



AGENDA INFORMATION **TIFFIN CITY COUNCIL COMMUNICATION**

DATE: January 13, 2026

AGENDA ITEM: Discussion and Consideration to Purchase NEOGOV Insight and Onboard Modules

ACTION: Motion

Purpose

To request approval for the purchase of NEOGOV Insight (Applicant Tracking System) and NEOGOV Onboard modules to modernize the City’s hiring and onboarding processes, reduce compliance risk, and improve operational efficiency.

Background

The City of Tiffin is experiencing rapid growth and increased hiring demands, including the recent addition of the Fire Department and Public Library. Current processes rely heavily on manual steps, paper forms, and informal workflows, which present significant challenges:

- **Compliance Exposure:** Inconsistent documentation and limited audit trails increase risk during grievances, terminations, and public records requests.
- **Manual, Time-Intensive Processes:** HR staff spend approximately 1 hour per hire assembling and correcting onboarding paperwork; seasonal and part-time hires often submit incomplete forms.
- **Lack of Standardization:** Departments operate differently, creating inequitable practices and inefficiencies.
- **Limited Scalability:** Continued growth will require more hiring without additional administrative staff.

Proposed Solution

Implement NEOGOV Insight and Onboard, purpose-built for public sector HR operations:

- **Insight:**
 - Centralizes job postings, applicant screening, communication, and reporting.
 - Creates a defensible, transparent hiring process and reduces time-to-hire by up to 30%.
- **Onboard:**
 - Digitizes new-hire paperwork and workflows.
 - Ensures complete, compliant onboarding and makes new hires productive faster.

Financial Impact

Based on the NEOGOV proposal (Option 2):

Year 1 (with discounts): \$13,983

Year 2 (full annual license): \$10,331

Total for first two years: \$24,314

Recommendation

Approve the purchase of NEOGOV Insight and Onboard modules to modernize HR operations, reduce compliance risk, and support the City's continued growth.

Next Steps

- Execute agreement with NEOGOV.
- Schedule implementation and staff training.
- Launch platform for upcoming recruitment cycles.

ATTACHMENTS: NEOGOV Proposal

NEOGOV 2026 Standard Pricing		Quote FTE: 0-100	
Product	Annual License	Setups	Combined Total
Insight	\$5,510	\$4,366	\$9,876
Onboard	\$4,821	\$4,283	\$9,104
Total:	\$10,331	\$8,649	\$18,980
Quote Issue	Quote Expiration		
12/23/25	1/31/25		

Option 1							
Custom Bundle - 2026	Start Date:2/1/26	End Date:6/30/26			Start Date:7/1/26	End Date:6/30/26	17 Months
Discounts	40% off	10% off				Full Price	Total Spend
Year 1 (pro-rated)	Annual License	Setups	Combined Total		Year 2	Annual License	
Insight	\$1,378	\$3,929	\$5,307		Insight	\$5,510	
Onboard	\$1,205	\$3,855	\$5,060		Onboard	\$4,821	
Total:	\$2,583	\$7,784	\$10,367		Total:	\$10,331	\$20,698

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Option 2							
Custom Bundle - 2026	Start Date:2/1/26	End Date:1/31/27			Start Date:2/1/27	End Date:1/31/28	24 Months
Discounts	40% off	10% off				Full Price	Total Spend
Year 1	Annual License	Setups	Combined Total		Year 2	Annual License	
Insight	\$3,306	\$3,929	\$7,235		Insight	\$5,510	
Onboard	\$2,893	\$3,855	\$6,747		Onboard	\$4,821	
Total:	\$6,199	\$7,784	\$13,983		Total:	\$10,331	\$24,314

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 in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document 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.