



DATE: October 4, 2021

MEMO TO: Jessica Vealitzek, Chair
Operations Committee

Julie Simpson, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of a Resolution authorizing the negotiation of a two-year contract with, and an award of such contract to, GovernmentJobs.com, Inc. (d/b/a NEOGOV), for the purchase of an Applicant Tracking and Recruitment System (ATRS), with a total price of \$25,943.20.

STRATEGIC DIRECTIONS SUPPORTED: Leadership; Organizational Sustainability

FINANCIAL DATA: This project was budgeted for in FY2022, in account 91124100 805200 Computer Fees and Services, in the amount of \$25,000.00.

BACKGROUND: The District issued a Request for Proposal to provide solutions for an Applicant Tracking and Recruitment System that allows for a blind application process. NEOGOV was one of two firms that submitted proposals for consideration. The District's Applicant Tracking and Recruitment System Evaluation Team, consisting of four members of the Human Resources staff, two hiring managers from the Operations & Infrastructure Department, as well as the Natural Resources Department, evaluated all of the proposals, and recommend NEOGOV as the best choice to meet the District's needs.

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

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

STATE OF ILLINOIS)) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR OCTOBER MEETING
OCTOBER 12, 2021**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** presents herewith “A Resolution Authorizing the Negotiation of a two-year Contract with, and an award of such contract to, NEOGOV for the Purchase of an Applicant Tracking and Recruitment System,” and requests its approval.

OPERATIONS COMMITTEE:

Date:_____ ☐ Roll Call Vote: Ayes:____ Nays:____
☐ Voice Vote Majority Ayes: Nays:_____

FINANCE COMMITTEE:

Date:_____ ☐ Roll Call Vote: Ayes:_____ Nays:_____

☐ Voice Vote Majority Ayes: Nays:_____

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

**A RESOLUTION AUTHORIZING THE NEGOTIATION
OF A TWO-YEAR CONTRACT WITH, AND AN AWARD OF SUCH CONTRACT TO
NEOGOV FOR THE PURCHASE OF AN APPLICANT TRACKING AND
RECRUITMENT SYSTEM**

WHEREAS, the Lake County Forest Preserve District (the “District”) desires to retain a firm to provide Applicant Tracking and Recruitment Services (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 a request for proposals for the Services, and received proposals from two firms (the “Firms”); and

WHEREAS, the District’s staff, the Purchasing Manager, the Director of Administration, and the Operations and Finance Committees have reviewed the proposals and recommend that the Board of Commissioners (i) find that the proposal for the Services submitted by GovernmentJobs.com, Inc. (d/b/a NEOG (“NEOGOV”) is the proposal that is most advantageous to the District, and (ii) award a contract for the Services to NEOGOV (“the Contract”) in the amount of \$25,943.20 (the “Contract Price”);

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 (or his designee) is hereby authorized and directed to (i) negotiate the Contract with NEOGOV, provided that the Contract (a) has a contract term of two years with options for three 1-year renewals (the “Options”), and (b) requires NEOGOV to provide recruitment structure, blind applicant review, applicant processing, and report writing services as components of the Services, in accordance with the Scope of Services attached hereto (the “Contract Criteria”), and (ii) award the Contract to NEOGOV after first completing such negotiations in accordance with the Contract Criteria.

Section 3: Execution of Contract; Renewal and Extension. After award of the Contract, the Executive Director of the District is hereby authorized and directed to execute the Contract for the Services. Further, the Executive Director is hereby authorized to exercise the District’s Options, if he or she determines it is in the best interest of the District to do so.

Section 4: Payments. The 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 _____, 2021

AYES:

NAYS:

APPROVED this ____ day of _____, 2021

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. ____

SCOPE OF WORK

Applicant Tracking and Recruitment System (“ATRS”). that can handle a minimum volume of 5,000 applications per year. The ATRS should allow for a blind application review process. The ATRS will be used for recruitment processing, report generation, online data transfer, job requisition and other functions that relate to applicant information. The District anticipates this application being administered by 1 system administrator, 4 primary users and approximately 40 manager level users. The targeted start date for this system will be January 1, 2022.

