



## Human Resources Department

**DATE:** February 27, 2024

**FROM:** Leanne Schmidt, Human Resources Director

**ITEM:** HR Management Recruiting Software

**REQUEST:**

Receive, consider, and accept HR Management Recruiting Software Request for Proposal (RFP).

**BACKGROUND INFORMATION:**

The City solicited bids seeking a comprehensive HR Management Recruiting Software. The purpose of the program is to replace the existing Taleo recruiting system which was put in place in early 2000s and will eventually not be supported. The recruiting system was included in the 2023 and 2024 budgets.

**RECOMMENDED CITY COMMISSION ACTION:**

Receive bids and award the bid for for the HR Management Recruiting Software to NeoGov.

**STAFF CONTACT INFORMATION:**

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**ATTACHMENTS:**

1. Overview of the RFP Process

## Overview of the RFP Process

- The City's current recruiting system is out of date, the HR department put out an RFP for a new recruiting system in October 2023.
- Received proposals from the following companies: Freshtek, Kiosite, NeoGov, PageUp.
- Evaluated the proposals on fixed costs, customer service, general systems requirements, reporting, security, functionality, project-relevant experience, and solution demonstration. Freshtek was eliminated because of fixed costs.
- After review, (3) finalists were chosen: Kiosite, NeoGov, and PageUp
  - Each finalist was given 60 minutes to provide a solution demonstration to RFP panel. The panel consisted of the 3 HR department employees, 2 IT department employees, and 2 Public Works employees.
  - Used a scorecard system for evaluating each company.
  - Finalist vendors interviewed ranking based on RFP listed below.

Recruiting Program	Rank
Kiosite	1
NeoGov	2
PageUp	3

- KioSite scored higher among the RFP panel, however, they did not meet the minimum qualifications of the RFP and were disqualified.
- NeoGov, ranking 2<sup>nd</sup> was chosen.

## NeoGov- Proposal Highlights

- NeoGov is built for the Public Sector and has experience working with local governments. They have worked with public sector agencies to understand the requirements and regulations for the specific state they are located in.
- Implementation process is between 90-120 days and is geared towards HR professionals. They have a timeline and plan for implementation.
- System functions meet and exceed what we asked for in the RFP including recruiting site, screening of applicants, applicant tracking, onboarding, e-forms, background checks, and offboarding.
- NeoGov's demonstration showed the functionality of the system to be easy to use on both the candidate side and the administrator side. Can have unlimited users which will allow us to streamline our process of sending applicants to departments.
- NeoGov has additional modules that can be added in the future such as Performance and Learn which would be something we would be interested in adding later.