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"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE

DATE: May 11, 2020

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 $65,565.94 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. This annual renewal of the software license covers the FTP (file transfer protocol) file transfer 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.

NEOGOV™

Quote

Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Date	5/1/2020
Number	SO14490
Due Date	
Terms	Net 30
P.O. No.	

Bill To

Mark Merritt
Jacksonville, City of (FL)
117 W Duval St, Ste 100
Jacksonville FL 32202
United States

Item	Description	Period Covered	Amount
Insight		6/1/2020 - 5/31/2021	58,649.94
New Hire Integration		6/1/2020 - 5/31/2021	1,908.00
Class Spec Integration		6/1/2020 - 5/31/2021	1,908.00
Candidate Text Messaging	Candidate Text Messaging	6/1/2020 - 5/31/2021	3,100.00
		Total	$65,565.94

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

AMOUNT OF PROJECT (attach quote): $65,565 94

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 and class specification integration

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: April 20, 2020

Requesting Agency's Director's Signature: