



TO: Mayor Linda Gorton  
Urban County Council

FROM: Chief G.S. Colvin  
Division of Community Corrections

CC: Commissioner Kenneth Armstrong  
Department of Public Safety

DATE: March 9, 2023

SUBJECT: Interview Now Inc. Master Subscription Agreement & Sole Source Certification

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### **Request**

Council authorization is requested to establish Interview Now Inc. as a sole source vendor and accept the attached MasterSubscription Agreement.

### **Why are you requesting?**

Interview Now Inc., is a software solution created by law enforcement to communicate with applicants during the recruiting and hiring process. This software is currently being used by the Division of Police and will allow the Division of Community Corrections to communicate with potential applicants via text message. This software will allow for both group and individual texting and automated responses.

Funds are budgeted in the current FY23 budget. The annual cost of this software is \$9,000. This is also to establish Interview Now Inc., as a sole source vendor. The initial term of the agreement is for one (1) year effective with the signing of the agreement by both parties; Division of Community Corrections will have the option to renew this agreement for an additional one year term at a time. The agreement can be terminated by giving not less than thirty (30) days written notice of termination.

### **What is the cost in this budget year and future budget years?**

Funds for this purchase are budgeted - \$9,000

**Are the funds budgeted?** Yes



**File Number:** L0307-23

**Director/Commissioner:** Chief G.S. Colvin

