



## Legislation Details (With Text)

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**Title:** RESOLUTION - APPROVING WAIVING OF BIDDING FOR THE PURCHASE OF CIVIC-HR SUBSCRIPTION FROM CIVICPLUS, INC. FOR AN APPLICANT TRACKING SYSTEM.

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**Attachments:** 1. RESOLUTION, 2. BACKGROUND - CIVICHR PROPOSAL, 3. BACKGROUND - MARGATE AGREEMENT, 4. BACKGROUND - MARGATE STATEMENT OF WORK 2

Date	Ver.	Action By	Action	Result
3/15/2017	1	Regular City Commission Meeting		

**TO:** Mayor and City Commission

**FROM:** Samuel A. May, Interim City Manager

**DATE:** March 15, 2017

RESOLUTION - APPROVING WAIVING OF BIDDING FOR THE PURCHASE OF CIVIC-HR SUBSCRIPTION FROM CIVICPLUS, INC. FOR AN APPLICANT TRACKING SYSTEM.

**BACKGROUND:** The City has requested to proceed with CivicPlus, Inc for website design services. A subscription offered by CivicPlus, Inc. is CivicHR which is an applicant tracking system. Features of CivicHR include the ability to automate job postings and applications, collect applications, and the ability to track and sort applications. As the City wishes to proceed with an agreement with CivicPlus, inc for website design services, the City is requesting waiving of bidding for the separate purchase of the CivicHR subscription for a seamless integration with the main City website. It is estimated that the project implementation will take up to five (5) months.

**RECOMMENDATION:** Approve.

**FISCAL IMPACT:** Based on the purchase of website design services with CivicPlus, Inc., the City was provided discounted pricing for the CivicHR subscription package (as referenced in Statement of Work #2). The total initial year 1 fee, which includes maintenance for year 1, is \$8,875. Starting in year 2, the annual maintenance fee is \$6,587. This annual maintenance fee is subject to an annual 5% increase year 3 and beyond. This project is budgeted in FY 2017 (001-0810-513.31-09).

**CONTACT PERSON:** Adam Reichbach, Assistant to the City Manager  
Jacqueline M. Wehmeyer, Human Resources Director  
James Wilbur, Information Technology Director