City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2026-0433

TO: Mayor and City Council Members

FROM: Brooke Insana, Human Resources Director

DATE: October 26, 2026

SUBJECT: Annual Subscription, Software Support and Maintenance for Applicant Tracking and Performance Management Systems

REQUEST:

City Council is requested to authorize a blanket purchase order for the renewal of a one-year subscription, including software support and maintenance for the City's cloud-based applicant tracking and performance management systems in the amount of $28,840.49 through October 30, 2027 to Governmentjobs.com, Inc., dba NEOGOV, of El Segundo, CA.

REASON FOR PURCHASE:

In 2016 the City solicited quotes for an applicant tracking system and selected NEOGOV Insight based on its functional design for government and the annual cost of the system. In July 2017, Council authorized implementation of a market competitive salary schedule for union and non-union employee groups, which led to the implementation of a new employee performance management process beginning in 2018. By 2019, it was determined that an electronic system was needed to support departments in the performance evaluation process and to streamline administration for Human Resources. NEOGOV Perform was selected due to its functional capabilities and shared platform with Insight.

It is recommended to renew the annual subscription in order for the City to continue with utilization of the system.

PROCESS:

Vendor Name and Address:
Governmentjobs.com, Inc., dba NEOGOV
300 Continental Blvd., Suite 565
El Sugundo, CA 90245

Reason for Selection:
Proprietary Software

Method of Purchase:
Blanket Purchase Order

BUDGET:
Funding is included in the FY 2026-2027 Adopted Budgets

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	233.801000	HR – Professional Services	$45,000.00	$28,840.49	$16,159.51

RECOMMENDATION:
It is recommended that City Council authorize a blanket purchase order for the one-year renewal subscription including software support and maintenance for the City's cloud-based applicant tracking and performance management systems in the amount of $28,840.49 through October 30, 2027 to Governmentjobs.com, Inc., dba NEOGOV, El Segundo, CA.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney ☐ Yes ☒ N/A