


## MEMORANDUM

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TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator   
Shirley Harmon, Human Resources Director  
Fred Banner, MIT Director  
Candace Connell, Assistant HR Director  
Tracy Harness, HR Technician

DATE: December 5, 2011

SUBJECT: Consideration of contract award to Taleo Corporation (Contract No. 2011-0185)

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### **Purpose**

The purpose this purchase is to acquire an online applicant tracking software that will allow the City to be more strategic and efficient in its recruitment and selection efforts while providing a better overall experience for applicants and staff. The system should also substantially reduce our time to fill a vacancy.

### **Background**

The Human Resources Department processed approximately 3,000 applications for over 50 externally-posted job vacancies in 2010. Currently, the City does not have a software system in place to help manage its recruitment and selection processes resulting in an average of 125 days to fill a vacancy.

An applicant tracking system will enable the City to create, store, and modify online employment applications. Applicants can receive electronic updates regarding the status of their application. Additionally, candidates can request notification when a position in which they are interested becomes available.

An applicant tracking system will provide many benefits to the Human Resources Department including but not limited to the ability to automatically screen applications based on pre-determined criteria; query applicants by skill sets, education, and relevant experience; automatically post vacancies to selected media sources; and report on Equal Employment Opportunity (EEO) data, recruiting sources, cost data. etc.

In 2009, the City began looking at HR software solutions and has viewed demonstrations of 12 programs and received quotes from five vendors. Some of these programs are all-encompassing while others specialize in a particular need such as applicant tracking. The Human Resources staff team believes that an applicant tracking system is the greatest software need and would have the most impact for the City organization. Through extensive research, staff has found that



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Taleo is a leader in the industry and best suits the City's need for an applicant tracking system at the most reasonable cost.

### **Financial Impact**

A two-year contract is being proposed. The cost for calendar year 2012 is \$19,840 and includes the annual subscription fee and one-time implementation and training fees. The cost for calendar year 2013 is \$14,625. After the two-year contract period the City can renew the subscription each year at the price of \$14,625. Because it is software as a service (SASS) all maintenance is included in the annual price. Our capital budget includes \$100,000 for HRIS software. The contract amount should be offset by the reduction in personnel hours allowing us to use those hours in other areas of Human Resources and be more proactive in our work.

### **Recommendation**

Approval of a contract award to Taleo is recommended..



SALES ORDER FORM

This Order Form is an offer to contract, made by Taleo Corporation ("Taleo") to the customer named below ("Customer"). This Order Form is effective as of the EDO (defined below), and (except where separately executed terms and conditions exist), this Order Form: (i) incorporates and is governed by Taleo Corporation's standard terms and conditions with respect to the Taleo Business Edition product ("Agreement"), found at <http://sites.taleo.com/terms/product-licensing/TBE-licensing-terms.php> (or elsewhere as directed by Taleo); and (ii) automatically renews upon the same terms and conditions, including fees, set forth in the Order Form, for one (1) year periods unless either party provides written notice (including via email), of a request to change the terms of the Agreement or terminate the Agreement or Order Form not less than thirty (30) days prior to the expiration of the then-current term of this Order Form. Invoicing will begin as of the Billing Start Date (set forth below).

**Customer Information**

**End Customer Name:** City Of Franklin  
**Billing Contact:** Tracy Harness  
**Phone:** (615) 791-3216  
**Email Address:** tracyh@franklin.tn.gov  
**Street Address:** Po Box 305  
**City:** Franklin  
**State/Province:** TN  
**Zip/Country Code:** 37064  
**Country:** United States  
**SFDC Opportunity:** City of Franklinton-Recruit

**Agreement Information**

**Account Executive:** Felicia Smallwood  
**Quote Number:** Q20110810-12616  
**Quote Type:** New Taleo Customer  
**Effective Date of Order ("EDO"):** 23-Dec-2011  
**Term of Order Form:** EDO through 22-Dec-2013  
**Will Customer Issue Separate PO?** N/A  
**PO Number:**  
**Payment Terms:** Net 30 days from receipt of invoice  
**Currency of Order Form:** USD  
**SOF Name:** CityOfFran 12-23-2011 NBO a1G7000000Lcj0  
 \*Taleo may consider this quote not valid if received by Taleo after: 23-Dec-2011

