

**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: July 7, 2025

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

STATEMENT OF ISSUE:

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.

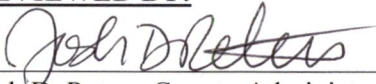
FISCAL IMPACT:

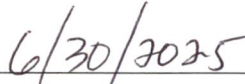
Cost of the subscription service is as follows: Year 1: \$6,512.40 Includes implementation and training costs; Year 2 \$7,043.40, Year 3 \$10,062.00 with the same subscription cost in Year 4. A new contract will be sought thereafter, with an appropriate subscription cost. Setup of NEOGOV would require 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

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

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: \$23,617.80

Revenue: n/a

Expenditure: \$23,617.80

Matching Funds Required: n/a

Sources(s) of Matching Funds n/a

Fund # non departmental

Munis Org/Obj

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

6/20/2025
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

6/20/2025
Date

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

Electronically approved by Risk Management on 6/30/2025.

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

Electronically approved as to form by PAO on 6/30/2025.

Thank you for making the revisions to the term not to exceed 5 years on autorenewal. No PAO signature block but added this time.

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



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
Insight (IN) Government Jobs (GJ)		Year 2	\$7,043.40
Insight (IN) Government Jobs (GJ)		Year 3	\$10,062.00
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 for 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."

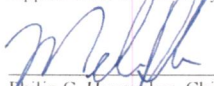
NEOGOV™

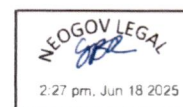
I. Initial Term: 36 months

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



ID	Task #	Task Name	Resource Name	Duration	Month -1	Month 1	Month 2	Month 3
1	1	Insight Enterprise Implementation Plan		47 Days				
2	1.2	Insight Enterprise kick-off meeting	Both	1 Hour		Both		
3	1.2	Environment Preparation		30 Days				
4	1.2.1	Establish Agency-specific Training Environment	NEOGOV	5 Days		NEOGOV		
5	1.2.2	Define Integration and Configuration Scope	Both	5 Days		Both		
6	1.2.3	Establish Agency-specific Production Environment	NEOGOV	5 Days		NEOGOV		
7	1.2.4	Agency enters class specs in Production Environment	Agency	20 Days		Agency		
8	1.3	Train		7 Days				
9	1.3.1	Insight System Administrator Training with NEOGOV (online tutorial) & set up tables for training	Both	5 Days				
10	1.3.1.1	Attend Administration training	Agency	0 Days		Agency		
11	1.3.1.2	Set up table: departments, divisions, benefit groups, bargaining units, physical classes, occupational groups, locations, job types, dispositions, interview results, and ad names	Agency	5 Days		Agency		
12	1.3.2	Attend Online Insight User Training with NEOGOV	Both	2 Days		Both		
13	1.4	Implement		16 Days				
14	1.4.1	Implement and Test Configuration	Both	5 Days		Both		
15	1.4.2	Internal Weekly Group Session 1	Agency	1 Day		Agency		
16	1.4.3	Training Review and Post Training Conference Call	Both	0 Days		Both		
17	1.4.4	Internal Weekly Group Session 2	Agency	1 Day		Agency		
18	1.4.5	Implementation Conference Call	Both	0 Days		Both		
19	1.4.6	Internal Weekly Group Session 3	Agency	1 Day		Agency		
20	1.4.7	Internal Weekly Group Session 4	Agency	1 Day		Agency		
21	1.5	Production Preparation and Setup		19 Days				
22	1.5.1	Production Preparation Conference Call	Both	0 Days			Both	
23	1.5.2	Finalize agency job opportunity and class spec web pages	Agency	5 Days			Agency	
24	1.5.3	Review and approve job opportunity & class specification websites (NEOGOV to make any necessary changes)	Both	0 Days			Both	
25	1.5.4	Fully populate production tables (agency wide questions, custom form fields, requisition, PAS, users, agency preferences, and notice templates)	Agency	5 Days			Agency	
26	1.5.5	Review and approve integration and configuration	NEOGOV	5 Days				NEOGOV
27	1.5.6	Go-live Preparation Conference Call	Both	0 Days				Both
28	1.5.7	Create Job Postings in Production	Agency	4 Days			Agency	
29	1.5.8	Launch Online Application (Agency IT changes existing IP addresses to NEOGOV provided addresses)	Agency IT	0 Days			Agency IT	