SINGLE SOURCE AWARD **BID # SS-12897-22**

Subject: iCIMS APPLICATION TRACKING APPLICATION

Department: JACKSONVILLE SHERIFF'S OFFICE

Description of Purchase:

Recommend approval of a Single Source award to iCIMS, Inc. for iCIMS Subscription Renewal for Applicant Tracking, Onboarding Text, Engagement for Recruiting, Phone Number, Digital Assistant, Connector and Configuration Add-On, Support Services, Training Package, and Subscription Updates for the Jacksonville Sheriff's Office. Period of service is from December 1, 2022 through November 30, 2025. Total award expenditure amount not-to-exceed $373,244.99.

Funding Source: 00111.552104.546620.000000.00000000.00000.0000000 - To be encumbered by Purchase Order Release(s).

Single Source Award To: iCIMS, Inc.

Price Justification: See attachment

Total Award: $373,244.99 **Requisition #:** PSSS-504541-22

Attachments: Agency Memo, Single Source Form, Supplier Quote

Certification as to Single Source: Larry Schmitt, Director of Department of Personnel & Professional Standards

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

Analyst: Olive Wallace-Cohen

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 _____

Jacksonville Sheriff's Office

PAT IVEY, SHERIFF

Serve • Protect • Community

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Larry Schmitt
Director of Department of Personnel & Professional Standards

Subject: Single Source – iCIMS Applicant Tracking Application

Date: June 3, 2022

We are requesting approval for a single source award with iCIMS for iCIMS Applicant Tracking Application subscription renewal. The term of the agreement is three years from December 1, 2022, through November 30, 2025. The not to exceed expenditure amount for the period is $373,244.99. The funding source is 00111.552104.546620.000000.00000000. iCIMS was awarded in 2017 and the system is configured for JSO's use and is still utilized daily for applicant processing. It would be inefficient to start the RFP process over again when we are utilizing a system configured for us. It retains applicant information, allows text engagement for recruiting, has a digital assistant, and allows for integration capabilities through the connector feature. Attached is the single source form and the Renewal Order Form (Quote) from iCIMS. The Renewal Order Form will be processed through the Office of General Counsel. We are requesting that a POA be sat up for the award.

Please let me know if you need any additional information.

OFFICE OF THE SHERIFF
ORDER REQUEST FORM

Request For: Recruitment & Selection (Work Unit) | Human Resources Division (Division) | Personnel / Pro Stds (Dept.)

Requestor: Jon Plucknett (Name) | 71108 (ID #) | 630-2134 (Phone) | 6/3/2022 (Date)

Deliver To Location: 501 E. Bay Street, Jacksonville FL 32202

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	iCIMS Renewal Order Form for iCIMS Applicant Tracking, Onboarding		1	#########	$ 373,244.99
2	Text Engagement for Recruiting, Phone Number, Digital Assistant,				
3	Connect, Connector and Configurability Add-On				
4	Service Period - December 01, 2022 - November 30, 2025				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
				TOTAL REQUEST	$ 373,244.99

Suggested Vendor: iCIMS, Inc. Vendor Phone: 800.889.4422

Vendor Address / E-mail: 90 Matawan Road, Matawan, NJ 07747

☐ Proprietary
☐ Sole Source

If Proprietary / Sole Source, attach appropriate form and letter from vendor.

Special funding to be used for this purchase?
☐ Loan Pool / Banking Fund
☐ Grant *
☐ Trust Fund *

* Enter name and # of Grant or Trust Fund

Justification / Repetitive Request Authorization / Notes:

Single Source Request

Approvals:

1. Signature | ID # | Date
2. Signature | ID # | Date
3. Signature | ID # | Date
4. Signature | ID # | Date

Required approval level (per General Order 54):
$0 to $2,500 - Assistant Chief or higher
$2,501 to $5,000 - Chief or higher
$5,001 or more - Director or higher

Budget Office Use Only
Index | Subobject
Analyst | Date

SINGLE SOURCE REQUEST

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

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

iCIMS Renewal Order Form for iCIMS Subscription Renewal for Applicant Tracking, Onboarding Text, Engagement for Recruiting, Phone Number, Digital Assistant, Connect, Connector and Configuration Add-On, Support Services, Training Package, and Subscription Updates for the period from December 1, 2022 through November 30, 2025.

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

iCIMS is the only supplier who can continue to provide the subscription for their Applicant Tracking Application that we purchased in 2017. They are the only authorized supplier to provide access to their software, provide the Digital Assistant, provide Text Engagement for Recruting, software support services, Training package and subscription updates. The software system has been configured to suit our recruitment needs at the Jacksonville Sheriff's Office.

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:

We have researched and iCIMS has unique features with licensing that is specific to iCIMS. It provide JSO with the necessary support that other suppliers are unable to provide.

icims

Jacksonville Sheriff's Office
Renewal Order Form

CONTACT INFORMATION

Sold To Company: Jacksonville Sheriff's Office
Bill To Address: 4715 Capper Rd.
Jacksonville, Florida 32218
Bill To Contact: Jon Plucknett
Bill To Email: charles.ford@jaxsheriff.org
Bill To Phone:

Sales Representative: Stephanie Manupelli
Sold To Address: 4715 Capper Rd.
Jacksonville, Florida 32218
Primary Contact: Jon Plucknett
Primary Contact Email: jon.plucknett@jaxsheriff.org
Primary Contact Phone: 904-635-9681

SUBSCRIPTION DETAILS

Subscription Period: 36 Months
Subscription Start Date: December 01, 2022
Effective Date: Last Date of Signature

