THE CITY OF BURLESON TEXAS

Employee Online Performance Evaluation Software

Human Resources

Performance Evaluation Software Analysis

- Annual performance evaluations have been historically paper forms
- HR administers the program and the process normally takes 4-6 weeks
- HR receives dozens of requests from supervisors annually for past evaluations for reference
- An online, cloud based system, is needed to automate the process
- An RFP was done with 3 companies responding
- A panel was convened to provide the initial RFP scoring to determine the top 2 software options
- Finalist demonstrations were made to a larger group of users and the recorded demonstration was sent to Directors and the Benefits Committee for feedback and input

Performance Evaluation Software Decision

- After input and cost comparison the product offered by emPerform was selected
- The software is cloud based and able to be accessed by both employees and supervisors 365 days a year to input notes for reference during the annual evaluation process
- The software is very robust and can easily produce reports and will house past evaluations for reference
- The contract offered was the best priced with a 2 year rate guarantee and has 3 additional annual renewal options
- Funds were approved during the current budget for this software

Performance Evaluation Software

- Fiscal Impact

Annual Cost	Term Cost
372 emPerform Subscription licenses @ $39 each (initial FT estimate) (we added permanent part-time employees)	$29,016
Implementation and Munis integration	$12,830
First Year Total	$41,846
Annual Subscription Cost Estimate per year 2-5 (each)	$15,250

- Questions

- Options
  1. Approve the contract as presented *(recommended)*
  2. Approve the contract with requested changes
  3. Deny the contract