



Financial and Administrative Service Department
Purchasing Office
PO Box 1088, Austin, Texas, 78767

Responsible Department:	Austin Travis County EMS
Project Name:	Online Recruiting Solution
Contractor Name:	iCIMS, Inc.
Contract Number:	MA 9300 NS180000068
Contract Amount:	Total Subscription Fees: \$154,500.00 Year 1 – One-Time Fees \$14,375.00 Tiered Subscription Fees \$30,900.00 Year 2 – Tiered Subscription Fees \$30,900.00 Year 3 – Tiered Subscription Fees \$30,900.00 Year 4 – Tiered Subscription Fees \$30,900.00 Year 5 – Tiered Subscription Fees \$30,900.00
Contract Period:	08/30/2018 – 08/29/2023











Austin, TX EMS Countersignature

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08/30/2018

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By:	Ryan Kanis (Ryan.Kanis@icims.com)
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-  Document created by Ryan Kanis (Ryan.Kanis@icims.com)
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City of Austin Purchasing Office

Sole Source Certificate of Exemption

DATE: July 31, 2018

DEPT: Emergency Medical Services

TO: Purchasing Officer or Designee

FROM: Mary Hoad, Manager

PURCHASING POC: Sai Xoomsai (Purcell) PHONE: 512-972-7232

Chapter 252 of the Local Government Code requires that municipalities comply with certain competitive solicitation procedures before entering into a contract requiring an expenditure greater than \$50,000, unless the expenditure falls within an exemption listed in Section 252.022 or other applicable law.

Refer to Local Government Code 252.022 for a complete list of exemptions:

[Link to Local Government Code](#)

This Certificate of Exemption must be complete, fully executed, and filed with the City Purchasing Office.

The City has deemed this procurement to be exempt from the competitive solicitation requirements of LGC Chapter 252 based on the following facts:

1. The undersigned is authorized and certifies that the following exemption is applicable to this procurement.

Please check the criteria listed below that applies to this sole source request:

- ☒ Items that are available from only one source because of patents, copyrights, secret process, or natural monopolies.
- ☐ Films, manuscripts or books that are available from only one source.
- ☐ Gas, water and other utilities that are available from only one source.
- ☐ Captive replacement parts or components for equipment that are only available from one source.
- ☐ Books, papers and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials.
- ☐ Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.

2. Describe this procurement including the following information as applicable:

- What it is for and why it is needed?
- What is the municipal purpose that this procurement addresses or furthers?
- Why is the procurement a sole source?
- Has this procurement or a similar procurement been competitively solicited in the past?
- Why is the vendor the only viable solution?
- Are there any other alternative solutions? If so, why are those alternatives unacceptable?
- Is there a concern regarding warranty, compatibility, and/or routine safety?
- Are there territorial or geographic restrictions for the product distribution and sale?
- Are there other resellers, distributors, or dealers in the market?
- What other suppliers or products/services were considered?
- If the product is designed to be compatible with existing equipment/item/system, describe the age, value and useful life remaining of the current equipment/item/system. What is the estimated cost of buying new equipment/item/system? What is value of buying the addition versus buying all new?
- Is there a way to retrofit another brand? What is this estimated associated cost?
- What specialized training or certifications are necessary to maintain or repair the equipment/item/system? Is it specific to the proposed vendor?
- **Prices were determined to be reasonable based on the following (select all that apply):**

- ☒ Prices are the same or similar to current City contract.
Notes: At a minimum, note the City of Austin contract number and title.
- ☐ Prices are the same or similar to current contract with another government.
Notes: At a minimum, note the contract number, title and government that created the contract.
- ☐ Prices are on a current and publicly available list price, for the same or similar products, available to all government and commercial customers.
Notes: At a minimum, note the list price title, source of the list price (catalog and catalog publish date or web address and download date).
- ☐ Prices are established by law or regulation.
Notes: At a minimum, note the legal or regulatory reference that established the prices.
- ☐ Other means of determining Price Reasonableness.
Notes: Describe any other source that was used to establish Price Reasonableness.

