



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone 225-922-2800
Fax 225-922-1185

www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President
THROUGH: Joseph F. Marin
Chief Operations Officer

FROM: Joel Watkins
Director of Budget and Planning

DATE: July 13, 2020

RE: Contract between LCTCS and PageUp People Limited for an Automated
Recruitment, Onboarding, Employee Evaluation and Development
System

APPROVED
8/k 8/12/20
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION

Recommendation: Staff recommends that the Board approve a contract between the
LCTCS Board of Supervisors and PageUp People Limited to provide software
implementation, licensing, and hosting services for an Automated Recruitment,
Onboarding, Employee Evaluation and Development System, effective September 1,
2020 through August 31, 2025.

Background: LCTCS college human resource offices and hiring managers face many
challenges in recruiting, onboarding, evaluating and developing faculty and staff through
traditional manual paper processes while the industry standard is moving more towards
electronic processes. Going forward, it is essential for employment candidates to view
available positions system wide across all LCTCS colleges and apply online for such
positions. It is also important that the human resource offices and hiring managers have
a tool that can cull through many applications and provide a list of eligible candidates
while also allowing candidates to see their recruitment status throughout the hiring
process.

To this end, after an internal development process involving LCTCS college human
resource offices, LCTCS posted a Request for Proposals (RFP) in September 2019 to
enter into a single system contract for recruitment, onboarding, employee evaluation and
development. This hosted system would have the ability to manage and track all aspects
of recruitment and onboarding of new hires, and to provide an automated process for
employee evaluations and development for existing employees. This will be configured
to allow flexibility and uniqueness of each college and to integrate with Banner.

On June 10, 2020, after extensive review, the LCTCS RFP review committee, consisting
of human resources representatives from LCTCS colleges, recommended PageUp People
Limited be awarded a contract for an Automated Recruitment, Onboarding, Employee
Evaluation and Development System.

**Fiscal Impact:** The contract is not to exceed \$959,070 over a five-year period. Below is the estimated breakout:

- Implementation cost in Year 1 - \$131,100
- Subscription and support cost:
  - Year 1 - \$160,700
  - Year 2 - \$163,112
  - Year 3 - \$165,557
  - Year 4 - \$168,041
  - Year 5 - \$170,560

**History of Prior Actions:** N/A

**Benefits to the System:** The contract will provide a comprehensive system that will expedite and automate the recruitment, onboarding, evaluation, and development of LCTCS employees.



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**Approved for Recommendation to the Board**  
**Dr. Monty Sullivan, President**

8-12-20

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**Date**