



MEMORANDUM BID WAIVER ACQUISITION APPROVAL

TO: George Gretsas, City Manager
FROM: Duane D'Andrea, Human Resources Director
SUBJECT: Bid Waiver for Purchase of Governmentjobs.com dba NeoGOV Applicant Tracking and Performance Management System
DATE: April 23, 2020

Background

The City of Delray Beach (City) currently has an applicant tracking system and a performance management system through Governmentjobs.com dba NeoGOV. The license for the software cost \$26,458 per year. The software platform offers online recruitment ("Insight"), Online Hiring Center ("OHC"), Performance Management Module ("Perform"), and other functions such as salary surveys.

Justification

Although there are other systems that offer online recruitment and performance management platforms, NeoGOV is cost effective, provides greater functionality and is highly regarded among other Municipalities and Counties throughout the United States. The City has been using NeoGov for 15 years, representing an investment of approximately \$400,000.00. For these reasons it is recommended to continue with the current system and waive competitions to continue these services with NeoGov.

Market Research:

The Human Resources Department has experience with the online recruitment and performance management system NeoGOV. The platform provides the functionality that a City our size needs. It is cost effective, highly regarded among other municipalities and counties throughout the United States and is the only platform that allows easy access to other cities' job descriptions and salary ranges.

☐ Need Additional Information ☐ Not Approved

Comments: _____

☐ Approved This Bid Waiver approval is valid for this purchase only.

Purchasing Director

Date

Information Technology(IT) Director

Date

City Manager

Date

