

State of Maine Waiver of Competitive Bidding Request Form

Form Instructions: Please provide the requested information in the white boxes below. This form is to precede all contract requests that are not the direct result of a competitive bid process.

Requesting Department's Contract Administrator:	Jessica Crosby	Office/Division/Program of Contract Administrator:	Bureau of Human Resources, Talent Management Division
Est. Contract Amount:	\$ 25,000	Contract or RQS Number:	
Proposed Start Date:	3/15/19	Proposed End Date:	3/14/2020
Vendor/Provider Name, City, State	RecruiterBox Inc, 911 E. Pike Street Seattle, WA 98122		
Short Description of Good or Service:	Online applicant tracking system.		
Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Procurement Services website for a period of seven consecutive calendar days.		To be completed by the Division of Procurement Services Posting dates on Division of <i>Procurement Services</i> website: From: <u>4/2/2019</u> To: <u>4/8/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0420190404	
1. Statutory Justification			
State of Maine statute (5 M.R.S. §1825-B(2)) allows waivers of competitive bidding only for the specific reasons listed below. Please mark the appropriate box (X) next to the justification which applies to this specific request.			
<input type="checkbox"/>	A. The procurement of goods or services by the State for county commissioners pursuant to Title 30-A, section 124, involves the expenditure of \$2,500 or less, and the interests of the State would best be served;		
<input type="checkbox"/>	B. The Director of the Bureau of General Services is authorized by the Governor, or the Governor's designee, to make purchases without competitive bidding because, in the opinion of the Governor or the Governor's designee, an emergency exists that requires the immediate procurement of goods or services;		
	<i>If citing the above justification for this Waiver of Competitive Bidding request, please have the requesting Department's Commissioner or Chief Executive (as the Governor's "designee") sign and date on the right.</i>	<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i> Signature: Printed Name: _____ Date: _____	
<input checked="" type="checkbox"/>	C. After reasonable investigation by the Director of the Bureau of General Services, it appears that any required unit or item of supply, or brand of that unit or item, is procurable by the State from only one source;		
<input type="checkbox"/>	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
<input type="checkbox"/>	E. The purchase is part of a cooperative project between the State and the University of Maine System, the Maine Community College System, the Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State involving: (1) An activity assisting a state agency and enhancing the ability of the university system, community college system, Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State to fulfill its mission of teaching, research, and public service; (2) A sharing of project responsibilities and, when appropriate, costs; <i>If citing the above justification for this sole source request, please note that the specific approval of the Governor's Office is required, in accordance with Executive Order 26 FY 11/12, "An Order to Enhance Competitive Bidding". The approval must be documented on DAFS/BGS/Division of Procurement Services "GOVCOOP" form, found here: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i>		
<input type="checkbox"/>	F. The procurement of goods or services involves expenditures of \$10,000 or less, in which case the Director of the Bureau of General Services may accept oral proposals or bids;		
<input type="checkbox"/>	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single source is the most economical, effective and appropriate means of fulfilling a demonstrated need.		
<input type="checkbox"/>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:		

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Please note that the following four points below (#2 through 5) all require a response.

2. Description of Specific Need

Please identify, and fully describe, the specific problem, requirement, or need the resulting non-competitive contract would address and which makes the goods or services necessary. Explain how the requesting Department determined that the goods or services are critical and/or essential to agency responsibilities or operations.

RecruiterBox was purchased and implemented by BHR in March 2018 to allow agencies statewide to advertise their direct hire jobs online and accept electronic employment applications. Currently is the only method by which all agencies in state government post jobs, collect candidates and review qualifications for direct hire jobs. By June 2019 all open competitive jobs with the State of Maine will also be managed through RecruiterBox, meaning it will be the one resource used to manage job openings with the State of Maine. A delay or break in service would result in all agencies reverting to a paper application process, 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.

3. Availability of other Public Resources

Please explain how the requesting Department concluded that sufficient staffing, resources, or expertise is not available within the State of Maine's government, or other governmental entities (local, other state, or federal agencies) external to the requesting Department, which would be able to address the identified need more efficiently and effectively than the identified vendor.

Currently the only other resource available within state government that provides a similar service is Aprtac, a legacy system that BHR is in the process of shutting down due to high cost (\$80,000 annually), lack of functionality and technical concerns.

4. Cost

Since a waiver of competitive bidding is being requested for this procurement, please explain how the requesting Department concluded the negotiated costs, fees, or rates are **fair and reasonable**.

The State of Maine's use of RecruiterBox has grown since the prior year of service, and thus the annual cost is proposed at \$25,000. This is a discount- for an organization of our size and usage the typical cost is \$58,000 (please see attached quote from vendor). 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).

5. Future Competition

Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

RecruiterBox is meant to be a stopgap subscription until the HRMS, with its recruitment module, is deployed.

Please note that only one of the two points below ("Uniqueness" or "Timeframe") requires a response. Requesting Departments are not required to respond to both points.

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6. Uniqueness

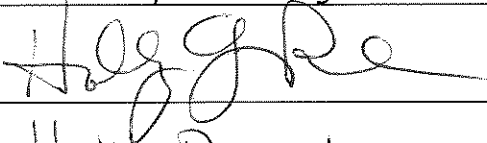
Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

As RecruiterBox has been in place for close to a year at the State of Maine, 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, including Indeed, 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 spot, 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 best 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.

7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. impact if delayed beyond this date). Also, provide information as to how it was determined this vendor is the best option to address this time-sensitive procurement.

Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
Printed Name:	
Date:	Holly Pamela 1/25/19