



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-26-109
Meeting 26-18
July 8, 2026

AGENDA ITEM 9

AGENDA ITEM

Award of Contract to NEOGOV for a Recruitment and Applicant Tracking System

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to enter into a three (3) year Agreement with NEOGOV through a Sourcewell cooperative purchasing agreement for an amount not-to-exceed \$83,793.

DISCUSSION

Since 2008, the Midpeninsula Regional Open Space District (District) Human Resources (HR) staff has used CalOpps, a legacy applicant tracking system at the end of its life cycle with concerning cybersecurity risks. The lack of ongoing upgrades to this platform now render it with limited functionality, including limited automation and workflow capabilities for the recruitment process, resulting in numerous manual steps for posting positions, managing applications, and scheduling interviews. The onboarding process is also fully manual, requiring staff to coordinate forms, tasks, and communication without centralized, integrated tools. NEOGOV, built specifically for the public sector, has been in business for over 25 years and provides HR software to more than 13,000 organizations in government, public safety, and education. NEOGOV delivers an integrated solution for HR, payroll, talent management, and compliance.

Insights, NEOGOV's applicant tracking and analytics system, automates the hiring process, integrates with NEOGOV's online job board *GovernmentJobs.com*, and meets compliance requirements, reducing time to hire. Onboard, NEOGOV's digital onboarding and task-management system, provides modern, integrated tools that streamline onboarding activities.

Implementing NEOGOV's Insights and Onboard systems will reduce manual processes, standardize and automate recruitment and onboarding activities, and improve access to workforce data for analysis and planning, as well as provide much improved applicant experience. This investment will enable integration with the existing Enterprise Resource Platform (Munis), standardize and improve new-hire onboarding experiences, provide timely and accurate recruitment data to support informed decision-making, and decrease administrative workload. There are additional modules within NEOGOV that HR staff can assess for future use, such as a learning management system, a benefits enrollment module, and performance evaluations.

BUDGET / FISCAL IMPACT

The current fiscal year budget for project 51714 - Recruitment Software contains:

- ☒ sufficient funds.
- ☐ insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other budgets to cover for this expenditure.
- ☐ insufficient funds; approval of this item requires a fiscal year budget augmentation.
- ☒ future fiscal year budgets will include additional funds to complete the contracted work.

Measure AA

- ☒ No, this contract is not part of a Measure AA project.
- ☐ Yes, this contract is part of a Measure AA project.

PROCUREMENT PROCESS AND SELECTION

NEOGOV Insights and Onboard would be purchased through the Sourcewell cooperative agreement. Section IV.C of Board Purchasing Policy 3.03, Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy provides that the District may "join in cooperative purchasing agreements with other public agencies (e.g., the State of California, counties, cities, schools, or other special districts) to purchase goods or services at a price established by that agency through a competitive bidding process."

PRIOR BOARD ACTION SUPPORTING THE PROJECT

None

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Pending Board approval, the General Manager would enter into a three-year contract with NEOGOV.

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