

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 10, 2024

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 118-2024, approving a purchase order to Government Jobs Inc. d/b/a NEOGOV in the annual amount of \$80,000 and establishing a two-year contract award of \$160,000 contingent upon satisfactory vendor performance, mutual agreement and budget authorization

DATE: August 27, 2024

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 118-2024, approving a purchase order to Government Jobs Inc. d/b/a NEOGOV in the annual amount of \$80,000 and establishing a two-year contract award of \$160,000 contingent upon satisfactory vendor performance, mutual agreement and budget authorization.

SUMMARY EXPLANATION/BACKGROUND

The Town engaged NEOGOV in 2016 and has served People and Culture since then.

- NEOGOV provides talent attraction, recruiting, employee on-boarding, centralized training compliance, electronic forms and workflows and performance evaluations.

As part of the solicitation issued for a new ERP solution, this particular requirement may be offered by the ERP suite. Therefore, only a two-year extension is being recommended based on timeline for ERP selection and implementation. The new provider may or may not provide this solution. If it does not, then we would continue with NEOGOV and come back to Town Council for additional approval authorization.

The vendor has had no performance issues during the past year in administration of the software for Town needs.

FUNDING/FISCAL IMPACT

Funding for this contract will be from the Information Technology budget for contractual services. Departments in alignment with IT, determine needs and IT maintains the budget for all software requirements which provides oversight of expenditures.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.