

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**



HUMAN RESOURCES

Whatcom County Courthouse
311 Grand Avenue, Suite #107
Bellingham, WA 98225-4038
(360) 778-5300
HR@co.whatcom.wa.us

MELISSA KEELEY
Manager

TO: Satpal Singh Sidhu, County Executive
THROUGH: Aly Penucci, Director of Administrative Services/Deputy Executive
FROM: Donnie LaPlante, Associate HR Manager
RE: Agreement for NEOGOV Insight Software
DATE: March 13, 2025

Enclosed is a proposed agreement between Whatcom County and Insight Public Sector, using the State of WA contract, to purchase NEOGOV Learn learning management software and position and employee integrations.

▪ **Background and Purpose**

In 2021 the County contracted for NEOGOV'S recruitment module, Insight. In 2023 the County purchased and implemented NEOGOV's Onboard platform. Both of these products have exceeded our expectations. The County has also purchased and is in the process this year of implementing NEOGOV'S Perform module to assist supervisors with the important function of performance evaluations.

Training is a critical function of Human Resources. The ability to provide valuable training content to employees as well as track all training for compliance will be utilized by not only HR but other County departments. NEOGOV's Learn module will provide powerful tools in this area that have in the past been tracked manually.

With the upgrade of our financial system to JDE Enterprise 1, the County now has the capability to set up integration between NEOGOV products and our payroll system. This will drastically reduce the amount of manual tracking and input required to keep NEOGOV updated with current employee information, and reduce errors.

This agreement will allow us to utilize NEOGOV's powerful tools to increase efficiency within Human Resources and improve access to quality training for all County employees.

▪ **Funding Amount and Source**

This agreement is for a total of \$126,288.80, which will cover our initial implementation costs plus subscription costs through 2026. The source of funding for NEOGOV has been provided in ASR 2023-6549, ASR 2023-6800, and ASR 2025-7295 and ongoing cost maintenance requested as part of the biennium budget in ASR 2025-7297. In 2025 the HR budget will need approximately \$12,050 in additional funding which IT has and will supply.

Please contact me at x5306 if you have any questions or concerns regarding the terms of this agreement.

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

202504003

Originating Department:	Human Resources
Division/Program: (i.e. Dept. Division and Program)	AS - Human Resources
Contract or Grant Administrator:	Donnie LaPlante
Contractor's / Agency Name:	Insight Public Sector
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ State Contract _____ Contract _____ Cost Center: 507140.6625	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input checked="" type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 126,288.80 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____ Summary of Scope:	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Request authorization for the County Executive to enter into an agreement, using the State of Washington contract, between Whatcom County and Insight Public Sector for Neogov Insight software, in the amount of \$126,288.80.	
Term of Contract: 3-Year	Expiration Date: December 31, 2026

Contract Routing:	1. Prepared by: <u>D.LaPlante</u>	Date: <u>03/13/25</u>
	2. Attorney signoff: <u>Jesse Corkern</u>	Date: _____
	3. AS Finance reviewed: <u>Andrew Tan</u>	Date: _____
	4. IT reviewed (if IT related): <u>P. Rice</u>	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: <u>Jlogan (In-post)</u>	Date: <u>04/04/2025</u>
	7. Council approved (if necessary): <u>AB2025-253</u>	Date: <u>03/25/2025</u>
	8. Executive signed: <u>SSidhu</u>	Date: <u>04/01/2025</u>
	9. Original to Council: _____	Date: _____



INSIGHT PUBLIC SECTOR, INC.
2701 E INSIGHT WAY
CHANDLER AZ 85286-1930
Tel: 800-467-4448

Account name: 11132459

WHATCOM COUNTY
ACCOUNTS PAYABLE
311 GRAND AVE STE 401
BELLINGHAM WA 98225-4038

SHIP-TO

WHATCOM COUNTY
INFORMATION TECHNOLOGY
311 GRAND AVE STE 305
BELLINGHAM WA 98225-4038

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB ORIGIN
Currency : USD

Insight's statewide vendor registration number SWV0015559

Quotation

Quotation Number : 0228242274
Document Date : 05-MAR-2025
PO Number :
PO Release :
Sales Rep : Derek Racki
Email : DEREK.RACKI@INSIGHT.COM
Phone : +15053183191

This is a 2 Year quote. A signature is required at the time of Purchase Order, see end of quote, if it is not fully funded. Insight will not be able to process the Purchase Order without this quote being signed. If placing PO's annually, Insight will require POs for the out years to be placed at least 15 days prior to the renewal date. By executing this quote, Customer agrees to the below terms and annual payment schedule.