Total Subscription Fees: USD 373,244.99
Total One-Time Fees: USD 0.00
Currency: USD

Recurring Subscription Fees		
Name	**Description**	**Quantity**
iCIMS Applicant Tracking	For 2500 Employees: iCIMS Applicant Tracking Application access for all employees within employee footprint, including necessary forms and portals	1.00
iCIMS Onboarding	For 2500 Employees: iCIMS Onboarding Application access for all employees within employee footprint, including necessary forms and portals	1.00
iCIMS Text Engagement For Recruiting	Software application that enables individuals to actively communicate, engage, and collaborate with candidates and employees via supported communication channels. Subscriber's use of this product is governed by the Communication Addendum available at www.icims.com/gc as of the date hereof, which is incorporated into the Subscription Agreement	1.00
Phone Number	Local phone number for U.S. and Canada. Subject to availability. Each phone number permits 500 shared monthly contacts. Subscriber's use of this product is governed by the Communication Addendum in effect between the parties	6.00
iCIMS Digital Assistant	Conversational AI chatbot. Application can be placed on any supported communication channel. Subscriber is entitled to 1 keyword and shortcode for SMS. Subscriber's use of this product is governed by the Communication Addendum available at www.icims.com/gc as of the date hereof, which is incorporated into the Subscription Agreement	1.00
Packaged Connector for Job Distribution	Connector for Category: Job Posting - Via iCIMS Web Services API. Integration capabilities and features are not configurable. For details about the Connector, visit iCIMS Developer Site at https://developer.icims.com.	1.00
iCIMS Connect	For 2500 Employees: iCIMS Connect Application access for all employees within employee footprint, including necessary forms and portals	1.00
Connector	Connector - Via iCIMS Web Services API. Integration capabilities and features are not configurable. For details about the Connector, visit iCIMS Developer Site at https://developer.icims.com.	1.00
Configurability Add-On	Addition of configurable integration capabilities and features, subject to an iCIMS approved SOW.	1.00

iCIMS has updated its product names. For additional information, please click here.

Total Contract Value: USD 373,244.99

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ADDITIONAL SERVICES INCLUDED AT NO ADDITIONAL INVESTMENT		
iCIMS SUPPORT SERVICES	Unlimited email and toll-free support as further detailed in our Support & Maintenance Policy available at www.icims.com/gc.	INCLUDED
iCIMS TRAINING PACKAGE	Unlimited access to Instructor-led eLearning Webinars, Quick Reference Guides, New Release and Product Trainings, Knowledge-Base Articles, and iCIMS Customer Care Site	INCLUDED
SUBSCRIPTION UPDATES	Ongoing Updates to the Subscription as further detailed in iCIMS' Support & Maintenance Policy available at www.icims.com/gc. No additional fees apply to new iCIMS Platform versions.	INCLUDED

To view a list of iCIMS' standard iForms, please click here: iCIMS iForms Library

SUMMARY OF FEES

One Time Fees	
Total One-Time Fees: USD 0.00	**Net Payment Terms:** Net 30 Days **One-Time Fees Billing Plan:** All One-Time Fees are invoiced as of the Effective Date, and are payable upon receipt of invoice in accordance with the Net Payment Terms above.
Recurring Subscription Fees	
Total Subscription Fees: USD 373,244.99 **Subscription Period:** 36 Months **Subscription Start Date:** December 01, 2022 **Subscription End Date:** November 30, 2025	**Net Payment Terms:** Net 30 Days **Billing Frequency:** Annual All recurring Subscription fees shall begin on the Subscription Start Date, are invoiced in advance per the Billing Frequency as set forth above and are payable in accordance with the Net Payment Terms above.

ADDITIONAL CONTRACT TERMS

Prices are good through March 10, 2022.

All fees for the implementation of the subscriptions listed in the Recurring Subscription Section above are included in the One-Time Fees listed above, exclusive of any change requests or if specifically noted otherwise. Any additional implementation services or professional services will only be performed in the case of a separate Order Form between the parties.

The Subscriptions on this Order Form and any Amendment Order Forms executed after the Effective Date (collectively, the "Order Forms") will automatically renew for additional periods equal to the length of the Subscription Period indicated above or 24 months, whichever is longer, unless either party provides written notification to the other of its intent not to renew the Subscriptions at least 60 days in advance of the end of the then-current Subscription Period. Upon such renewal, the parties agree that the price increase will equal 6% annually for the same type, scope, level, and quantity of the products outlined in the Order Forms. iCIMS shall use commercially reasonable efforts to notify Subscriber (including by email to the Primary Contact or the billing contact above) of such pending automatic renewal within a reasonable time, but no less than 90 days prior to the expiration of the then-current Subscription Period. This provision shall be given precedence over any conflicting terms in the Subscription Agreement.

SIGNATURES

The parties by their authorized representatives execute this Order Form and make it a part of the Subscription Agreement between the parties, the terms of which are available at www.icims.com/gc as of the date hereof. By remitting this signed Order Form back to iCIMS, Subscriber acknowledges that it has read and understood the Subscription Agreement and agrees to be bound by the terms and conditions set forth therein. Further, each party warrants that its respective signatory whose signature appears below is duly authorized by all necessary and appropriate corporate action to execute the Order Form and the Subscription Agreement on behalf of such party effective as of the effective date above.

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iCIMS, Inc.

Subscriber: Jacksonville Sheriff's Office

Signature:	**Signature:**
Name:	**Name:**
Title:	**Title:**
Date:	**Date:**

GCO Initial: ***Date:***

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