

# Addendum 3

## EXHIBIT A – RENEWAL FORM

<b>Customer:</b>		<b>Bill To:</b>	
Siskiyou, County of (CA) P.O Box 750 Yreka CA 96067 United States		Ann Merkle Siskiyou, County of (CA) P.O Box 750 Yreka CA 96067 United States	
		VMS @ 15145 CT# E2000356 CC LOG# ACCT 1001 101030 723000 CT AMT 14,446 54,594 ANNUAL TOTAL	
		Phone: Email:	
<b>Quote Date:</b>	5/20/19	<b>Revision:</b>	1
<b>Valid From:</b>	N/A		
<b>Valid To:</b>	N/A		
<b>Requested Service Date:</b>	TBD	<b>Order Number:</b>	
		<b>Initial Term:</b>	Insight: 6/21/19– 6/20/20

**Order Summary** NOTE: The following discounts are available if the contract is pre-paid for the specified number of years: 2 year = 4% discount, 3 year = 6% discount, 4 years = 8% discount, 5 years = 10% off your ongoing annual license

Item	Annual Renewal Year 1
<b>Insight Software License</b> License Subscription & Maintenance	\$12,397.61
<b>Governmentjobs.com Subscription</b>	\$2,047.50
<b>Total</b>	<b><u>\$14,445.11</u></b>

Included with License	
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT	
Product Upgrades to Licensed Software	

**RECEIVED**

**NOV 12 2019**

**SISKIYOU COUNTY  
CLERK'S OFFICE**

**RECEIVED**  
**NOV 15 2019**  
**AUDITOR • CONTROLLER**

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## **Order Detail**

Note: Items designated as Not Applicable (N/A, NA) on the Summary form are not included. Customers may request a quote for these services at their discretion through the term of this contract.

### **1.0 Insight Enterprise (IN)**

#### **License Subscription to NEOGOV IN**

The Customer's subscription to the Insight platform includes the following functionality:

##### **Recruitment**

- Online job application
- Online job announcements and descriptions
- Automatic online job interest cards
- Recruitment and examination planning

##### **Selection**

- Configurable supplemental questions
- Define unique scoring plans
- Test analysis and pass-point setting
- Score, rank, and refer applicants

##### **Applicant Tracking**

- Email and hardcopy notifications
- EEO Data collection and reports
- Track applicants by step/hurdle
- Schedule written, oral, and other exams
- Candidate Self-Service Portal for scheduling and application status

##### **Reporting and Analysis**

- 90 standard system reports
- Ad Hoc reporting tool

##### **HR Automation**

- Create and route job requisitions for approval
- Certification/eligible lists

### **2.0 GovernmentJobs.com Job Posting Subscription**

#### **(GJC) License Subscription**

- Enables organizations to advertise their job postings created in Insight on the GovernmentJobs.com website.
- May add an unlimited number of postings

Note: jobs advertised on the promotional and transfer webpage's are not advertised on GovernmentJobs.com as these are typically for internal employees.

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### **3.0 NEOGOV Perform (PE) NA**

#### **License Subscription to NEOGOV PE**

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Goal Library
- Shareable Competency Content
- Development Plans
- Configurable Process Workflows
- Ability to build Content sections for re-use
- Configurable Rating Scales
- Ability to build Library of Writing Assistants
- 360 Reviews
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees & Evaluations

### **4.0 NEOGOV Onboarding (ON) NA**

#### **License Subscription to NEOGOV ON**

- Electronic Employee File
- W4
- I9
- Configurable Workflow
- Task Manager
- Employee data upload
- Attachments
- Build your own Onboarding forms\*

\*NEOGOVS ON includes I9 and W4 standard forms that are updated by NEOGOV. Additional forms or form maintenance is available by NEOGOV Professional services at the following cost:

- Background forms \$295 per form
- Dynamic Forms \$195 per form
- Updates to existing forms \$200 an hour

### **5.0 NEOGOV Integrations NA**

NEOGOVS offers Standard Integrations as well as platform APIs for 3<sup>rd</sup> party system integration(s).

Standard Integrations include:

- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings
- Annual Maintenance By NEOGOVS

Note: NEOGOVS APIs are to be configured directly by Customer staff using NEOGOVS documentation. If required, Professional Services may be included by NEOGOVS to help define and validate scope, business requirements, timelines, and associated costs (if applicable).

### 6.0 NEOGOV Services NA

#### Setup and Provisioning

The following activities are conducted as part of the NEOGOV implementation:

- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will establish the Customer's production environment

#### Training

NEOGOVS training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form. All customers have full access to the demo/training environment setup for Insight.

NEOGOVS's pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.

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### Order Form Terms and Conditions:

- (1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter "NEOGOVS") agrees to provide the services described in this Order Form. THE SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.
- (2) The Customer agrees that the payment schedule is as follows:
- Provide all required software and licenses**
- One hundred percent (100%) of the annual license price is payable within thirty (30) days of Customer receipt of invoice.
- Software Provisioning**
- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. N/A
- Training**
- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. N/A
- (3) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.
- (4) Changes or alterations to this Order Form will not be accepted.

THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV DATED ON JUNE 21, 2016. THE AGREEMENT WAS RENEWED 6/21/17 AND AGAIN ON 6/21/18.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ THE SERVICE AGREEMENT IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>	<u>NEOGOVS, Inc.</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: <u>John Cross</u>
Title: _____	Title: <u>controller</u>
Date: _____	Date: <u>10/23/19</u>

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SISKIYOU

Date: 11/12/19

Brandon A. Criss  
BRANDON A. CRISS, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By: Wendy J. Dey  
Deputy

CONTRACTOR: NEOGOV, INC

Date: \_\_\_\_\_

John Closs  
John Closs, Controller

Date: \_\_\_\_\_

Stephen Koo  
Stephen Koo, CFO

License No.: \_\_\_\_\_  
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. \_\_\_\_\_

ACCOUNTING:  
Fund 1001 Org 101030 Account 723000

If not to exceed, include amount not to exceed:  
FY 16/17- \$13,195  
FY 17/18- \$13,195  
FY 18/19- \$13,758  
FY 19/20- \$14,446