SPECIFICATIONS - Required Functionality

- a. Recruiting Structure
Job requisitioning and posting, scheduling interviews, electronic tracking of the hiring process and the option to post internally; and out e-mail to external sites, cross posting to external job boards, and ability to feed to social media sites.
- b. Applicant Processing
Determining the current status of applicants in the recruiting process, generating documents to applicants informing them of the recruiting status (i.e. automatic correspondence to applicants acknowledging receipt of application).
- c. Report Writing
Structured query-reporting tool that generates standard and ad hoc reports for all data in the system (i.e. Time to Fill, EEO).
- d. Database Query
Application provides query and full-text search capabilities of application, resume and cover letters for data viewing. Ability to retrieve applications, resumes and cover letters of qualified candidates, based on word recognition.
- e. Applicant Self-Entry
Applicant is able to complete an online application form, which will interface to the applicant database. Applicant will also be able to update contact information and attachments.
- f. Security
Security by user ID with password and access control by profiles, with restricted access based on job responsibility.
- g. Interface/Workflow
Internal email connectivity with Microsoft Exchange.
- h. Integration
This ability to provide data feed to ADP WorkforceNow for onboarding integration.
- i. Additional Requirements
 - o Applicant request and selection process capabilities
 - Requisition Workflow. Ability to create and use a Personnel Requisition designed to meet customized specifications (i.e. position number, job title, fund code, reason for opening)
 - Automatic routing of Personnel Requisitions through a workflow process.
 - Generate a job-posting template.
 - System will be accessible via The District’s website. The user interface must conform to the look and feel of the District’s website and include the District’s logo.

- Applicant can create an account with a user ID and password and apply for vacancies or express interest in positions that may be open in the future.
- Applicant can update personal information and check the status of their application.
- When a position is filled, any applicant who is not selected will automatically receive a response that the vacancy has been filled.
- Applicant review process
 - System should allow for a blind application/screening process; applicant name and address information should be masked until confirmation of interview.
 - Use applicant screening questions/ tools to identify qualified candidates.
 - Allow for Recruiter and Hiring Manager to exchange feedback on the applicant.
 - Allow applications to be categorized (i.e. selected to interview, scheduled to interview, pending references, etc.)
- History and Archive
 - Archive all information relevant to recruitment.
- Security
 - Provide security control features so that access to files, records, fields and functions can be restricted to authorized personnel.
 - Access controls are controlled by HR administrator for each application and include the ability to limit access to:
 - Certain functions
 - Certain screens
 - Certain fields
- Audit Controls
 - Provide a transaction trail and report of all transactions for daily auditing of the ATRS.
 - Allow for online real time processing of transactions. A transaction trail must be maintained for all online transactions providing the following:
 - Identity of the user
 - Date and time of transactions
 - Contents of each record before and after transactions.
 - The ATRS must provide an online transaction trail by date and time for:
 - Transactions by client number
 - Transactions by name
 - Changes by operator identification.
- Documentation
 - Documentation must include
 - Management overview
 - User instructions
 - Technical components and instructions.
 - Sample copies of documentation as part of proposal outline.
- Support Services
 - Procedures for adequate backup and recovery of files related to the proposed system. The procedure must assure, to a reasonable degree that upon system failure, or other system component failure that system databases are restored to their pre-failure status and that the data integrity is maintained.
 - An explanation of Service Level Agreement options.
 - Necessary training for HR (approximately 5 staff) and Hiring Managers (approximately 40 staff).
 - A Project Manager to oversee and perform the tasks involved to ensure the successful and timely implementation of the system.
 - An Account Manager to provide pre and post-implementation support.
 - A comprehensive customer support structure.
- Project Work Plan

- Must provide the District a detailed written Project Work Plan that outlines the various project phases with definitive starting and completion dates.
- The Project Work Plan shall include, but is not limited to, the following:
 - Delivery of documentation
 - Training plan and schedule
 - System acceptance testing.
 - Transfer of data/open requisitions from existing ATRS system.

ADDITIONAL ITEMS TO BE INCORPORATED [FROM INTERVIEW AND SUBSEQUENT Q&As]

- Texting
- Background Check Integration
- Job Boost in Insight (cost of additional ads placed on a site)

Consultant Disclosure Statement

Each **Consultant** (bold/italicized words are defined in Section II below) proposing to perform **Covered Services** for the Lake County Forest Preserve District (the "District") is required, by the District's Purchasing Policy, to complete this form and make disclosures (i) on its behalf, unless it is a **Publicly Traded Consultant**, (ii) on behalf of its **Disclosure-Covered Owners**, unless it is a **Publicly Traded Consultant**, and (iii) on behalf of its **Disclosure-Covered Employees**, even if it is a **Publicly Traded Consultant**. If **Consultant** is a **Publicly Traded Consultant**, please complete Sections I, III, and V. If **Consultant** is not a **Publicly Traded Consultant**, please complete Sections I, IV, and V.

