



TO: Mayor Linda Gorton
Urban County Council

FROM: Chief Jason Wells
Lexington Fire Department

DATE: August 30, 2023

SUBJECT: Interview Now Inc. Quote and Sole Source Certification

Request authorization to:

Authorization to establish Interview Now Inc. as a sole source vendor and move forward with the provided quote.

Why are you requesting it?

Interview Now Inc. is a software solution to ease communications during recruiting and hiring. This unique software was inspired by the Police Executive Research Foundation and the International Association of Chiefs of Police recommendations to assist agencies with providing immediate responses to potential candidates in a format that they are comfortable with - text messages. The purchase would give a local 10-digit number with a branded keyword to text, allowing immediate artificial intelligence response, directions to our website and application, and timely follow-up by the recruiter(s). The recruiter will access all information through their dashboard, easily exporting data. Mass texting of an applicant pool or specific candidates is available, and applicants can text regarding frequently asked questions. This software can be utilized by those involved at any stage in the hiring process. This is also to establish Interview Now Inc. as a sole source vendor. The attached quote requires Council and Mayor Gorton's approval.

The initial term of the agreement is two years because Interview Now offers a 20% discount with a two-year commitment. Before the term's end, renewal or termination of the contract happens with written notice to Interview Now Inc.

The department needs this action completed because:

This software benefits the members of the Division of Fire and the community we serve.

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

The cost for this FY is: The estimated price is \$10,500 (Year 1) and \$10,000 (Year 2).

Are the funds budgeted?

The funds are budgeted, or a budget amendment is in process: Yes.

Account number: 1101-505703-5731-75106

File Number:

Director/Commissioner: Wells/Armstrong