DRAFT: This is not a legally binding offer by Taleo

Item #	Product/Service Description	SKU Code	Billing Cycle	Billing Start Date	Fees (Excl. Taxes)
<b>PERIOD 1: 23-Dec-2011 to 22-Dec-2012</b>					
1	TBE Recruit - Premium Level Group License for up to 14 Active Users. 681 Passive Licenses. 5 Managers. for up to 700 employees (1)	TL-2-SA-022	Annual	23-Dec-2011	11,200.00
2	TBE Onboard - Mid-Market (700 employees @5.00/Employee/ Year)	TL-2-SA-020	Annual	23-Dec-2011	INCLUDED
3	Smart Sourcing - Smart Sourcing - MM Enterprise (eQuest) (1 @500.00/ Year)	TL-2-SA-16	Annual	23-Dec-2011	500.00
<b>TOTAL RECURRING FEES FOR PERIOD (EXCLUDING TAXES):</b>					<b>11,700.00</b>
<b>PERIOD 2: 23-Dec-2012 to 22-Dec-2013</b>					
1	TBE Recruit - Premium Level Group License for up to 14 Active Users. 681 Passive Licenses. 5 Managers. for up to 700 employees (1)	TL-2-SA-022	Annual	23-Dec-2012	14,000.00
2	TBE Onboard - Mid-Market (700 employees @5.00/Employee/ Year)	TL-2-SA-020	Annual	23-Dec-2012	INCLUDED
3	Smart Sourcing - Smart Sourcing - MM Enterprise (eQuest) (1 @500.00/ Year)	TL-2-SA-16	Annual	23-Dec-2012	625.00
<b>TOTAL RECURRING FEES FOR PERIOD (EXCLUDING TAXES):</b>					<b>14,625.00</b>
<b>ONE-TIME FEES</b>					
1	Smart Sourcing - Smart Sourcing Job Board Deliveries (eQuest) (NOTE - this fee does NOT include fees owed to the job boards) (100)	TL-2-SA-17	One-Time	23-Dec-2011	1,000.00
2	Professional Services - Premier Recruit Configuration Services (1) <a href="http://tinyurl.com/3m9dm63">http://tinyurl.com/3m9dm63</a>	PPU-2-CO-001	One-Time	23-Dec-2011	3,280.00
3	Professional Services - Premier OnBoard Configuration Services (1) <a href="http://tinyurl.com/3f8jy5">http://tinyurl.com/3f8jy5</a>	PPU-2-CO-007	One-Time	23-Dec-2011	3,360.00
4	Setup Fee (CWS (Enable system and brand career site) [TL-2-SA-032] ; TBE Onboard [TL-2-SA-043] )		One-Time	23-Dec-2011	500.00
<b>TOTAL ONE-TIME FEES (EXCLUDING TAXES):</b>					<b>8,140.00</b>
<b>TOTAL ORDER VALUE (EXCLUDING TAXES):</b>					<b>34,465.00</b>

**Legal Note(s)**

1. Consulting Implementation Packages expire 12 months from the contract start date. The following Professional Services expire 180 days from the contract start date: Education Services, Technical Services, Hourly Services and Post-Implementation Packages.

In order to cancel a scheduled Professional Services meeting, Taleo requires a minimum of 24 hours' notice to the assigned Taleo consultant. Notice can be given via email or phone call. If more than 1 meeting is canceled or missed without 24 hours advance notice, Taleo reserves the right to charge the current hourly Professional Services rate to cover the missed meeting time.

**Execution**

By executing this Order Form (electronically or otherwise): (i) signer represents that he or she is an authorized legal representative of Customer with the authority to bind Customer with respect to this Order Form; and (ii) Customer accepts Taleo's offer to contract and acknowledges that it is entering into a legally binding agreement with Taleo Corporation for the purchase of the products and services listed herein for the fees listed herein. Taleo is not bound by any Customer handwritten changes to this Order Form which are not counter initiated by Taleo or agreed to as evidenced by Taleo's execution of this Order Form after the date of Customer's handwritten change. This Order Form may be executed via electronic signature pursuant to 15 U.S.C. Ch. 96 (and other relevant e-signature legislation). Any electronic signature will appear at the bottom of the page.

City Of Franklin

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_