* The questions in the form are designed to justify why this purchase should be exempt from a competitive procurement process. Failure to provide adequate documentation to substantiate the request may lead to the request being rejected.

This contract will provide ATCEMS with a hosted Applicant Tracking System (ATS). This hosted software application would enhance ATCEMS recruitment and outreach, streamline the application process, track candidates from interest card through hire (or any other outcome), house candidate contact information, and track all the elements of the hiring process.

One of the main goals, with the implementation of a new ATS is for ATCEMS Recruiting to manage all of the hiring process workflow through the ATS. The new system should reduce the duplication of data entry into various systems and platforms and reduce manual creation and/or manipulation of data for reporting purposes. Another goal is to have any appointment scheduling required during the hiring process completed by the candidates through a scheduling/calendar feature provided within the ATS. Additionally, all electronic communications, whether sent automatically or manually, between ATCEMS and the applicant should be delivered to the candidate through the system, improving the candidate experience.

The ATCEMS Recruiting team has conducted multiple demonstration with other ATS software companies and none have compared to the service and/or capabilities that iCIMS can provide to meet the Civil Service and Public Safety needs. The COA would like to maintain uniformity within the Public Safety departments and iCIMS is currently the ATS platform that the Austin Police Department is using. Therefore, ATCEMS is moving forward with a Sole Source contract to acquire iCIMS as its Applicant Tracking System platform.

Per master agreement NA170000223, the online recruiting solution utilized by Austin Police is a solution costing \$5,172.00 less but offers less applicant life cycle management capabilities, while the requested ATCEMS ATS solution is more robust and comprehensive.

Lastly iCIMS is the sole nationwide distributor of its cloud solution.

3. Forward the completed and signed Certificate of Exemption to the Purchasing Office along with the following documentation:
- ☒ Scope of Work or Statement of Work or Vendor Proposal
 - ☐ Vendor's Quote
 - ☐ Project timeline with associated tasks, schedule of deliverables or milestones, and proposed payment schedule
 - ☒ Vendor's or Manufacturer's (if vendor is a sole authorized distributor) sole source letter: less than 6 months old, signed by an authorized representative, and on company letterhead, should clearly state they are the sole provider and explain why
4. Based on the above facts and supporting documentation, the City of Austin has deemed this procurement to be exempt from competitive procurement requirements pursuant to Texas Local Government Code section 252.022(7) and will contract with:
- (Vendor Name): ICIMS INC. (V00000945002) for
- (Description of Procurement): Applicant Tracking System SAAS Solution
5. Check the contract type (one-time or multi-term) and fill in the dollar amount and term as applicable:
- ☐ This is a one-time request for \$ _____
 - ☒ This is a multi-term contract request for 12 (# months for base term) in the amount of \$43,775 with 4 (# of renewal options) for \$ 30,900 each for a total contract amount of \$ 167,375 .[WM1][AW2]

Recommended
Certification

Myra
Originator

8/27/2018
Date

Approved
Certification

Keith
Department Director or designee

8/27/18
Date

Rfull
Assistant City Manager / General Manager
(procurements requiring Council approval)

8/30/18
Date

Purchasing Office
Review

[Signature]
Authorized Purchasing Office Staff

8/30/18
Date

Purchasing Office
Management Review

[Signature]
Purchasing Officer or designee
(procurements requiring Council approval)

8/30/18
Date



iCIMS, Inc.
101 Crawford's Corner Road
Suite 3-100
Holmdel, NJ 07733

June 28, 2018

To Whom It May Concern:

This letter is to confirm that there are no distributors from which you can purchase an iCIMS Subscription for our SaaS offerings within the continental United States.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Erin A. Watkins'.

Erin A. Watkins, Esq.
Associate Counsel
iCIMS, Inc.