

Choose an item.

DEPARTMENT: Human Resources

FROM: Rick DeOrdio, Director of Human Resources

MEETING: March 20, 2023

SUBJECT:

Consider approval of a five-year contract for Employee Performance Management Software services by emPerform in the amount not to exceed \$108,000. *(Staff Presenter: Rick DeOrdio, Director of Human Resources)*

SUMMARY:

The City of Burleson has utilized paper for the annual employee evaluations and the ability to do evaluations throughout the year is difficult. Online evaluations allow departments to document employee activity throughout the year and provide 360 evaluations if desired.

An Request for Proposals was released and 3 firms responded. Demonstrations were made by the top two firms to a multi-departmental panel and the software provided by empower was overwhelmingly approved.

The contract is for 5 years with a 2-year rate guarantee and 3 one year renewal options. We anticipate minimal increases for the individual licenses during years 3 – 5. The amount of the contract was approved by Council in the FY'22/FY'23 budget process. The not to exceed amount contains a 5% contingency as it is based on a per headcount cost.

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

RECOMMENDATION:

Staff recommendations Approval

FISCAL IMPACT:

The fiscal impact is \$41,846 for year 1 and anticipated \$15,250 for years 2-5 each.

STAFF CONTACT:

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