



Regional Transit Authority
Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

A. Department Representative to participate in procurement process:

Darwyn Anderson Chief Human Resources Officer 8409 Ext.
Name Title

B. Contract No.: Governmentjobs.com, Inc. (dba "NEOGOV")
Contract Title: Governmentjobs.com, Inc. (dba "NEOGOV")

C. Contract History:

Award Value \$53,291
Previously Executed Change Orders \$0
Previous Contract Value Prior to Requested Change Order (Sum) \$53,291
Value of Current Change Order \$134,972.25
Revised Contract Value \$188,263.25

D. Justification of Change Order: Initial contract sufficed for agency size, approximately 78 employees, prior to the transition of 740 employees whereby the RTA became responsible for its own operations and maintenance with an initial workforce of 818 employees. Additionally, removing payroll time and attendance which is contracted with another vendor for the RTA and adding to NEOGOV the training learn management system and employee self-service benefits management.

E. Type of Change Requested: Administrative XX Supplemental Termination

F. Responsibility Determination:

G. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

0 % DBE % SLDBE % Small Business

Director of Small Business Development Date



Kayal S. Conthorne
DBE/EEO Compliance Manager

4/30/2021
Date

H. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes No

Are there any amendments pending? Yes No

If Yes, please attach the amendment to this Routing Sheet and explain.

Ronald A. Smith
Director of Grants/ Federal Compliance

4/30/21
Date

I. Funding Source: Federal State Local Other: _____

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Total Amount Available	\$	_____
Projected Cost	\$	<u>188,263.25</u>
Previous Cost	\$	<u>53,291.00</u>
FTA Grant No.(s)	\$	_____
Line Item(s)	\$	_____
Operations/Department Code	\$	<u>9580</u>
Budget Code(s)	\$	<u>1770002. 7160.167</u>
Other	\$	_____

C17
Budget Analyst

4/30/21
Date

Ronald A. Smith
Director of Procurement

4/30/21
Date

J. Insurance verified: _____
Insurance Specialist _____
Date _____

K. Authorizations:

[Signature]
Department Head 4.30.2021

_____ Date _____

_____ Date _____





Chief Financial Officer



Vice-President **CEO**

5/4/21

Date

5/5/21

Date

NEOGOV ORDERING FORM	
Quote Date: 02/03/20 Valid to: 02/14/20	GovernmentJobs.com, Inc. (dba "NEOGOV") 300 Continental Blvd., Suite 565 El Segundo, CA 90245 accounting@neogov.com

Customer Information			
Customer Name:	New Orleans Regional Transit Authority (LA)	Customer Contact Name:	Sterlin Stevens, Director of Information Technology
Customer Address:	2817 Canal St. New Orleans, La. 70119	Email Address:	sstevens@rtaforward.org

Fee Summary			
Description of Subscriptions	Annual SaaS Subscription Fees	Non-Recurring Professional Service Fees (one-time)	Service Fee Sub-Totals
Insight Enterprise (IN)	Included	Included	
Position Management (PM)	Included	Included	
GovernmentJobs.com (GJC)	Included	Included	
Perform (PE)	Included	Included	
E-Forms (EF)	Included	Included	
Onboard (ON)	Included	Included	
Learn (LE)			
Integrations (IG)			
Core HR (CHR)	Included	Included	
Payroll (PR)	Included	Included	
Time & Attendance (TA)	Included	Included	
HRIS Bundle Purchase (12% off Discount to Annual License) (HRIS)	\$24,950.00	\$0.00	\$24,950.00
		Order Total Year 1:	\$24,950.00
		Year 2 Renewal:	\$28,341.00

A. Agreement and Applicable Modifications to the Agreement.

1. Agreement. This Ordering Document and the Services purchased herein are governed by the terms of the Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Document available at <https://www.neogov.com/service-specifications>, as well as the Service Specifications and applicable Schedules incorporated therein.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative. This Order Form may not be modified or amended except through a written instrument signed by the parties.

B. General Terms Summary.



1. 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.
2. The Effective Date. This Order is made and entered into as of the date of Customer signature on this Order Document (the "Effective Date").
3. SaaS Subscription(s) Start Date. The Effective Date.
4. Billing Frequency. Annual. Net 30 from Customer receipt of NEOGOV invoice.
5. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.
6. Offer Validity. This Order is valid for 30 days from the date of Customer receipt of this Ordering Document unless extended by NEOGOV.

