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: 00111.1319031.531090.000000.00000000.00000.0000000 – 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"

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 23, 2022

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 $75,999.15 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 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: 6/1/2022 – May 31, 2023
Account: 00111.131301.531090.000000.00000000.00000.0000000

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 candidate text messaging feature.

AMOUNT OF PROJECT (attach quote): $75,999.15

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: April 5, 2022

Requesting Agency's Director's Signature:

NEOGOV™

March 16. 2022

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 Workforce Management Solutions tailored for the public sector and higher education. Insight is the only applicant management platform integrated with the Governmentjobs.com applicant tracking system; both are sole-sourced by NEOGOV.

Insight and Governmentjobs.com are designed for integrated pairing with other NEOGOV products like; Onboarding, Performance Management, Learning, Insight, Background Check, and eForms. All NEOGOV talent management product offerings are designed to integrate, providing a unified dashboard and task management system. NEOGOV is the sole provider of the public sector job board Governmentjobs.com. Insight is the only applicant tracking program that allows NEOGOV subscribers a direct applicant management interface with the Governmentjobs.com job board.

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.

Note, this letter is for information purposes only. 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,

Ana Alfaro
NEOGOV Accounting Revenue Manager

300 Continental Blvd., Suite 565 • El Segundo, CA 90245 • Tel: (310) 426-6304 • Fax: (310) 426-6305 • info@neogov.com

NEOGOV

Invoice #INV-25927

From

Governmentjobs.com, Inc. DBA NEOGOV
300 Continental Blvd.
Suite 565
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-25927
Date	05/01/2022
Terms	Net 30
Due Date	05/31/2022
Amount Due (USD)	$ 75,999.15

Item / Description	Total
Class Spec Integration This is your subscription fee for Class Spec Integration for the term starting 06/01/2022 and ending 05/31/2023.	2,183.71
Insight This is your subscription fee for Insight for the term starting 06/01/2022 and ending 05/31/2023.	68,083.78
New Hire - IN to HRIS (ftp) (1000) This is your subscription fee for New Hire - IN to HRIS (ftp) (1000) for the term starting 06/01/2022 and ending 05/31/2023.	2,183.71
Candidate Text Messaging This is your subscription fee for Candidate Text Messaging for the term starting 06/01/2022 and ending 05/31/2023.	3,547.95
Amount Due (USD)	$ 75,999.15

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: SVBKUS6SIBO

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

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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