

To: Clayton Voignier, Assistant County Manager

From: Julie Broome, Human Resources Director

Date: June 11, 2025

Re: Exemption of RFP Process

Pursuant to Union County Procurement Policy, Section 3.5.3 states, in part, "...Because there are no statutory requirements applicable to the procurement of such services, an Assistant County Manager may exempt a service from the RFP process for good cause and when in the best interest of Union County."

I am requesting an exemption from the RFP process for a contract amendment with Governmentjobs.com, Inc. DBA NEOGOV. The County contracted with NEOGOV initially for applicant tracking services and amended the contract later to add modules for the performance evaluation process, onboarding services, and background check integration.

NEOGOV is a public sector based option for HR services that is unique in the marketplace with only public sector clientele. This software provides efficiencies and functionality to effectively execute these important areas of human resources operations. The NEOGOV platform has become a system that managers and staff use with familiarity, ease, and has become part of daily business operations.

NEOGOV provides an affordable option to government clients compared to other similar HRIS type product suites. Therefore, it is my recommendation that Union County move forward with amending the current contract with NEOGOV to extend service for an additional three year term. The cost of a three year agreement is approximately \$269,768.04 with associated costs for year one of \$83,371.75 included in the FY26 budget.

NEOGOV has presented the County with a renewal proposal which includes updated pricing for a three year term. Multi-year agreements provide additional discounts for the agreement term. At this time, it will benefit Union County to continue with NEOGOV to provide these services. Contract renewal will be effective August 2025.

Upon approval of the Assistant County Manager, Human Resources will process the contract amendment for a renewal effective August 2025. Thank you for consideration of this request.


Clayton Voignier
Assistant County Manager

Date