



Agenda Item

Orange City Council

Item #: 3.8.

12/9/2025

File #: 25-0629

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Cody Kleen, Acting Human Resources Director

1. SUBJECT

Five-Year and Three-Year Subscription Agreements with Governmentjobs.com, Inc. dba NEOGOV for applicant tracking and pre-employment assessment tools.

2. SUMMARY

The City's current one-year subscription with Governmentjobs.com, Inc. dba NEOGOV expires on January 21, 2026. Staff recommends entering into new subscription agreements to continue using NEOGOV's applicant tracking and pre-employment assessment tools.

The agreements include:

- A five-year subscription agreement for Governmentjobs.com/Insight in the total amount of \$83,948.93.
- A three-year subscription agreement for eSkill Basic Subscription in the total amount of \$30,000.00 (\$10,000.00 annually).
- A three-year subscription agreement for eSkill Scale Package Add-On in the total amount of \$2,677.63 (\$1,000.00 annually, prorated in year one).

3. RECOMMENDED ACTION

1. Approve a five-year agreement with Governmentjobs.com, Inc. dba NEOGOV in the amount of \$83,948.93 for the Governmentjobs.com/Insight subscription; and authorize the Mayor and City Clerk to execute the agreement.
2. Approve a three-year agreement with Governmentjobs.com, Inc. dba NEOGOV in the amount of \$30,000.00 for the eSkill Basic subscription; and authorize the Mayor and City Clerk to execute the agreement.
3. Approve a three-year agreement with Governmentjobs.com, Inc. dba NEOGOV in the amount of \$2,677.63 for the eSkill Scale Package subscription; and authorize the Mayor and City Clerk to execute the agreement.

4. FISCAL IMPACT

The combined cost of these agreements totals \$116,626.56 over the respective contract terms and will be funded through the General Fund (100):

100-1401-55999 Human Resources Other Professional/Technical Services

5. STRATEGIC PLAN GOALS

Goal 4: Improve Employee Retention and Recruitment

Objective 4.6: Support change management processes, embrace technology improvements, and digitalization.

6. DISCUSSION AND BACKGROUND

NEOGOV is the City's applicant tracking and recruitment platform, used for posting job announcements, managing applications, and processing hiring workflows. Continuing this subscription ensures consistency in recruitment operations and maintains access to applicant tracking data.

eSkill integrates with NEOGOV to provide pre-employment testing, skills assessments, and automated exam scoring. The Scale Package add-on allows customized test questions and configuration flexibility tailored to specific job classifications. By automating exam creation, scoring, and candidate result tracking, the system significantly reduces manual staff workload-eliminating time spent administering written exams, grading responses, and compiling scoring spreadsheets. This streamlined process improves consistency, accelerates hiring timelines, and frees HR and department staff to focus on higher-value tasks.

7. ATTACHMENTS

- Agreement with Governmentjobs.com, Inc. dba NEOGOV (Governmentjobs.com/Insight)
- Agreement with Governmentjobs.com, Inc. dba NEOGOV (eSkill Basic Subscription)
- Agreement with Governmentjobs.com, Inc. dba NEOGOV (eSkill Scale Package Subscription)