

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701



Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

Purchasing Use Only:	
Approval#:	180502

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1a	Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:		
	State Agency: <i>Department of Administration, Division of Human Resource Management</i>		
	Contact Name and Title	Phone Number	Email Address
	<i>Peter Long, Administrator</i>	<i>(775) 684-0101</i>	<i>plong@admin.nv.gov</i>

Vendor Information:	
Identify Vendor:	<i>LinkedIn</i>
Contact Name:	<i>Gretchen Klees</i>
Address:	<i>1000 West Maude Ave, Sunnyvale, CA 94085</i>
Telephone Number:	<i>(312) 999-4428</i>
Email Address:	<i>gklees@linkedin.com</i>

1c	Type of Waiver Requested – Check the appropriate type:	
	Sole or Single Source:	<input checked="" type="checkbox"/>
	Professional Service Exemption:	<input type="checkbox"/>

Contract Information:					
1d	Is this a new Contract?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Amendment:	#			
	CETS:	#			

1e	Term:			
	One (1) Time Purchase:	<input type="checkbox"/>		
	Contract:	Start Date:	<i>BOE & IFC approval</i>	End Date:

1f	Funding:	
	State Appropriated:	
	Federal Funds:	
	Grant Funds:	
Other (Explain):		<i>Personnel Assessment</i>

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	<i>\$86,799.17</i>

2	Provide a description of work/services to be performed or commodity/good to be purchased:
	<i>Provide 1 recruiter corporate license, 7 manager licenses, 51 job slots(including job wrapping), and 1 career page to enable DHRM to utilize LinkedIn as a social media platform for outreach to qualified active and passive job seekers.</i>

3	What are the unique features/qualifications required for this service or good that are not available from any other vendor:
	<i>LinkedIn is the world's largest professional network with more than 146 million users in the United States. As such, this contract will provide the State of Nevada unprecedented access to potential employment candidates including targeting recruitment efforts by pro-actively searching and contacting candidates with the appropriate qualifications for difficult to full positions.</i>

4	Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:
	<i>This is a time sensitive pilot project that will allow DHRM to utilize social media in outreach to active and passive job seekers in order to gather data and determine if this approach provides better qualified applicants for positions in State service above and beyond our current methodology of posting jobs on the State Website and conducting outreach through Job Fairs, etc. this project will give DHRM approximately 10 months to determine if date represents success in garnering higher quality applicants than our current process. Funding for the upcoming biennium will be requested in the Budget but will be removed if the project is unsuccessful. LinkedIn was chosen for the project as it is the largest professional network. If successful, and funding is approved, the normal RFP process will be utilized in determining which company will be used in the upcoming biennium.</i>

5	Were alternative services or commodities evaluated? Check One.	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
	a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i>				
	b. <i>If not, why were alternatives not evaluated?</i>				
	<i>Pilot project – alternatives will be considered if pilot successful</i>				

6	Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of ALL previous waivers MUST accompany this request.	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
	a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</i>				
	<i>Term</i>	<i>Value</i>	<i>Short Description</i>	<i>Type of Procurement (RFP#, RFQ#, Waiver #)</i>	
	<i>Start and End Dates</i>	\$			
	\$				

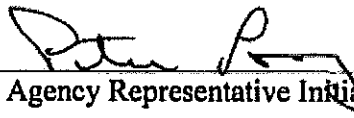
			\$		
			\$		
			\$		

7	What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?
	<i>Insufficient time to collect necessary performance data for upcoming biennium budget</i>

8	What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?
	<i>Pilot project</i>

9	Will this purchase obligate the State to this vendor for future purchases? <u>Before selecting your answer, please review information included on Page 2, Section 9 of the instructions.</u>	Yes:		No:	X
	a. <i>If yes, please provide details regarding future obligations or needs.</i>				

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.



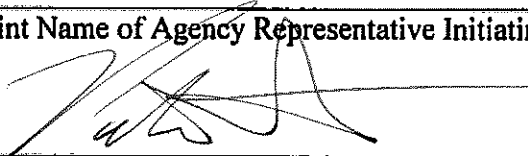
Agency Representative Initiating Request

Peter Long, Administrator, Division of Human Resource Management

Print Name of Agency Representative Initiating Request

5/4/18

Date



Signature of Agency Head Authorizing Request

5/5/18

Patrick Cates, Director, Department of Administration

Print Name of Agency Head Authorizing Request

Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. This signature does not exempt your agency from any other processes that may be required.

Name of agency or entity who provided information or review:

Representative Providing Review

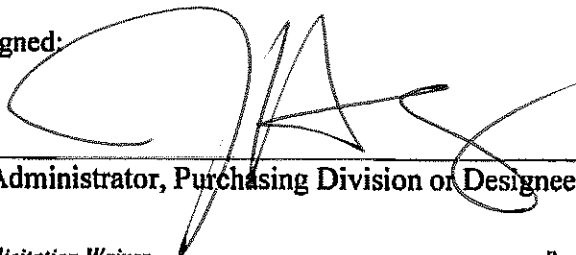
Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:



Administrator, Purchasing Division or Designee

5-4-2018

Date