I. Identification of Consultant and Related Parties:

Consultant Name:	Governmentjobs.com, Inc.
Consultant Address:	300 Continental Blvd., Suite 565, El Segundo, CA 90245
Person Certifying Statement for Consultant , including Phone # and Email Address:	Michael Burns 530 307 0227 mburns@neogov.net
Covered Services :	APPLICANT TRACKING AND RECRUITMENT SERVICES
Names of Disclosure-Covered Owners (if none, please insert "N/A"):	N/A
Names of Disclosure-Covered Employees (if none, please insert "N/A"):	N/A

II. Defined Terms:

- a) "**Campaign Contribution**" is defined in Section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4.
- b) "**Candidate Political Committee**" is defined in Section 9-1.8(b) of the Illinois Election Code, 10 ILCS 5/9-1.8(b).
- c) "**Consultant**" is a person or entity that submits a proposal to enter into a contract with the District, or a proposal for a change order to such a contract, that calls for the person or entity to perform **Covered Services** for the District.
- d) "**Covered Services**" are the "Covered Services" identified above by District staff, which have an expected price greater than \$25,000.00, taking into account the original contract price for the **Covered Services** plus the prices of all change orders to such original contract.

- e) **“Disclosure-Covered Owner”** is (i) a natural person who is a **Consultant** or (ii) a person or entity that, directly or indirectly (including without limitation ownership through a corporation, limited liability company, joint venture, or partnership) owns at least 7.5% of a **Consultant** that is not a **Publicly Traded Consultant**.
- f) **“Disclosure-Covered Employee”** is (i) a natural person who is a **Consultant** or (ii) a Consultant employee or independent contractor who will receive a direct financial benefit (including without limitation a commission, bonus, or salary increase) if the District awards the proposed contract or change order to the **Consultant**.
- g) **“Family Member”** is a person related as a parent; child; sibling; uncle or aunt; great aunt or great uncle; first cousin; nephew or niece; spouse or civil union partner; grandparent; grandchild; parent-in-law, child-in-law, sibling-in-law, or grandparent-in-law, whether that in-law relationship is created by marriage or civil union; stepparent; stepchild; stepsibling; half sibling; and fiancé or fiancée.
- h) **“Publicly Traded Consultant”** is a **Consultant** whose common stock is traded on a nationally recognized securities market.

III. Required Disclosures for Publicly Traded Consultant:

- a) **Securities Market:** Please identify the nationally recognized securities market on which **Consultant’s** common stock is traded and identify the stock “ticker” symbol under which the **Consultant** is traded:
Exchange: _____; Symbol: _____.
- b) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant’s** proposal for **Covered Services** was submitted to the District:
- a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
 - a **Candidate Political Committee** of a Lake County Board member.

Donor/ Disclosure-Covered Employee	Recipient of Donation	Donation Type (e.g., cash, in-kind service,)	Amount of Donation	Date of Donation

- c) **Familial Relationship Disclosure:** Please disclose each **Family Member** of your **Disclosure-Covered Employees** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member’s Position with District	Name of Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Employee to Family Member

--	--	--	--

IV. Required Disclosures for Consultants that are Not Publicly Traded Consultants:

- a) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Owners** or **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted:
- a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
 - a **Candidate Political Committee** of a Lake County Board member.

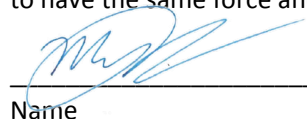
Donor/ Disclosure-Covered Owner or Disclosure-Covered Employee	Recipient	Description (cash, item, in-kind service, etc.)	Amount/ Value	Date Made
n/a				

- b) **Familial Relationship Disclosure:** Please disclose each **Family Member** of a **Disclosure-Covered Owner** or **Disclosure-Covered Employee** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member's Position with District	Name of Disclosure-Covered Owner or Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Owner or Disclosure Covered Employee to Family Member
n/a			

V. Consultant Certification and Signature:

By signing below, I certify that (i) I am authorized to make the disclosures above on behalf of **Consultant, Consultant's Disclosure-Covered Owners, and Consultant's Disclosure-Covered Employees**, (ii) I have read and understand this Consultant Disclosure Statement, (iii) the above disclosures are accurate and complete, to the best of my knowledge after making reasonable inquiry, and (iv) my signature below, if electronic, is intended to authenticate this writing and to have the same force and effect as a manual signature.



 Name

9/22/21

 Date