

CLEVELAND PUBLIC LIBRARY

Board Meeting

December 21, 2023

RESOLUTION AUTHORIZING AGREEMENT FOR APPLICANT TRACKING SYSTEM

WHEREAS, The Cleveland Public Library continues to recruit in a very competitive job market and filled more than 250 positions during 2023; and

WHEREAS, The Library’s Human Resources Department has determined that it would be advantageous to obtain an applicant tracking software system to provide a more reliable experience for applicants and manage the recruitment and onboarding efforts more efficiently and effectively by reducing numerous manual processes; and

WHEREAS, The Human Resources Department met with representatives from four different applicant tracking system vendors to evaluate the features and costs of the various systems, with the vendors interviewed as follows: (1) NEOGOV; (2) ICIMS; (3) Workable; and (4) JobVite; and

WHEREAS, The Human Resources Department received the following three quotes, which, for the sake of comparison, are shown below as pricing for a two-year term:

<u>Vendor</u>	<u>Two-year Pricing</u>	<u>Notes</u>
1) ICIMS	\$95,000	Requires 3-year contract
2) JobVite	\$140,700	Includes implementation fee
3) Workable	\$54,700	Price reflects year-end discount

WHEREAS, The Human Resources Department, in partnership with the IT Department, determined that JobVite offers the best applicant tracking system and contains features such as being configurable to the Library’s specific needs, having the ability to integrate with other enterprise resource planning (“ERP”) systems, allowing for multiple workflows (e.g., for an internal vs. external candidate), using AI to help identify passive candidates that may be a good fit for a position and inviting them to apply, scheduling interviews, and assisting with new hire paperwork; and

WHEREAS, The Human Resources Department recommends entering into an

agreement with JobVite for their standard package for a term of two (2) years at a cost of \$63,000 per year for the subscription and a one-time implementation fee of \$14,700, for a total cost of \$140,700; and

WHEREAS, This Board finds that JobVite's proposed fee is fair and reasonable and finds that the applicant tracking system will be a useful component in the Library's recruitment efforts; now therefore be it

RESOLVED, That the Board of Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with JobVite, subject to the approval of the Director of Legal Affairs, for a two (2) year term subscription for JobVite's applicant tracking system for a total contract amount not-to-exceed \$140,700, which amount shall be charged to the General Fund Account Number 11510053-53710 (Professional Services) and/or 11510053-53360 (Computer Maintenance).