



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:		DocuSigned by: <i>Michael Jones</i> 47000790F2D7463...		GENERAL MANAGER ACTION REQ'D:	
DATE: 3/10/2026		5/7/2026		BOARD INITIATED ITEM: No	
Originator/Prepared by: Monina Salonga Dept: CIO Administration		General Counsel		Chief Financial Officer	
Signature/Date:		Signature/Date:		Signature/Date:	
DocuSigned by: <i>Monina Salonga</i> 230636238DDC46F 4/28/2026		DocuSigned by: <i>Amelia Sandoval-Smith</i> 2528C067C44147D... 4/28/2026 []		Signed by: <i>Joseph Beach</i> 7D9A7C6E7348456... 4/28/2026 []	
				DocuSigned by: <i>Robert Franklin</i> AFF4529E1F0D45C... 5/7/2026 []	
				DocuSigned by: <i>Pamela Herlihy</i> 3BB24D65B8724F5... 4/28/2026 []	
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Change Order for 6M4842 Applicant Tracking System Subscription and Support Services Agreement from NeoGov

PURPOSE:

To obtain Board authorization for the General Manager, or his designee, to execute a change order with GovernmentJobs.com (dba NeoGov), to extend the proprietary applicant tracking system subscription and support services for five (5) additional single-year options at a cost of \$824,273, for a total not-to-exceed amount of \$1,046,077.

DISCUSSION:

The District uses NeoGov Applicant Tracking System (“ATS”) which includes Insight, Onboard, and Attract applications to streamline complex public sector hiring. ATS eliminates the burden of manual processing for both Human Resources (HR) team and for candidates. Using ATS helps the recruiter with talent search and improves the candidate experience. The subscription and support services provided by NeoGov enable the District to continue to use and receive support on the NeoGov Applicant Tracking System platform to support HR recruitment operations.

In June 2023, the District and NeoGov entered into Agreement No. 6M4842 to integrate the District's hiring platform to ATS, provide training for District staff on ATS, and commence a three-year subscription to the NeoGov ATS platform, at an amount not to exceed \$221,805. This change order will extend the subscription and support services for five (5) additional single-year options.

NeoGov has the unique expertise and capabilities to support NeoGov program licenses because only NeoGov can create the proprietary program updates that are provided as part of the Applicant Tracking System technical support services.

The Office of General Counsel will approve the change order as to form prior to execution.

FISCAL IMPACT:

Last year’s subscription for support services was \$98,627.00. The subject EDD proposes five (5) additional single-year option subscription. In continuing the agreement, the third year subscription amounts to a cost of \$105,036 for subscription and support services from June 20, 2026 – June 19, 2027. The cost of software and support services increases by approximately 6%-7% for each following year. Funds will be budgeted in the Office of the Chief Information Officer operating budget (Dept 0504464, Account 681355) as follows:

Fiscal Year	Amount:	Funding Source
Option Year 3	\$105,036	OCIO Operating Budget, Account #: 681355
Option Year 4	\$163,174	OCIO Operating Budget, Account #: 681355
Option Year 5	\$172,964	OCIO Operating Budget, Account #: 681355
Option Year 6	\$185,072	OCIO Operating Budget, Account #: 681355
Option Year 7	\$198,027	OCIO Operating Budget, Account #: 681355
Total FY26-30	\$ 824,273	

Funding for support services in this Fiscal Year are included in the Department's existing operating budget. Funding for subsequent years will be included in the proposed annual operating budget, which is subject to Board approval.

This action is not anticipated to have any Fiscal Impact on un-programmed District reserves in the current Fiscal Year.

ALTERNATIVES:

Decline to authorize the execution of this agreement. NeoGov support services will be terminated. The District will not have access to NeoGov software and assistance necessary to keep systems running efficiently for business operations.

RECOMMENDATION:

Approve the following motion:

MOTION:

The General Manager, or his designee, is authorized to execute a change order with NeoGov, to extend the proprietary applicant tracking system subscription and support services for five (5) additional single-year options at a cost of \$824,273, for a total not-to-exceed amount of \$1,046,077.