SINGLE SOURCE AWARD **BID # SS-10302-21**

Subject: Annual Renewal of NEOGOV Software

Department: Employee Services

Description of Purchase:
Recommend approval of single source award to GovernmentJobs.com, Inc. dba NEOGOV for the annual renewal of the applicant tracking system software license. Period of service is from June 1, 2021 through May 31, 2022. Total estimated expenditure not to exceed $71,466.88.

Funding Source: 00111.131301.531090.000000.00000000.00000.0000000 - To be encumbered by purchase order

Single Source Award To: GovernmentJobs.com, Inc. dba NEOGOV

Price Justification: See attachment

Total Award: $71,466.88 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Request Form and Vendor Quote

Certification as to Single Source: Diane F. Moser, Director, Employee Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

City of Jacksonville, Florida

Lenny Curry, Mayor

ONE CITY. ONE JACKSONVILLE.

Employee Services
City Hall at St. James
117 W. Duval Street.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

DATE: March 26, 2021

TO: Gregory Pease, Chief of Procurement
Finance and Administration Department

FROM: Diane F. Moser, Director
Employee Services Department

SUBJECT: **Justification Letter – NEOGOV as Sole Source Vendor**

This request is seeking a Sole Source award and purchase order in the amount of $71,466.88 to Governmentjobs.com Inc. (d/b/a NEOGOV). NEOGOV is the City's applicant tracking system and is software in the cloud, which stores all applications received by the City and saves the City on storage space. The system also allows the transferring of new hire demographics to Oracle and provides class specification integration. Also included is the new candidate text messaging feature. This annual renewal of the software license covers the FTP (file transfer protocol) of new hires into Oracle and class specifications integration.

NEOGOV was awarded in 2011 and the system is configured for the City's use and is still utilized. It would be inefficient to start the RFP process over again when we are utilizing a system configured for us. The City also maintains employment applications in this system.

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Employee Services/Talent Management

FUNDING SOURCE: General Fund

BRIEF DESCRIPTION OF GOODS/SERVICES:

NEOGOV is the City's applicant tracking system and is software in the cloud, which stores all applications received by the City and saves the City on storage space The system also allows the transferring of new hire demographics to Oracle and provides class specification integration. This also includes the new candidate text messaging feature.

AMOUNT OF PROJECT (attach quote): $71,466 88

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Annual renewal of the software licences, FTP (file transfer protocol) file transfer of new hires into Oracle, class specification integration and text messaging feature

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

After thorough research and review of bidders in 2011, NEOGOV was awarded the RFP to provide a web-based applicant tracking system. The system was configured for the City's use and is currently utilized It would be inefficient to start the RFP process over again when we are utilizing a system configured for us The City also maintains applications in this system as well as class specifications.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

NEOGOV has unique features with licensing that is specific to NEOGOV It provides the City with necessary support that others are unable to provide.

Submitted by: Tracey Bolton — Manager of Personnel Services

(Name) (Title)

Date: March 26, 2021

Requesting Agency's Director's Signature:

March, 12th 2021

Tracey Bolton
City of Jacksonville
117 W. Duval St Ste. 100
Jacksonville, FL 32202

Subject: NEOGOV Sole Source Justification

Dear Tracey,

This letter is in response to your request for a Sole Source procurement letter. Governmentjobs.com, Inc. (d/b/a NEOGOV), is the largest provider of Workforce Management Solutions tailored for Public Sector. We are the sole-source provider of software licenses and related services for the following NEOGOV solutions:

- • Insight Enterprise
- • Governmentjobs.com
- • NEOGOV Perform
- • NEOGOV Onboard
- • NEOGOV Core HR Employee Management

Theses NEOGOV solutions are developed within, and supported by, our organization for services in the state and local government marketplace.

In addition, NEOGOV is the sole provider for all related solution training, system documentation, hosting services, and maintenance for all products listed herein.

Recipient understands it is solely responsible for determining the availability and compliance with sole source procurement.

John Closs
NEOGOV Controller

NEOGOV™

NEOGOV ORDER FORM			
NEOGOV: Governmentjobs.com, Inc. (dba "NEOGOV") 300 Continental Blvd., Suite 565 El Segundo, CA 90245 billing@neogov.com		Customer Name & Address: City of Jacksonville, FL 117 W Duval St, Ste 100 Jacksonville, FL 32202	
Quote Creation Date:		Contact Name:	Tracey Bolton
Quote Expiration Date:	30 days from Quote Creation	Contact Email:	tbolton@coj.net
Payment Terms	Annual. Net 30 from NEOGOV invoice.		FTE:

Fee Summary

Service Description	Term	Term Fees
Insight Enterprise Subscription (IN)	06/01/2021 – 05/31/2022	$63,928.44
Class Spec Integration	06/01/2021 – 05/31/2022	$2,079.72
New Hire – IN to HRIS (ftp) (1000)	06/01/2021 – 05/31/2022	$2,079.72
Candidate Text Messaging	06/01/2021 – 05/31/2022	$3,379.00
	Total:	**$71,466.88**

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at https://www.neogov.com/service-specifications. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated, all SaaS Subscriptions shall commence on the Effective Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. 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.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

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:	
Signature: _____	Signature: _____
Print Name:	Print Name:
Date:	Date:

SINGLE SOURCE AWARD **BID # SS-8373-20**

Subject: Annual Renewal of NeoGov Software

Department: Employee Services

Description of Purchase:
Recommend approval to ratify the period of service from June 1, 2020 to date of award. Recommend approval of single source award to GovernmentJobs.com, Inc. dba NEOGOV for the annual renewal of the software license for the applicant tracking system. Period of service is from date of award through May 31, 2021. Total estimated expenditure not to exceed $65,565.94.

Funding Source: 00111.131301.531090.000000.00000000.00000.0000000 - To be encumbered by purchase order

Single Source Award To: GovernmentJobs.com, Inc. dba NEOGOV

Price Justification: See attachment

Total Award: $65,565.94 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Request Form and Vendor Quote

Certification as to Single Source: Diane F. Moser, Director, Employee Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichen
CHAIRMAN

6/11/20
DATE

Cathy A. Pozel

Jan R. McCoy

ACTION OF AWARDING AUTHORITY DATE: 6/12/20

MR

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-113, Revised 12/2007