



## WAIVERS OF BID REQUEST FORM

### PROCUREMENT MANAGEMENT DIVISION

**TO:** Arthur H. Sorey, III City Manager  
**FROM:** Franciso Rios *FR*  
**VIA:** Chief Procurement Officer *PF*  
**DATE:** 7/25/20

**RE:** GOVERNMENTJOBS.COM, INC DBA NEOGOV

**Annual Expenditure not to Exceed:** \$ SEE BELOW **Vendor #** \_\_\_\_\_

Section 3-4.5 Exemptions for Bidding, Purchase of the following materials and services shall be exempt from the bidding process and subject to the spending limitations provided in subsection 3-3.14, unless otherwise provided by **State law: f. Formal bidding waiver. Purchases for which formal bidding has been waived, as determined by the City Commission to be in the best interest of the City. Purchases of, and contracts for, supplies or services shall be exempt from competitive bidding/competitive proposals with a five-sevenths (5/7) affirmative vote of the City Commission declaring the waiver of competitive bidding/competitive proposals to be in the best interests of the City. If competitive bidding and competitive proposals are waived under this paragraph, the open market procedure set forth in subsection 3-4.4 shall be utilized. For those contracts which the City Manager is otherwise authorized to award, he/she may waive competitive bidding and competitive proposals.**

**Waiver of Bids Justification: Select the one that applies and provide justification in the box.**

- (a) The health, safety, or welfare of the citizens or employees is at stake.
- (b) To get a vehicle or equipment vital to the operations of the City back into service.
- (c) If equipment needs to be taken apart to give an estimate or price.
- (d) For the purchase or rental of real estate when location is important.
- (e) Emergencies and natural disasters.
- (f) When specifications must not be made public due to covert or confidential operations of the Police Department.
- (g) When advertising must be done in a specific publication such as a trade journal, local publication, etc.
- (h) To obtain materials, equipment, or services which cannot be purchased under normal bid procedures, as confirmed by the Purchasing Agent.
- (i) When an essential government service would be interrupted.
- (j) When additional loss to public or private property might occur.
- (k) When, after notice in accordance with ordinance, no bids or proposals are received.

In August 2020, under the Chief Procurement Officer's authority, the Human Resources Department entered into a Service as a Subscription (SaaS) with Governmentjobs.com, Inc. dba NEOGOV to provide Recruitment & Tracking Services. The Human Resources Department would like to expand the current SaaS being provided to include employee evaluation, learn/train, and eForms subscriptions. After conducting market research to determine the most economical and efficient manner to expand the current SaaS, expanding with NEOGOV was determined to be the most beneficial to the City. The expansion of services would be for an additional 3 years and include implementation at a cost not to exceed \$178,484. Additionally, HR would like the option to renew the SaaS for an additional 2 one-year option to renew.

City Manager (Up to \$50,000)

**Approved by:** *A. Sorey* **Date** 7/27/2022  
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*Purchases exceeding \$50,000.00 will be placed on the next Commission Agenda pending City Manager review.*



**PROCUREMENT EXPLANATION MEMO**

*PROCUREMENT MANAGEMENT DIVISION*

TO: **Arthur H. Sorey, III**  
 City Manager

VIA: Chief Procurement Officer

FROM: Andrew D. Bejel  
 Name  
Assistant Director of HR/Risk  
 Title/Department

DATE: \_\_\_\_\_

RE: GOVERNMENTJOBS.COM dba NEOGOV

**Fiscal Amount not to Exceed:** \$ SEE BELOW **Vendor #** \_\_\_\_\_

**Purpose (How does it align with City NMB Strategic Plan?):**

The City has an immediate need to implement a scalable Applicant Tracking System in creating operational efficiencies, creating an on-line application system, minimize foot traffic throughout the agency, eliminate risk associated with routing paper forms, provide accessibility for remote/hybrid workforce and meet increased demand for on-line services for citizens and employees.

**Background:**

In August 2020, under the Chief Procurement Officer's authority, the Human Resources Department entered into a Service as a Subscription (SaaS) with Governmentjobs.com, Inc. dba NEOGOV to provide Recruitment & Tracking Services. The Human Resources Department would like to expand the current SaaS being provided to include employee evaluation, learn/train, and eForms subscriptions. After conducting market research to determine the most economical and efficient manner to expand the current

**Recommendation:**

approve request as a bid waiver. Approval required at the next available City Commission Meeting.

**Fiscal Impact / Account Number(s):**

010300-513347 - Approximately \$37k year 1 cost

**Contact Person(s):**

Francisco Rios, 305.948.2918