



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6m

ACTION ITEM

Date of Meeting October 22, 2019

DATE: October 14, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Katie Gerard, Director Human Resources

SUBJECT: Recruiting and Applicant Management Contract Authorization (Short Form)

Amount of this contract: \$1,150,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for a Recruiting and Applicant Management System. The contract will be executed for up to a ten-year period and an estimated value of \$1,150,000.

SUMMARY

A Recruiting and Applicant Management system needs to support the following key elements of the Port's recruiting and hiring processes:

- Attract applicants to all Port career and internship opportunities
- Streamline and automate selection process to improve efficiencies
- Measure recruitment activities, such as time to fill and other customized reporting
- Increase employer branding opportunities
- Ensure consistency, compliance, and management of our selection process
- Integrate with our Human Resource Management (HCM) system

The contract for our current recruiting and applicant management system expires in mid-2020 prompting a move to a talent acquisition component of our current HCM system. Oracle, our HCM vendor, has recently introduced this new feature with candidate-centric sourcing, an industry-leading selection process, and seamless integration with our Oracle HCM system. While other systems are available, utilizing our current HCM suite will ensure compatibility and maximize our existing investment. While the contract is for a ten-year period, it will be negotiated to contain an exit option should business or product strategies change over the course of the contract term.

No funds are authorized as part of this request. Annual costs will be budgeted in the Human Resources operating budget.

There are no attachments to this memo.