

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

\_\_\_\_\_ Resolution or Ordinance (Blue)      \_\_\_\_\_ Waiver of First Requested  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_X\_\_\_ Other Business (Pink)

**TO :** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Kathleen Dunne, Director of Human Resources

**DATE :** September 9, 2025      **(BOT) Date: September 18, 2025**

**SUBJECT:** NeoGov Agreement

**SUBMITTED BY:** Kathleen Dunne, Director of Human Resources

**FISCAL IMPACT:**

\$63,124.80 for three years

**BACKGROUND/POLICY IMPLICATIONS:**

NEOGOV Insight is an applicant tracking system (ATS) that will automate the Village of Lombard's applicant tracking system and centralize the entire hiring process, from job posting to candidate selection.

**RECOMMENDATION:**

Staff recommends the Village Board of Trustees authorize the agreement with NeoGov to offer applicant tracking services for the Village of Lombard.

Review (as necessary):

Village Attorney _____	Date _____
Finance Director _____	Date _____
Village Manager _____	Date _____

**NOTE:**      All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



## **MEMORANDUM**

**TO:** Scott R. Niehaus, Village Manager

**FROM:** Kathleen Dunne, Director of Human Resources

**MEETING DATE:** September 9, 2025

**SUBJECT:** Approval of an Agreement with NeoGov

The Human Resources Department is looking to continue to automate their recruitment process. NeoGov offers Insight, an applicant tracking system (ATS) specifically designed for public sector organizations to automate and centralize the entire hiring process, from job posting to candidate selection. The key features of this program include applicant self-service portals, automated job application templates, auto-screening and scoring of candidates based on specific qualifications and streamlined communication tools. This system supports public sector compliance needs with features like electronic signatures and audit trails, integrates with other Neogov modules for onboarding and offers real-time reporting to track the hiring process. The new applicant tracking system will assist the Human Resources Department's recruitment processes more efficient. NeoGov is currently the recruitment tracking system being used by many of the Village's comparable communities.

# NEOGOV™

NEOGOV: Governmentjobs.com, Inc. (dba "NEOGOV") 2120 Park Pl. El Segundo, CA 90245 <a href="mailto:billing@neogov.com">billing@neogov.com</a>		Customer Name & Address: Lombard, Villages of (IL) 255 E. Wilson Ave Lombard, IL 60148	
Expiration Date:	9/30/2025	Contact Name:	Kathleen Dunne
Term: 36 months	Net 30 payment terms	Contact Email:	<a href="mailto:dunnek@villageoflombard.org">dunnek@villageoflombard.org</a>
Fee Summary			
Service Description	Term	Term Fees	
Insight (IN) Candidate Text Message (CTM) Government Jobs (GJ) Onboard (ON) Single Sign On (SSO)	Year 1	\$13,906.20	
Insight (IN) Candidate Text Message (CTM) Government Jobs (GJ) Onboard (ON) Single Sign On (SSO)	Year 2	\$18,541.60	
Insight (IN) Candidate Text Message (CTM) Government Jobs (GJ) Onboard (ON) Single Sign On (SSO)	Year 3	\$23,177.00	
Professional Services – Implementation and Training	Year 1	\$7,500.00	

## A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated, all SaaS Subscriptions shall commence on the Effective Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

## B. Special Conditions (if any).

# NEOGOV™

1. Initial Term: 36 months

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement.

Customer		Governmentjobs.com, Inc. (DBA "NEOGOV")	
Entity Name:	Lombard, Villages of (IL)		
Signature:	<hr/>	Signature:	<hr/>
Print Name:		Print Name:	
Date:		Date:	