



**STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

STATE PROCUREMENT OFFICE
STATE OF HAWAII

09 JUN -5 P 3:01

1. TO: Chief Procurement Officer
2. FROM: Department of Human Resources Development

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Subscription license to NEOGOV Insight Enterprise System. See attached sheet for details.

4. Name of Vendor: GovernmentJobs.com, Inc. (dba NEOGOV)
Address: 222 North Sepulveda Blvd., Suite 2000
El Segundo, CA 90245

5. Price:
\$126,000/yr (approx.)

6. Term of Contract: From: 7/1/09 To: 6/30/11

7. Prior Exemption Ref. No.
07-122-C

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
Please see attached sheet.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

A review of the recruitment and examination functional requirements was conducted by the Employee Staffing Division (ESD). An assessment of alternatives available to the ESD was conducted. Discussions involved staff from ESD, the Department's Information Systems Office and Administrative Services Office, the Department of Accounting and General Services' Information and Communication Services Division (ICSD), other public sector (government) agencies responsible for the recruitment and examination functions, and the National Association of State Personnel Executives (NASPE). Approval by the Director will be obtained as part of the final approval process.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

A request is completed that identifies the program requirements and costs associated with the exempted procurement. The request is routed to the Administrative Services Office, Information Systems Office, and to the Director for review and approval.

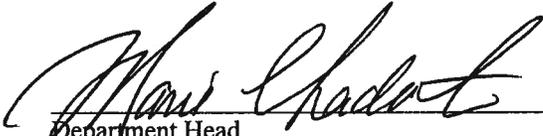
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Marie Laderta	Director	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Renee Tarumoto	Employee Staffing Division Chief	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
David Keane	IT Administrator	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Mary Ann Teshima	Administrative Services Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Debra Nishiyama	Recruitment Branch Administrator	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Human Resources Development Contact Name: Mary Ann Teshima Phone Number: (808) 587-1150 Fax Number: (808) 587-1404
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



 Department Head

6/5/09

 Date

Reserved for SPO Use Only	
15. Date Notice Posted <u>6/8/09</u>	
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: <p align="center"> The State Procurement Office has repeatedly requested additional information from the department but none were provided. This request is disapproved as it does not meet the requirements for an exemption from competition. There are numerous recruitment companies able to render services. The claim that NEOGOV "... is an exclusive public sector web-based, subscription system, and has essential capabilities to handle recruitment and examination function ..." is not justification for an exemption. </p>	

16. APPROVED DISAPPROVED NO ACTION REQUIRED



 Chief Procurement Officer Date 9/21/09

3. Description of goods, service or construction:

NEOGOV Insight Enterprise is a web-based software system for public sector recruitment, selection, and applicant tracking; and includes the capabilities for analysis, reporting, and human resources workflow automation. NEOGOV Insight has the following unique features and capabilities that are essential for the Department's Employee Staffing Division to perform its recruitment and examination functions:

- a. It is a fully integrated recruitment, examination, certification, selection, and applicant tracking system designed specifically for public sector (government) agencies. The system has online application screening and auto-scoring capabilities; a fully automated certification and list maintenance process; and can generate reports on turnaround time and tracking of recruitment efforts. The software is easy to use, flexible and allows the user to customize fields and tables, facilitating use of the system.
- b. It is a web based system that provides online application service 24 hours, 7 days a week; and posting of available state jobs on a leading public sector job seeker portal.
- c. Provides applicants with the ability to save their applications in progress, receive an email notification of the opening of recruitments that they are interested in, update their application online, and check the status of their application in the screening process.
- d. Provides applicants with the ability to create a master application that can be used to apply for jobs with other vendor customers. For example, a job seeker may apply for a position with the City and County of Honolulu, State Judiciary, Department of Education, or County of Kauai using the same master application because these Hawaii government agencies all use the NEOGOV Insight system.
- e. Because the software is designed specifically for government staffing, it features "best practices" based on government application design, debugging and programming capabilities. The vendor has biweekly telephone conference workshops to bring together its public sector users to discuss new functionality needs, client issues, and to create a brain trust of knowledge shared among all clients. New programming work is performed by the vendor's programmers, beta-tested and rolled out to clients on a continual and real-time basis at no additional costs.
- f. Allows all departmental Personnel Offices to have electronic access to the requisition/approval/transmit phases, online status reports, and to electronically receive certified lists of eligibles and the applicant's job applications.

8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:

Procurement by competitive means is not practicable or advantageous for the State for the following reasons:

- a. The NEOGOV Insight Enterprise software system is designed specifically for public sector (government) agencies; it has unique features and capabilities that are essential for the Department's Employee Staffing Division to perform its recruitment and examination functions; and it can be implemented immediately into live production without additional hardware or software.
- b. NEOGOV has over 400 government agencies across the U.S. using their software system. Locally, NEOGOV Insight is used by the City and County of Honolulu, the State Judiciary, Department of Education, and the County of Kauai. All agencies are very satisfied with how the system has improved their recruitment and examination operations.
- c. Through the use and evaluation of NEOGOV Insight, the software has proven to be an easy-to-use solution that can be quickly implemented, provides for future workflow automation, and is cost effective. Because NEOGOV Insight is web-based, there is no need for the State to buy and maintain additional hardware or software. Software upgrades and enhancements are included in the annual license subscription and occur in real time, ensuring that the State always has the most up-to-date functionality available.
- d. NEOGOV Insight maximizes our operating capabilities and enables us to simplify and standardize our complex human resource operations through a single, online solution that can be quickly deployed across multiple departments and divisions – without requiring the purchase of additional licenses or staff time to develop new programming codes.