The vendor has advised Years 1 - 2 are non-cancelable.
Year 1 - \$59,314.86 To be billed at time of purchase
Year 2 - \$56,546.42 To be billed at anniversary

Material	Material Description	Quantity	Unit Price	Extended Price
NEOG-LE-SUB-Y1-WC	WHATCOM COUNTY: NEOGOV LEARN Coverage Dates: 01-MAY-2025 - 31-DEC-2025 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	29.81	30,793.73
NEOG-LE-SU-Y1-WC	WHATCOM COUNTY: NEOGOV LEARN SETUP Coverage Dates: 01-MAY-2025 - 31-DEC-2025 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	9.19	9,493.27
NEOG-EI-SUB-WC	WHATCOM COUNTY NEOGOV EMPLOYEE SUBSCRIPTION Coverage Dates: 01-MAY-2025 - 31-DEC-2025 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	2.48	2,561.84
NEOG-EI-STP-WC	WHATCOM COUNTY NEOGOV EMPLOYEE Coverage Dates: 01-MAY-2025 - 31-DEC-2025 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	6.73	6,952.09
NEOG-PI-SUB-WC	WHATCOM COUNTY NEOGOV POSITION IMPORT SUBSCRIPTION Coverage Dates: 01-MAY-2025 - 31-DEC-2025 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	2.48	2,561.84
NEOG-PI-STP-WC	WHATCOM COUNTY NEOGOV POSITION IMPORT Coverage Dates: 01-MAY-2025 - 31-DEC-2025 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	6.73	6,952.09
NEOG-LE-SUB-Y2-WC	WHATCOM COUNTY: NEOGOV LEARN Coverage Dates: 01-JAN-2026 - 31-DEC-2026	1,033	46.94	48,489.02

Material	Material Description	Quantity	Unit Price	Extended Price
	STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)			
NEOG-EI-SUB-Y2-WC	WHATCOM COUNTY NEOGOV EMPLOYEE SUBSCRIPTION YEAR 2 Coverage Dates: 01-JAN-2026 - 31-DEC-2026 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	3.90	4,028.70
NEOG-PM-SUB-Y2-WC	WHATCOM COUNTY NEOGOV POSITION IMPORT SUBSCRIPTION YEAR 2 Coverage Dates: 01-JAN-2026 - 31-DEC-2026 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03)	1,033	3.90	4,028.70
Product Subtotal				115,861.28
TAX				10,427.52
Total				126,288.80

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Derek Racki
+15053183191
DEREK.RACKI@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Tariffs imposed by the United States government on technology-related products may lead to cost increases for manufacturers and suppliers, who then pass these increases on to partners like Insight. Additionally, supply constraints, production delays, component shortages, and logistical pressures have contributed to cost increases and product shipment delays from manufacturers and suppliers. Insight is actively engaged with its suppliers and partners to address these challenges. While we strive to honor initial price proposals and quotes, the fluid nature of the impact on manufacturer and supplier costs and product availability due to tariffs and supply disruptions could require a requote, subject to the contract terms if the purchase is being made under an Insight Public Sector, Inc. contract vehicle, before finalizing any subsequent or impacted proposals, quotes, and orders.



<https://www.insight.com/terms-and-policies>

Insight Public Sector, Inc.

Whatcom County

Signature: see next page

Signature: see next page

Name:

Name:

Title:

Title:

Date:

Date:

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

CONTRACTOR:

Insight Public Sector


Erica Falchetti

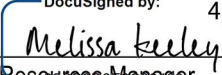
CONTRACTOR

Insight Public Sector
2701 E INSIGHT WAY
CHANDLER, AZ 85286-1930
Tel: (800) 467-4448

Contact Name: Derek Racki
Contact Phone: 505-318-3191
Contact email: derek.racki@insight.com

WHATCOM COUNTY:

Recommended for Approval:


Human Resources Manager Date

Approved as to form:

Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:


By: Satpal Singh Sidhu, Whatcom County Executive



SERVICES AGREEMENT

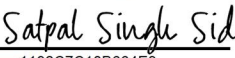
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You are acquiring a subscription to a proprietary NEOGOV web-based software-as-a-service application (a "SaaS Application") and Professional Services (collectively referred to as the "Services") operated by Governmentjobs.com, Inc. (D/B/A/ NEOGOV), for and on behalf of itself and its subsidiaries PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV"). NEOGOV has issued an Order Form to Insight Public Sector (the "Reseller") with respect to the Services to be purchased by Reseller from NEOGOV to be resold by Reseller to you under the attached order ("Your Order").

In addition to any terms and conditions related to your use of the Services pursuant to any agreement by and between you and Reseller, you acknowledge and agree that Your Order is subject to the most recently published version (as of the date of signature below) of the Services Agreement for Customers of Resellers available at: <https://www.neogov.com/service-specifications> (the "Terms"), and in acquiring a subscription to the Services, you expressly acknowledge and agree that NEOGOV shall have the right to enforce the Terms against you and that the Terms constitute the entire agreement and supersede any and all prior agreements between you and NEOGOV with regard to your subscription to the Services or your access to or use thereof including but not limited to any agreement between you and the Reseller.

If you are executing this Services Agreement on behalf of a company, organization or another legal entity (an "Entity"), you are agreeing to the Terms for that Entity and representing to NEOGOV that you have the authority to bind such Entity and its affiliates to the Terms, in which case the terms "you," "your" or a related capitalized term herein shall refer to such Entity and its affiliates.

IN WITNESS WHEREOF, you have caused this Services Agreement to be executed by your duly authorized officer as of the date set forth below, and consent to the Terms.

Customer	Whatcom County
Name:	Satpal Sidhu
Signature:	<div><div>DocuSigned by:</div><div></div><div>1192C7C18B664E3...</div></div>
Print Name:	
Title:	County Executive
Date:	