

Addendum 1

EXHIBIT A – RENEWAL FORM

<u>Customer:</u>		<u>Bill To:</u>	
Webb, County of (TX) 1110 Washington Street - Suite 204 Laredo TX 78040 United States		Attn: Cynthia Mares Webb, County of (TX) 1110 Washington Street - Suite 204 Laredo TX 78040 United States Phone: (704) 283-3578 Email:	
<u>Quote Date:</u>	3/2/2017	<u>Revision:</u>	2
<u>Valid From:</u>	N/A		
<u>Valid To:</u>	N/A	<u>Order Number:</u>	
<u>Requested Service Date:</u>	TBD	<u>Initial Term:</u>	3/14/17-3/13/18

Order Summary NOTE: The following discounts are available if the contract is pre-paid for the specified number of years: 2 year = 4% discount, 3 year = 6% discount, 4 years = 8% discount, 5 years = 10% off your ongoing annual license

Item	Annual Renewal License Prorated Invoice
Insight Software License License Subscription & Maintenance	\$14,742.00
Total	<u>\$14,742.00</u>

Included with License	
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT	
Product Upgrades to Licensed Software	

NOTES:

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Order Detail

Note: Items designated as Not Applicable (N/A, NA) on the Summary form are not included. Customers may request a quote for these services at their discretion through the term of this contract.

1.0 Insight Enterprise (IN)

License Subscription to NEOGOV IN

The Customer's subscription to the Insight platform includes the following functionality:

Recruitment

- Online job application
- Online job announcements and descriptions
- Automatic online job interest cards
- Recruitment and examination planning

Selection

- Configurable supplemental questions
- Define unique scoring plans
- Test analysis and pass-point setting
- Score, rank, and refer applicants

Applicant Tracking

- Email and hardcopy notifications
- EEO Data collection and reports
- Track applicants by step/hurdle
- Schedule written, oral, and other exams
- Candidate Self-Service Portal for scheduling and application status

Reporting and Analysis

- 90 standard system reports
- Ad Hoc reporting tool

HR Automation

- Create and route job requisitions for approval
- Certification/eligible lists

2.0 GovernmentJobs.com Job Posting Subscription NA

(GJC) License Subscription

- Enables organizations to advertise their job postings created in Insight on the GovernmentJobs.com website.
- May add an unlimited number of postings

Note: jobs advertised on the promotional and transfer webpage's are not advertised on GovernmentJobs.com as these are typically for internal employees.

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3.0 NEOGOV Perform (PE)

License Subscription to NEOGOV PE

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Goal Library
- Shareable Competency Content
- Development Plans
- Configurable Process Workflows
- Ability to build Content sections for re-use
- Configurable Rating Scales
- Ability to build Library of Writing Assistants
- 360 Reviews
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees & Evaluations

4.0 NEOGOV Onboarding (ON) NA

License Subscription to NEOGOV ON

- Electronic Employee File
- W4
- I9
- Configurable Workflow
- Task Manager
- Employee data upload
- Attachments
- Build your own Onboarding forms*

*NEOGOVS ON includes I9 and W4 standard forms that are updated by NEOGOV. Additional forms or form maintenance is available by NEOGOV Professional services at the following cost:

- Background forms \$295 per form
- Dynamic Forms \$195 per form
- Updates to existing forms \$200 an hour

5.0 NEOGOV Integrations NA

NEOGOVS offers Standard Integrations as well as platform APIs for 3rd party system integration(s).

Standard Integrations include:

- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings
- Annual Maintenance By NEOGOVS

Note: NEOGOVS APIs are to be configured directly by Customer staff using NEOGOVS documentation. If required, Professional Services may be included by NEOGOVS to help define and validate scope, business requirements, timelines, and associated costs (if applicable).

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6.0 NEOGOV Services NA

Setup and Provisioning

The following activities are conducted as part of the NEOGOV implementation:

- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will establish the Customer's production environment

Training

NEOGOVS training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form. All customers have full access to the demo/training environment setup for Insight.

NEOGOVS pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.


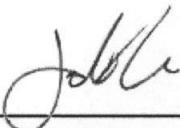
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Order Form Terms and Conditions:

- (1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter "NEOGOVS") agrees to provide the services described in this Order Form. THE SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.
- (2) The Customer agrees that the payment schedule is as follows:
Provide all required software and licenses
One hundred percent (100%) of the annual license price is payable within thirty (30) days of execution of this Order Form and Service Agreement.
Software Provisioning
One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. N/A
Training
One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. N/A
- (3) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.
- (4) Changes or alterations to this Order Form will not be accepted.

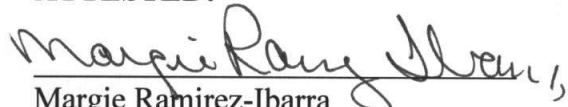
THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ THE SERVICE AGREEMENT IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>		<u>NEOGOVS, Inc.</u>	
Signature:		Signature:	
Print Name:	<u>Tano E. Tijerina</u>	Print Name:	<u>John Closs</u>
Title:	<u>Webb County Judge</u>	Title:	<u>Finance</u>
Date:	<u>3/20/2017</u>	Date:	<u>3/15/2017</u>

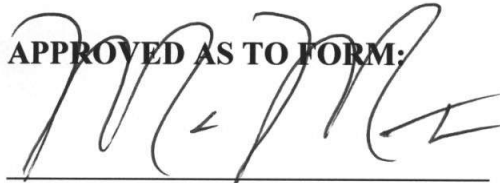
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ATTESTED:


Margie Ramirez-Ibarra
Webb County Clerk



APPROVED AS TO FORM:



Marco A. Montemayor
Webb County Attorney

*By law, the county attorney's office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

*Passed and approved by the Webb County Commissioners Court
On March 13, 2017. Item No.7b.*

Commissioners Court Meeting**Meeting Date:** 03/13/2017

NeoGov/Government Jobs

Submitted for: Margie Gomez**Submitted By:** Margie Gomez**Department:** Administrative Services

Subject:

Discussion and possible action to enter into a renewal of Twelve (12) Month (March 14, 2017 through March 13, 2018) Service Agreement between Webb County Human Resources Department and GovernmentJobs.com, Inc. for online hiring software at a monthly cost of One Thousand Two Hundred Twenty-Eight Dollars and Fifty Cents (\$1,228.50) for a total cost of Fourteen Thousand Seven Hundred Forty-Two Dollars (\$14,742.00) over the term of the agreement, and authorizing the County Judge to sign and execute all relevant documents. **[Requested Cynthia Mares, Account #001-0120-6411]**

Background:

N/A

Previous Court Action:

Fiscal Impact**Budget Account Number:** N/A**Funding Source:** N/A**Balance:** N/A**Financial Impact:**

Account# 001-0120-6411, balance \$1,258.00.

AttachmentsNeoGov
