

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners

FROM: Josh D. Peters, County Administrator
Sarah Melancon, Human Resources Director

DATE: October 6, 2025

SUBJECT: **AGREEMENT AMENDED** re: Governmentjobs.com, Inc, (dba NEOGOV) to Provide Recruiting, Job Description and Application Platform for Jefferson County Employment

STATEMENT OF ISSUE:

The County contract with NEOGOV approved by the Board of County Commissioners on July 7, 2025, did not include tax. This amended contract reflects the cost of the service including tax.

Jefferson County's current online recruitment platform is negatively affecting the County's ability to effectively recruit, engage, and retain qualified employees. While the existing system is low-cost, it presents numerous challenges, including frequent technical difficulties, slow document upload times, document mismatches, limited document attachment functionality, and an inability to communicate with applicants or provide feedback throughout the recruitment process. These issues result in frequent inquiries from frustrated applicants and limit the County's ability to effectively track and manage applications. This creates a negative candidate experience and does not reflect Jefferson County's commitment to professionalism and operational excellence.

ANALYSIS:

NEOGOV is a widely adopted, national talent management platform designed specifically for public sector agencies. It offers robust tools for job advertising, recruiting, and applicant tracking through its integration with GovernmentJobs.com. NEOGOV is known for providing a user-friendly candidate experience, reliable technology, and responsive client support. By subscribing to NEOGOV, Jefferson County would benefit from:

- National exposure for job postings
- A streamlined and professional application process
- Enhanced communication with applicants throughout the hiring process
- Greater efficiency in managing application materials
- Improved representation of the County to prospective employees

Implementing a more professional and accessible employment interface supports Jefferson County's Strategic Plan Priority of Organizational Health by strengthening the County's ability to attract, hire, and retain high-quality, experienced professionals.

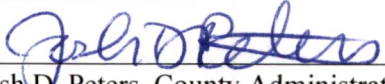
FISCAL IMPACT:

Cost of the subscription service with tax is as follows: Year 1: \$7,124.57 Includes implementation and training costs; Year 2 \$7,705.48, Year 3 \$11,004.83 with the same subscription cost in Year 4. A new contract will be sought thereafter, with an appropriate subscription cost. Setup of NEOGOV would require minimal assistance from Jefferson County's IT.

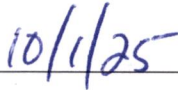
RECOMMENDATION:

Approve the Agreement with Governmentjobs.com, Inc. to provide a recruiting, job description and application platform to improve the ability to recruit and attract experienced and professional employees.

REVIEWED BY:



Josh D. Peters, County Administrator



Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: GovernmentJobs.com, Inc (dba "NEOGOV")

Contract No: NEOGOV 25-02

Contract For: Recruiting, Job Description, Application Platform Term: Five Years

COUNTY DEPARTMENT: Human Resources

Contact Person: Sarah Melancon

Contact Phone: 360-385-9133

Contact email: semelancon@co.jefferson.wa.us

AMOUNT: \$25,900

Revenue: n/a

Expenditure: \$25,900

Matching Funds Required: n/a

Sources(s) of Matching Funds n/a

Fund # 001

Munis Org/Obj HR51810/490000

PROCESS:



Exempt from Bid Process



Cooperative Purchase



Competitive Sealed Bid



Small Works Roster



Vendor List Bid



RFP or RFQ



Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Sarah Melancon
Signature

9/24/2025
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Sarah Melancon
Signature

9/24/2025
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 9/29/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 9/29/2025.

Amendment No. 1 to add tax to fee quote. Amended quote is pages 4 and 5.

All other terms remain unchanged. Original quote page 6.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY (IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



Amended and Restated Order Form			
NEOGOV: Governmentjobs.com, Inc. (dba "NEOGOV") 2120 Park Pl. El Segundo, CA 90245 billing@neogov.com		Customer Name & Address: Jefferson, County of (WA) 1820 Jefferson St. Port Townsend, WA 98368	
Expiration Date:	2/28/2025	Contact Name:	Sarah Melancon
Term: 36 months	Net 30 payment terms	Contact Email:	smelancon@co.jefferson.wa.us
Fee Summary			
Service Description	Term	Term Fees	
FTE: 250-299 Insight (IN) Government Jobs (GJ)	Year 1	\$4,012.40	
Tax	Year 1	\$612.17	
Insight (IN) Government Jobs (GJ)	Year 2	\$7,043.40	
Tax	Year 2	\$662.08	
Insight (IN) Government Jobs (GJ)	Year 3	\$10,062.00	
Tax	Year 3	\$945.83	
Professional Services – Implementation and Training	Year 1	\$2,500.00	

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated, all SaaS Subscriptions shall commence on the Effective Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

1. The second sentence of Section 2.b. of the NEOGOV Services Agreement is replaced in its entirety with the following:

"Thereafter, SaaS Subscriptions shall be automatically renewed up to four (4) successive twelve (12) month terms (each a "Renewal Term" and together with the Initial Term, the "Term") unless a party delivers to the other party, at least thirty (30) days prior to the expiration of the Initial Term or the applicable Renewal Term written notice of such party's intention to not renew the SaaS Subscriptions, or unless terminated earlier in accordance with this Agreement."

2. This Amended and Restated Order Form terminates and supersedes in its entirety that certain Order Form by the parties as of July 14, 2025. This Amended and Restated Order Form along with the above cited Agreement represent the terms and conditions associated with these continuing subscriptions.

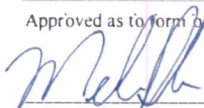
NEOGOV™

I. Initial Term: 36 months

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement

	Customer	Governmentjobs.com, Inc. (DBA "NEOGOV")
Entity Name:	Jefferson, County of (WA)	
Signature:	_____	Signature: _____
Print Name:		Print Name:
Date		Date

Approved as to form only:



for

09/29/2025

Philip C. Hunsucker, Chief Civil Deputy Prosecuting Attorney Date

NEOGOV: Governmentjobs.com, Inc. (dba "NEOGOV") 2120 Park Pl. El Segundo, CA 90245 billing@neogov.com		Customer Name & Address: Jefferson, County of (WA) 1820 Jefferson St. Port Townsend, WA 98368	
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2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated, all SaaS Subscriptions shall commence on the Effective Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
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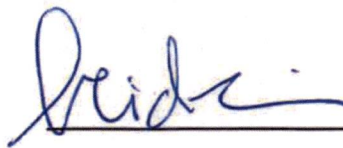
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NEOGOV™

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Customer		Governmentjobs.com, Inc. (DBA "NEOGOV")	
Entity Name:	Jefferson, County of (WA)		
Signature		Signature	
Print Name	Heidi Eisenhour, Chair	Print Name	Michael Burns
Date	7/7/25	Date	7.14.25

Approved as to form only:

 for Dated: 06/30/2025
Philip C. Hunsucker, Chief Civil Deputy Prosecuting Attorney

