

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: October 6, 2009

SUBJECT: Approve the Award of a Three Year Contract to SilkRoad Technology as the result of Competitive Request for Proposals No. 9924 for an Employee Performance Appraisal System in the Maximum Amount of \$109,000.00.

ACTION REQUESTED

Approve the award of a three year contract to SilkRoad Technology of Winston-Salem North Carolina, as the result of competitive Request for Proposals (RFP) No. 9924 for an Employee Performance Appraisal System in the maximum amount of \$109,000.00 and authorize the Purchasing Manager to sign the resulting contract.

BACKGROUND

The Personnel Department works under the auspices of the Civil Service Commission to provide Placer County with a centralized performance appraisal management and personnel administration system in coordination with 25 departments and 2700 permanent employees. The County has been using the Performance Impact online-hosted automated performance appraisal system since April 1, 2002. This system is being discontinued as of December 31, 2009. The system links competencies, goals and log events together as they relate to an employee's job classification and duties for the purpose of providing employees with performance appraisals.

The Procurement Services Division and Personnel Department developed RFP No. 9924 for the replacement of the current performance appraisal system. RFP No. 9924 was sent to seven interested firms and published on the County website. Formal responses were received from SilkRoad Technology of Winston-Salem, NC; Halogen Software of Kanata, ON, Canada; Taileo of Petaluma, CA and Neogov of El Segundo, CA.

An evaluation panel rated the submittals in accordance with the evaluation criteria contained in the RFP. A summary of the evaluators' scores is included in Attachment A. Product demonstrations were conducted to further evaluate the systems offered by the top three ranked firms. The panel unanimously agreed that the system offered by SilkRoad Technology best met the County's overall needs.

Staff requests your Board's approval to award RFP No. 9924 to SilkRoad. The resulting contract will be effective for a three month implementation phase and three calendar years of service, from October 6, 2009 through December 31, 2012. The cost for the first year including implementation is \$45,000.00 with subsequent annual support at \$32,000.00 per year.

FISCAL IMPACT

CEO Fiscal Impact Statement is attached.

Attachments

- A. Evaluation Summary
- B. Fiscal Impact Statement

cc: Nancy Nittler, Rhonda Rivard, Personnel Department

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Attachment A

COUNTY OF PLACER, AUBURN, CA
RFP NO. 9924 - Performance Appraisal System

Evaluation of Written Proposals

CONSULTANTS	Cost Eval (20 pts possible)	Rater 1 Personnel		Rater 2 CDRA		Rater 3 HHS		Rater 4 Sheriff		Rater 5 CEO		TOTAL SCORE	RANK
		Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank		
NeoGov	16.02	72.80	2	70.00	1 Tie 2	60.00	1	69.00	1	64.00	3	83.18	1
SilkRoad	20.00	65.40	3	50.00	4	45.00	2	55.00	3	71.00	1	77.28	2
Halogen	9.66	79.30	1	70.00	1 Tie 2	35.00	3	56.00	2	66.00	2	70.92	3
Taleo	16.17	28.50	4	60.00	3	10.00	4	20.00	4	63.00	4	52.47	4

Evaluation of Demonstrations

CONSULTANTS	*	Rater 2 CDRA		Rater 3 HHS		Rater 4 Sheriff		Rater 5 CEO		SUBTOTAL	
		Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank
SilkRoad		108.00	1	89.00	1	104.00	1	112.00	1	103.25	1
Halogen		93.00	2	85.00	2	85.00	2	99.00	2	90.50	2
NeoGov		76.00	3	63.00	3	77.00	3	89.00	3	76.25	3

* Rater 1 was unable to attend the demonstrations.

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COUNTY OF PLACER

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175 FULWEILER AVENUE / AUBURN, CALIFORNIA 95603

TELEPHONE: 530/889-4030

FAX: 530/889-4023

www.placer.ca.gov

TO: Honorable Board of Supervisors

FROM: Allison McCrossen, Senior Accountant-Auditor

DATE: September 17, 2009

SUBJECT: **Fiscal Impact Statement**

SilkRoad Technology Contract for Performance Appraisal (RFP No. 9924)

The maximum amount is \$109,000. The department has budgeted correctly for this purchase and funding is available in the current fiscal year budget. The contract will be effective for three years. The first annual payment is \$45,000 with two annual payments of \$32,000 per year. The department will budget for these payments through Fiscal Year 2011-12.

