

City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 09/16/25 M&C FILE NUMBER: M&C 25-0824

LOG NAME: 04AMEND GREENHOUSE RECRUITING CONTRACT

SUBJECT

(ALL) Authorize Execution of an Amendment to Vendor Services Agreement with Greenhouse Software, Inc., to Add Five (5) One-Year Renewal Options in the Amount of \$117,567.00 Annually for Recruiting and Onboarding Software, for the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an amendment to City Secretary Contract No. 54487 with Greenhouse Software, Inc., to add five (5) one-year renewal options in the amount of \$117,567.00 annually for recruiting and onboarding software, for the Information Technology Solutions Department.

DISCUSSION:

On September 15, 2020, Mayor and Council Communication (M&C) 20-0656 authorized the execution of City Secretary Contract (CSC) No. 54487 with Greenhouse Software, Inc., to provide a recruiting and onboarding software in an amount not to exceed \$530,000.00 over a five-year period. The Greenhouse Recruiting and Onboarding systems support the Talent Acquisition Division of the Human Resources Department and are used for recruitment and onboarding of most City employees. The systems streamline applicant tracking, enhance candidate experience, and improve recruiting operations.

This M&C requests authorization to amend CSC 54487 to add five (5) additional one-year renewal options at \$117,567.00 annually, allowing continued use of the Greenhouse Recruiting and Onboarding systems.

A Chapter 252 Exemption was requested and approved by the City Attorney's Office.

Funding is budgeted upon approval of the Fiscal Year 2026 Budget, in the Other Contractual Services account within the Info Technology Systems Fund for the Information Technology Solutions Department.

**AGREEMENT TERM:** Upon City Council approval and execution of the Second Amendment to City Secretary Contract No. 54487, the first renewal option will begin on September 30, 2025, and expire on September 29, 2026, to align with the subscription dates outlined in the change order.

**RENEWAL OPTIONS:** This agreement may be renewed for five (5) one-year renewal options for an annual amount of \$117,567.00, at the mutual agreement of the parties. This action does not require specific City Council approval for each renewal, provided that sufficient funds have been appropriated to satisfy the City's obligations during the renewal term.

**ADMINISTRATIVE CHANGE ORDER:** An administrative change order or increase may be executed by the City Manager in accordance with applicable law and the Fort Worth City Code and does not require specific City Council approval, provided that sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and upon adoption of the Fiscal Year 2026 Budget by the City Council, funds will be available in the Fiscal Year 2026 Operating Budget, as appropriated, in the Info Technology Systems Fund. Prior to an expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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