

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Bureau of Human Resources, Talent Management Division			
Department Contract Administrator or Grant Coordinator:		Jessica Crosby			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 25,000.00	Advantage CT / RQS #:	1068 20200031800*		
CONTRACT	Proposed Start Date:	3/27/2020	Proposed End Date:	3/28/2021	
AMENDMENT	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		Recruiterbox Inc, 911 E. Pike Street Seattle, WA 98122			
Brief Description of Goods/Services/Grant:		Recruiterbox is the online applicant tracking system managed by the Bureau of Human Resources that is utilized by all departments in State government to post jobs and review applications.			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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PART III: SUPPLEMENTAL INFORMATION

Recruiterbox was purchased and implemented by BHR in March 2018 to allow agencies statewide to advertise their jobs online and accept electronic employment applications. Currently this is the only method by which all agencies in state government post jobs, collect candidates and review qualifications for all Maine State Government executive branch jobs. A delay or break in service would result in all agencies reverting to a paper application process, and require increasing personnel or create significant delays, which would decrease efficiency and reduce visibility of employment opportunities with state government. Recruiterbox is critical to the operations in the fulfillment of vacant positions. Without this service there would be a reduction in the number of qualified candidates the state could attract; it is important to be visible with modern online recruitment practices.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

As Recruiterbox has been in place for two years in State government, HR and managers statewide have been trained in the system and have adapted their hiring workflows to work within the system. It is a web-based applicant tracking system that allows for one click posting to multiple free job boards for increased visibility of state government jobs. Recruiterbox automates the state's recruitment process so job posting, recruitment, application and resume management are all in one location, with the added feature of sorting applicants based on required qualifications. Recruiterbox provides our HR teams with analytics on what sources are the best return on investment when recruiting, so they can identify the most appropriate ways to acquire successful candidates.

While the system itself is not unique in the ATS industry, implementing a new system or having to go out to bid would halt the recruitment and hiring process throughout all agencies in the Executive Branch of state government. The cost associated with implementing a new system or reverting to a paper process far outweighs the cost of renewing RecruiterBox.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

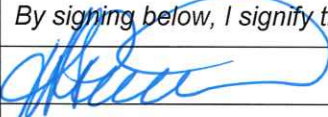
The annual cost is proposed at \$25,000, which is the same as the prior year. This is a discount- for an organization of our size and usage the typical cost is \$58,000. Additionally, a quote obtained in March 2018 when reviewing applicant tracking systems revealed other vendors were more expensive than Recruiterbox (Bullhorn Talent was a cost of \$59,000 annually).

4. Describe the plan for future competition for the goods or services.

Recruiterbox is meant to be a stopgap subscription until Workday, with its recruitment module, is deployed. The time required to do an RFP process, implement a new system, and train HR personnel statewide in its use would exceed the amount of time needed to launch Workday.

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PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	<i>Heather L. Perreault</i>	Date:	<i>3/17/2020</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
	AEEED9C7B3A804E... Justin Franzose		
Printed Name:	Justin Franzose	Date:	3/20/2020