



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please indicate: Visa Purchase Purchase Order

Single Purchase Blanket Purchase Change Order Amendment
(For current FY) (Ongoing purchases for current FY)

DEPARTMENT/DIVISION: CMO/IT NAME OF REQUESTOR: Vicki Edwards
 If Applicable: COMMISSION MEETING DATE: 3/8/2022 AGENDA ITEM NUMBER: 22-2250

Section 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.

A. Please describe all products and/or services to be procured under this exemption:

(If additional space is needed, please attach a separate memo)

Purchase Single Sign-on for our NeoGov application

B. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:

(If additional space is needed, please attached separate memo)

NeoGov is the sole provider of their software and all of its components.

C. What steps were taken to verify that these goods and/or services are not available elsewhere?

Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, **do not leave blank**):

NA



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Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, **do not leave blank**):

NA

D. Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

Patent, copyright or unique design restrictions (**Sole Source**) *Attach verification from Manufacturer*

Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination (**Sole Source**) *Must attach verification from Manufacturer*

Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function (**Sole Source**) * Must attach verification from Manufacturer*

Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the “sole or single source” restriction (**Single Source**) * Must attach verification from Manufacturer*

When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is **available** from only one source. Testing must be performed as often as practical (**Single Source**) * Must attach verification from Manufacturer*

Purchases for a brand product are to be made from one selected **supplier**, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City’s needs (**Single Source**). *Must attach backup/supporting documentation to this form.

Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative (**Single Source**) * Must attach verification from Manufacturer*



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The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available through a sole or single source. If competition is available, the parts and equipment must be competed. **(Standardization) *Must attach justification to this form. For brand-specific items, quotes should still be obtained***

Other: None or some of the above apply. ***Detailed explanation and justification for this sole/single source request must be provided below. Attach additional pages as necessary***

E. Vendor Information

Vendor Name: NeoGov Vendor Number: 5696
 Address: 300 Continental Blvd Suite 565, El Segundo, CA 90245-5614
 Contact: _____ Phone: 310-426-630 Email: accounting@neogov.net

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 16,329.75

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ _____

(For Purchasing Division)

Verified By: Software in Use/Standardized Date Posted: _____

Sole/Single Source Number: _____ Eff. Date: _____ Exp. Date: _____

PURCHASE DETAILS



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Please provide the amount of the purchase for this product or service: \$ 2,450.00

Account # 001-0710-516-54-00 Project # _____ Subtotal \$ 2,450.00
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	Single Sign On Subscription	Each	1	2.450.00	2450.00
Shipping (FOB Destination)					
Total					2,450.00

Attach Additional Pages if Necessary

I approve the Sole/Single Source/Standardization procurement(s) as requested herein:

Requesting Department Director: **Eric Ryan** Digitally signed by Eric Ryan
DN: CN=Eric Ryan, O=City of North Port, OU=Information Technology,
E=eryan@cityofnorthport.com, C=US
Reason: I am the author of this document
Location: your signing location here
Date: 2022.02.14 15:45:19-05'00'
Foxit PDF Editor Version: 11.2.1 Date: 2/14/22

Budget Administrator: **Lisa Herrmann** Digitally signed by Lisa Herrmann
Date: 2022.02.14 15:08:19 -05'00' Date: _____

Purchasing: **Ginny Duyn** Digitally signed by Ginny Duyn
Date: 2022.02.14 14:47:04 -05'00' Date: _____

Finance Director (If applicable): **Kimberly Williams** Digitally signed by Kimberly Williams
Date: 2022.02.14 16:52:49 -05'00' Date: _____

Assistant City Manager (If applicable): **Juliana B. Bellia** Digitally signed by Juliana B. Bellia
Date: 2022.02.15 10:09:14 -05'00' Date: _____

City Manager (If applicable): _____ Date: _____

Print Form **Clear All Fields**

September 24, 2021

Vicki Edwards
City of North Port
4970 City Hall Blvd
North Port, FL 34286

Subject: NEOGOV Sole Source Justification

Dear Vicki,

This letter is in response to your request for a Sole Source procurement letter. Governmentjobs.com, Inc. (d/b/a NEOGOV), is the largest provider of Workforce Management Solutions tailored for Public Sector. We are the sole-source provider of software licenses and related services for the following NEOGOV solutions:

- Insight Enterprise
- Governmentjobs.com
- NEOGOV Perform
- NEOGOV Onboard
- NEOGOV Core HR Employee Management

These NEOGOV solutions are developed within, and supported by, our organization for services in the state and local government marketplace.

In addition, NEOGOV is the sole provider for all related solution training, system documentation, hosting services, and maintenance for all products listed herein.

Recipient understands it is solely responsible for determining the availability and compliance with sole source procurement.

Sincerely,



Mike Burns
Accounting Director, NEOGOV



NEOGOV

HUMAN RESOURCES MANAGEMENT SUITE

for the public sector

Exhibit A
Order Form



NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV")
300 Continental Blvd, Suite 565
El Segundo, CA 90245
United States
billing@neogov.com

Customer:

North Port, City of (FL)
4970 City Hall Blvd
North Port, FL 34286-4100
USA

Quote Valid From: 10/14/2021
Quote Valid To: 3/31/2022

Quote Number: Q-03212
PaymentTerms: Annual,Net 30

Employee Count: 543
Order Summary

RECURRING

Service Description	Start Date	End Date	Term Price
Single Sign On Subscription			\$1,450.00
RECURRING TOTAL:			\$1,450.00

ONE-TIME

Service Description	Start Date	End Date	Term Price
Single Sign On Setup			\$1,000.00
ONE-TIME TOTAL:			\$1,000.00

ORDER TOTAL: **\$2,450.00**

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. 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.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

**"North Port, City of
(FL)"**

NEOGOVS

Signature: _____

Signature: _____

Print Name: _____
MAYOR

Print Name: _____

Date: _____

Date: _____

WITNESS:
Signed By: _____

Approved as to form and correctness:

Print Name: _____

By: _____

CITY ATTORNEY