

CITY OF CARLSBAD

SOLE SOURCE AND EMERGENCY PROCUREMENT REQUEST AND DETERMINATION FORM

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Manager. **A purchase order will not be issued and orders may not be placed until the sole source determination as been posted for a minimum of 15 days.**

I. Name of Company: NEOGOV Date: 2/28/24

Please Check One: New Sole Source ☒ Renewal of Existing Sole Source ☐

Please Check One: ☐ Product ☐ Services ☒ Product and Services

Type of Sole Source Requested: *(Please check the one that best describes the type of Sole Source you are requesting)*

☐ **Company Sole Source** (Only one company can provide the goods or services)

☐ **Brand Name Sole Source** (Only this brand will serve the intended purpose or function with existing equipment or systems, including software)

☐ **Unique Professional Services** (Only one company or individual can provide this service due to the creative nature of the service or custom delivery of goods or services that are unique and subject to custom design and/or fabrication.

****Please note- True Professional Services under \$60,000 in value are considered a small purchase and does not require a sole source determination.**

☒ **Proprietary Sole Source** (Only this company provides this product or service and only this company can provide after sale maintenance, repairs or service agreements)

☐ **Local Sole Source** (Only one company exists to provide this product or service locally and due to the nature of the purchase, it is not feasible or reasonable to obtain the product or service from non-local sources. Only one local vendor is able to respond to the need in a timely manner due to local proximity)

Amount of Purchase \$ 11,836.40

II. ☐ Emergency Procurement Request

DEFINITION OF EMERGENCY CONDITIONS:

An emergency condition is a situation which creates a threat to public health, welfare, safety or property such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- A. the functioning of government;
- B. the preservation or protection of property; or
- C. the health or safety of any person.

Please provide a detailed explanation for why the purchase required meets the above definition of an Emergency Condition.

N/A

****** The Emergency Determination will only be in effect as long as needed to alleviate the emergency conditions. Once the emergency condition has passed, regular procurement methods and procedures must be followed.

Amount of purchase: \$ _____

Sole Source Determination

- III. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

"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"

Sole Source Letter attached.

- IV. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract.***
-

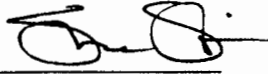
V. Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract.

VI. Provide a narrative of the due diligence used in determining the basis for the procurement, including a review of available sources and include Include a list of businesses contacted (***do not state that no other businesses were contacted***), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, provide the goods or services; or an explanation of why the department has determined that no businesses other than the prospective contractor can provide the goods or services requested.

Certified by:

Date: 02/29/2024

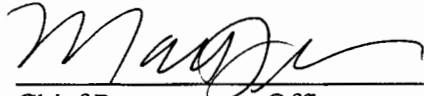
Shane Skinner



Department Director

APPROVED:

Date: 3-15-24



Chief Procurement Officer

Authority to Proceed

- 1) the signature of the CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the State Purchasing Agent; and
- 3) the signature of the CPO on this form is the final signature required for this sole source procurement.

November 7, 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 (“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.

Onboard

- Onboard is the only onboarding tool that directly integrates with NEOGOV’s Insight, an applicant tracking system allowing customers to automate the hiring process and meet compliance requirements, reducing the time to hire.
- Onboard is home to one of the largest public sector new hire global forms banks
- Onboard is the Only onboarding tool that integrates training with NEOGOV’s Learn, a learning management solution, allowing employees to be better informed, better trained, and more productive on day one

Learn

- Learn is the only learning management system to integrate with NEOGOV’s Onboard, an onboarding management solution that enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform.
- Learn is the only learning management system to fully integrate with NEOGOV’s Perform, the only full-featured employee performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

Perform

- Perform is the only performance management tool to directly integrate with NEOGOV's Learn a learning management system that eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform
- Perform is home to one of the largest public sector specific competency banks
- Perform has one of the largest public sector specific writing assistant banks

eForms

- eForms provides customers with one of the largest public sector digital process banks
- eForms contains one of the largest public sector employee form banks

Core HR

- NEOGOV's Core HR is the only fully integrated with NEOGOV's talent management suite for Centralized storage of employee data with routing and approval workflows

Biddle Test Genius®

- TestGenius® is a pre-employment testing software that is used to measure skills and abilities needed for success in the modern office, contact center, and emergency dispatch environments. These tests can be deployed via email directly through Insight using the TestGenius/NEOGOV integration.
- The TestGenius®/NEOGOV integration allows users to download applicants from Insight to TestGenius® so they are ready for testing
- The TestGenius®/NEOGOV integration allows Tests to automatically upload applicant test scores from TestGenius® to NEOGOV upon completion of each test
- The TestGenius®/NEOGOV integration manages AutoTest Codes between disparate installations of TestGenius® within your organization

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 Revenue Accounting Manager

NEOGOV™

FTE 100-149
Quote Valid: July, 2024

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl.
El Segundo, CA 90245
billing@neogov.com

Customer Name:	Carlsbad, City of (NM) – Police Department	Customer Contact Name(s):	Cpt. Rodriguez Lt. Castaneda
Customer Address:	602 West Mermod Carlsbad, NM 88220	Email Address:	jjrodriguez@cityofcarlsbadnm.com

Insight (IN)	\$6,363.00	\$5,000.00	
Government Jobs (GJ)	\$2,101.00	\$0.00	
Candidate Texting (CTM)	\$319.00		
SUB-TOTAL:	\$8,783.00	\$5,000.00	
Bundle Discount: (20%)	\$1,757.00		
Setup Discount: (20%)		(\$3,000.00)	
2 Yr. Ramp Promo *24	\$7,026.00	\$2,000.00	
Year 1			
Setup+ 40%SaaS Fee	\$2,810.40	\$2,000.00	Year 1: \$4,810.40
Year 2			
100% SaaS Fee	\$7,026.00		Year 2: \$7,026.00

A. Agreement and Applicable Modifications to the Agreement.

1. Agreement. This Ordering Document and the Services purchased herein are governed by the terms of the Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Document available at <https://www.neogov.com/service-specifications>, as well as the Service Specifications and applicable Schedules incorporated therein.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative. This Order Form may not be modified or amended except through a written instrument signed by the parties.

B. General Terms Summary.

1. 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.
2. The Effective Date. This Order is made and entered into as of the date of Customer signature on this Order Document (the "Effective Date").
3. SaaS Subscription(s) Start Date. The Effective Date.
4. Billing Frequency. Annual. Net 30 from Customer receipt of NEOGOV invoice.
5. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.
6. Offer Validity. This Order is valid for 30 days from the date of Customer receipt of this Ordering Document unless extended by NEOGOV.

C. Special Conditions (if any).

1. Initial Term: 24 months

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.

Entity Name: Carlsbad, City of (NM) – Police Department	
Signature: _____	Signature: _____
Print Name:	Print Name:
Date:	Date: