPlus would be \$66,500 for the first year. This cost would include the following:

- Limited annual licensing for Human Resources and all hiring managers (40) at \$1,500 per license - \$60,000
- A District applicant Portal and application with implementation and set-up - \$3,500
- Onboarding at \$30 per hire – approximately \$3,000 annually

In addition, the CivicPlus price included four days of on-site training. The cost for equivalent training time from Silkroad would be \$10,000. This resulting year one cost would be \$76,500. Annual recurring costs would be approximately \$63,000.

In comparison, the estimated first year costs and annual recurring costs for using CivicPlus are \$20,856 and \$16,490.

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. The amount quoted for initial installation and annual maintenance and licensing is within the budget. 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;

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"); and

WHEREAS, the Board of Commissioners hereby finds that the proposal for the Services submitted by CivicPlus is the proposal that is most advantageous to the District;

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 \$38,000 for a two-year contract, \$55,000.00 for a three-year contract, \$71,000 for a four-year contract, or \$88,000 for a five-year contract, as determined by the Executive Director (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:

Julie Gragnani, Secretary

Exhibit # _____