C. Special Conditions (if any).

1. The Subscription for the NEOGOV HRIS bundle purchase shall commence January 31, 2020 and expire on January 31, 2022 ("the HRIS Bundle Purchase Initial Term")
2. HRIS Bundle Purchase Subscription Fees in the Initial Term shall be due net thirty (30) from the Effective Date.

NEOGOV™

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: New Orleans Regional Transit Authority	
Signature: 	Signature: 
Print Name: Sterling J. Stevens	Print Name: John Closs
Date: 2/10/2020	Date: 2/12/2020

**AMENDMENT
BY AND BETWEEN
New Orleans Regional Transit Authority (LA)
AND
GOVERNMENTJOBS.COM, INC.**

THIS AMENDMENT 1 (the "Amendment") is entered into on the Effective Date by and between the **New Orleans Regional Transit Authority (LA)** (the "Customer"), and **Governmentjobs.com, Inc. (dba "NEOGOV")** a corporation registered and in good standing in the State of California (hereinafter referred to as "NEOGOV"). The Customer and NEOGOV may each be referred to individually as a "Party," or collectively referred to as the "Parties," in this Amendment. This Amendment and the Online Services Agreement shall collectively referred to as the "Agreement".

RECITALS

WHEREAS, the Customer and NEOGOV entered into a Service Agreement (the "Online Services Agreement") on February 10, 2020 for NEOGOV Insight, Position Management, Governmentjobs.com, Onboard, Perform, E-forms, Integrations, Core HR, Payroll, and Time & Attendance (the "Services"); and,

WHEREAS, Customer desires to remove NEOGOV Payroll and Time and Attendance; and,

WHEREAS, Customer desires to increase the number of users able access the Services by seven hundred (700) users; and,

WHEREAS, the Customer previously paid for the 01/31/21- 1/30/2022 Services Term in the amount of \$28,341.00 (the "2021 Service Fees"), and the Parties now desire to offer a credit for the 2021 Service Fees, of which shall be attributed to the Pro-rated Term described below; and,

WHEREAS, Customer desires to add NEOGOV Learn and NEOGOV Benefits SaaS Applications; and,

WHEREAS, the Parties decide to renew the Services at the renewal pricing listed herein after expiration of the Pro-rated Term; and,

NOW THEREFORE, in consideration of the foregoing and the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

- Customer's full time employee count bracket shall be modified to 800 – 849.
- To add NEOGOV Lean and Benefits, remove NEOGOV Payroll and NEOGOV Time & Attendance, adjust the SaaS Application pricing to account for the increase in total employee count, and document the credit described in Section 3 of this Amendment, the Online Services Agreement Fee Summary shall be modified to the following:

Fee Summary		
Service Description	Term	Term Fees
NEOGOV Bundled Suite		
Insight (IN)		
Goernmentjobs.com (GJ)		
Onboard (ON)	Pro-Rated: 05/01/2021 – 01/30/2022	\$60,632.25
eForms (eF)	Initial Term: 01/31/2022 – 01/30/2023	\$118,631.00
Perform (PE)		
Learn (LE)		
CoreHR (CHR)		
Benefits (BE)		
Professional Services- Implementation/Training (Benefits/Learn)	Non-Recurring	\$9,000.00
	Pro-Rated Amount	\$60,632.25

	Initial Term Amount	\$118,631.00
	Professional Services Amount	\$9,000.00
	Total:	\$188,263.25

- 3. Pro-rated Subscription Fees detailed in the Fee Summary within Section 2 of this Amendment reflect a credit of \$28,341.00 for the Fees previously paid by Customer for the 2021 Service Fees,
- 4. The Recitals are incorporated herein.
- 5. All other terms and conditions of the Online Services Agreement and Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first above written.

NEOGOV

By: _____
John Closs – NEOGOV Controller

Date: _____

New Orleans Regional Transit Authority (LA)

By: 

Name: Darwyn Anderson

Title: Chief Human Resources Officer

Date: 04/30/2021

**AMENDMENT
BY AND BETWEEN
New Orleans Regional Transit Authority (LA)
AND
GOVERNMENTJOBS.COM, INC.**

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IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first above written.

NEOGOV

By: _____
 John Closs – NEOGOV Controller

Date: _____

New Orleans Regional Transit Authority (LA)

By: 

Name: Darwyn Anderson

Title: Chief Human Resources Officer

Date: 04/30/2021