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SINGLE SOURCE AWARD **BID # SS-15396-24**

Subject: Annual Renewal of NEOGOV Software

Department: Employee Services Department

Description of Purchase:
Recommend approval of single source award to Governmentjobs.com, Inc. d.b.a. NEOGOV, for applicant employment tracking software and City storage space. Period of service is from June 1, 2024 – May 31, 2025. Total estimated expenditure not-to-exceed $88,082.71.

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: $88,082.71 **Requisition #:** ESTM-500104-24

Attachments: Recommendation Memo, Single Source Request Form, Supplier Letter, Previous Awards

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

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

Analyst: Corey Sidlo

Dustin Freeman, 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: March 4, 2024

TO: Dustin Freeman, 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 $88,082.71 to Governmentjobs.com Inc. (d/b/a NEOGOV). NEOGOV is the City's applicant tracking system and is software in the cloud. The system stores all job 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 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.

Term: 6/1/2024 – May 31, 2025
Account: 00111.131301.531090.000000.00000000.00000.0000000

SINGLE SOURCE JUSTIFICATION FORM (SSJF)

Pursuant to the City of Jacksonville Procurement Code 126.306(a) (8) & The Procurement Operating Manual, when requesting to purchase from a Supplier subject to the referenced sections, this form is to be completed and must be submitted to the Procurement Division with applicable attachments via 1Cloud Smart Form Requisition.

1. Requesting Agency:	Choose "the requesting agency" from drop-down list by clicking here to make your selection.
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	NEOGOV is the City's applicant tracking system. 1) Subscription for Class Spec Integration 2) Insight subscription to access application. 3) New Hire – IN to HRIS (ftp)(1000) Subscription. 4) Candidate Text Messaging. NEOGOV is the City's applicant tracking system and is software in the cloud, which stores all job 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 a candidate text messaging feature.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source Supplier:	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. NEOGOV has unique features with licensing that is specific to NEOGOV. It provides the City with necessary support that others were unable to provide.
4. Date of Request	3/4/2024

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Online market research was completed by Tracey Bolton to determine if we could obtain this system from another vendor. After a thorough search, the Neogov applicant tracking system can only be obtained directry through them.]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

√ Other [Justification letter from NEOGOV]

NEOGOV

Invoice #INV-41588

From

Governmentjobs.com, Inc. DBA NEOGOV
2120 Park Pl,
Suite 100
El Segundo, CA 90245

Bill To

Jacksonville, City of (FL)
117 W Duval St, Ste 100
Jacksonville, FL 32202
USA

Invoice Summary

Invoice Number	INV-41588
Date	05/01/2024
Terms	Net 30
Due Date	05/31/2024
Amount Due (USD)	$ 88,082.71

Item / Description	Total
New Hire - IN to HRIS (ftp) (1000) This is your subscription fee for New Hire - IN to HRIS (ftp) (1000) for the term starting 06/01/2024 and ending 05/31/2025.	4,450.94
Insight This is your subscription fee for Insight for the term starting 06/01/2024 and ending 05/31/2025.	77,222.33
Class Spec Integration This is your subscription fee for Class Spec Integration for the term starting 06/01/2024 and ending 05/31/2025.	2,441.94
Candidate Text Messaging This is your subscription fee for Candidate Text Messaging for the term starting 06/01/2024 and ending 05/31/2025.	3,967.50
Amount Due (USD)	$ 88,082.71

Thank you for your business!

For questions, or pay by credit card, please reply to this email or reach out to billing@neogov.com. For questions on a renewals invoice, please reach out to renewals@neogov.com.

Please make checks payable to:

Governmentjobs.com, Inc
DEPT LA 25067
Pasadena, CA 91185-5067

For Payments by Wire:

Silicon Valley Bank
Account #: 3302022848
Account Name: Governmentjobs.com, Inc.
Bank Routing No.: 121140399

Swift Code: SVBUS6SIBO

For a copy of our W9, please click on "Download W9" above.

NEOGOV

March 1, 2024

Subject: NEOGOV Sole Source Letter

To Whom It May Concern:

Governmentjobs.com, Inc. (d/b/a NEOGOV) is the largest provider of out-of-the-box software as a service ("SaaS") Workforce Management Solutions tailored for the public sector and higher education. NEOGOV is the sole source provider of an integrated suite of Workforce management tools designed exclusively for government agencies and institutions of higher education. NEOGOV's workforce management suite consists of four integrated modules Recruit, Develop, Manage, and Comply. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee lifecycle while maintaining the highest standard of compliance. As a result of our investment in innovation and unique expertise working in the public sector and education, we have created a one-of-a-kind solution offering the following properties:

