

Legislation Text

File #: 15-9219, Version: 1

Applicant Tracking System

Action:

- A. Approve a three-year contract with JobAps, Inc. to provide and implement an Applicant Tracking System and On-Boarding System,**
- B. Authorize the City Manager to approve price adjustments and amend the contract consistent with the purpose for which the contract was approved, and**
- C. Authorize the City Manager to purchase such additional software licenses, services, hardware, maintenance, and support as required to maintain the system for as long as the City uses the system.**

Staff Resource(s):

Sheila Simpson, Human Resources
Kerr Putney, Police

Explanation

- The City will administer an Applicant Tracking System and an On-Boarding System to manage and organize hiring processes throughout the City. Currently, the City keeps two parallel recruitment systems. This application will remove this redundancy.
- The City will do a single system implementation to include all City departments, including the Charlotte-Mecklenburg Police Department.
- Having a system that integrates with PeopleSoft for the sole purpose of hiring, will increase customer satisfaction and improve the recruitment process by:
 - Establishing automated workflows to more effectively handle the application and hiring process;
 - Allow for robust applicant reporting, improve efficiency, track recruitment efforts and track interests in the departments by future applicants; and
 - Allow applicants to easily track their progress through the hiring process, respond to needs for additional documentation, schedule testing, and satisfy other requirements.
- Estimated expenditures are \$280,000, including implementation, professional services, conversion services and training.
- On May 31, 2018, the City issued a Request for Proposals (RFP); six proposals were received.
- JobAps, Inc. best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Expenditures for on-going maintenance and support are estimated to be \$100,000 per year.

Charlotte Business INclusion

No subcontracting goal was established on this contract because there are no subcontracting opportunities (Part C: Section 2.1 (a) of the Charlotte Business INclusion Policy).

Fiscal Note

Funding: General Grants Fund