Insight and Governmentjobs.com

- Insight is the only applicant management platform fully integrated with the Governmentjobs.com public sector job board; both are manufactured and supported solely by NEOGOV.
- Insight is one of the only applicant tracking systems with a public sector Job Description and Salary Range Database
- Insight is an applicant tracking system with robust public sector time-to-hire data
- Insight has public sector data allowing NEOGOV to provide relevant recruiting analytics to help make informed business decisions, including benchmarking, and time-to-hire data with other area public sector agencies.
- Insight is the only applicant tracking system fully integrated with the Schooljobs.com higher education job board.
- Insight is the only public sector focused applicant tracking system integrated with "Attract", a Candidate Relationship Management tool (CRM) to better capture candidate leads, manage relationships, automate communications, and measure recruiting data. The integration with Attract allows NEOGOV customers to expand the candidate pool with Governmentjobs.com candidates that have opted-in to receive job notifications for open jobs in their area of interest.

Candidate Text Messaging:

- NEOGOV's Candidate Text Messaging (CTM) provides the ability to send personalized, relevant texts to your applicants. CTM allows an agency to create custom message templates with easy-to-use merge fields for your hiring managers to choose from. Texts can be sent in bulk or individually at any step in the evaluation process.

New Hire Export

- NEOGOV's New Hire Export provides a link to export new hire and rehire data from NEOGOV Insight into the organization's existing HRIS system.

Position Import

- NEOGOV's Position Control Import allows for data transfer from an organization's existing HRIS system to NEOGOV for Position titles and Numbers.

In addition, all NEOGOV training, system documentation, hosting services, information security, and software maintenance for the products listed herein are provided by or through NEOGOV personnel.

2120 Park Place, Suite 100 • El Segundo, CA 90245 • Tel: (310) 426-6304 • Fax: (310) 426-6305 • info@neogov.com

NEOGOV

Note, this letter is for information purposes only. Please note, this letter is not intended to serve as a legal opinion as to the availability of NEOGOV solutions through any particular procurement method. Recipients are advised to conduct independent analysis to determine whether procurement regulations applicable to their agency permit sole-source procurement.

Please let us know if you require any further information regarding our services.

Sincerely,

Joshua Snyder
NEOGOV VP of Business Development

2120 Park Place, Suite 100 • El Segundo, CA 90245 • Tel: (310) 426-6304 • Fax: (310) 426-6305 • info@neogov.com

SINGLE SOURCE AWARD **BID # SS-14152-23**

Subject: Annual Renewal of NEOGOV Software

Department: Employee Services Department

Description of Purchase:
Recommend approval of single source award to Governmentjobs.com, Inc. d.b.a. NEOGOV, for applicant employment tracking software and City storage space. Period of service is from June 1, 2023 – May 31, 2024. Total estimated expenditure not-to-exceed $82,726.48.

Funding Source: 00111.131301.531090.000000.00000000.00000.0000000 – To be encumbered by purchase order

Single Source Award To: Governmentjobs.com, Inc. d.b.a. NEOGOV

Price Justification: See attachment

Total Award: $82,726.48 **Requisition #:** ESTM-500033-23

Attachments: Recommendation Memo, Single Source Request Form, Vendor Letter, Previous Awards

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

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

Analyst: Corey Sidlo

For Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

5/11/2023
DATE

ACTION OF AWARDING AUTHORITY DATE: 5/15/23

APPROVED ✓ DISAPPROVED

OTHER

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

SIGNATURE OF AUTHENTICATION

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-12645-22**

Subject: Government Jobs

Department: Employment Services Department

Description of Purchase:
Recommend approval of single source award to Governmentjobs.com, Inc. d.b.a. NEOGOV, for applicant employment tracking software and City storage space. Period of service is from 1 June 2022 – 31 May 2023. Total estimated expenditure not to exceed $75,999.15.

Funding Source: 00111.131301.531090.000000.00000000.00000.0000000 – To be encumbered by purchase order

Single Source Award To: Governmentjobs.com, Inc. d.b.a. NEOGOV

Price Justification: See attachment

Total Award: $75,999.15 **Requisition #:** ESOD-500281-22

Attachments: Recommendation Memo, Single Source Request Form, Vendor Letter and Previous Awards

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

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

Analyst: Jaclyn Stamos

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eilhart
CHAIRMAN

DATE 5/26/2022

Christopher Reed

Jan R. McCarty

ACTION OF AWARDING AUTHORITY DATE 5/27/2022

APPROVED ✓ 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

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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"

Teresa R. Eichner
CHAIRMAN

DATE 4/22/2021

ACTION OF AWARDING AUTHORITY DATE: 4/26/2021

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

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 Eichar
CHAIRMAN

6/11/20
DATE

ACTION OF AWARDING AUTHORITY DATE: 6/12/20

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