

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015
443.412.2307

RFP 18P-008 APPLICANT TRACKING SOFTWARE SOLUTION

ADDENDUM NO. 1

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. The deadline for receipt of responses is hereby extended until **2:00 PM, Thursday, June 21, 2018**. Responses shall be sent to Kelly J. Ryan, Director of Procurement, Harford Community College, Rm. 132 Hickory Center, 401 Thomas Run Road, Bel Air, MD 21015, by the deadline indicated above. Electronic responses and responses received late will not be considered.
2. Following are vendor questions received, along with the College's responses:
 - Q1. What does 'job alerts for system users' mean? How does HCC define 'system users'?
 - R1. When a potential applicant establishes a user account, they can request alerts when jobs with certain criteria become opened, i.e. accounting, human resources, etc.
 - Q2. How does HCC define 'position management' (desirable feature 7.2.2)?
 - R2. The system can house a list of positions at the College, as well as position descriptions, and we can report on vacant vs. filled positions.
 - Q3. Requirement 7.1.2.7 (personnel requisition workflow with electronic signature) - what denotes 'electronic signature'?
 - R3. Legally accepted electronic signature format is required.
 - Q4. What version of Microsoft Outlook does HCC have? Is it an on-premise server?
 - R4. Outlook 2016, HCC hosted for employee e-mail.
 - Q5. What requirements does HCC have to illustrate compatibility with Ellucian Banner 9 (7.3.4)?
 - R5. The College is interested in integration to the extent possible. The College will score those firms who demonstrate in their responses official Ellucian partnership more favorably than those firms who do not.

- Q6. What is "7.1.1.2 Job Search agent for application"?
- R6. Application source; LinkedIn, Careerbuilder, HigherEdJobs, etc.
- Q7. What is meant by "7.1.2.2 Federal compliance updates"?
- R7. System and applications are updated with federal law employment requirements automatically, without request.
- Q8. What is meant by "7.1.2.5 Maintain search history database"?
- R8. Searches and all related materials, including requisitions, applications, reviews and ratings, and approvals, are stored electronically within the ATS and can be accessed as needed for seven years.
- Q9. What is meant by "7.1.2.6 Customizable personnel requisition fields by job/search"? Are these custom fields that can be added to a requisition? Is it required that Job A and Job B have different requisition fields?
- R9. Blank text fields can be filled out; drop box of information set up; separate applications for ongoing searches for part-time faculty which allow applicants to select academic disciplines and, in turn, allow application reviewers to view applicants for those specific disciplines. Also, we currently have a section specifically for information required for part-time hourly positions. Ideally, a person wanting to fill out a personnel requisition for either a full-time staff, full-time faculty, or part-time hourly staff job could select that at the beginning of the process, and the requisition they complete would only have relevant fields.
- Q10. Are there any language translation requirements?
- R10. Spanish
- Q11. Point Number 1.6 - Mobile friendly/application: Does this mean a mobile application or the web application needs to be responsive to mobile devices?
- R11. Responsive to mobile devices, - mobile application is a plus.
- Q12. If you need a mobile application, what are the main features in a mobile app?
- R12. HCC look, job search ease, resume upload, link from other sources such as LinkedIn.
- Q13. Point Number 1.7 Job alerts for system users: type of alerts required – emails notifications, SMS notifications, etc?
- R13. E-mail and text notifications
- Q14. Are there any browser version compatibility requirements?
- R14. Current versions of Firefox, Chrome, IE, and Safari
- Q15. Are you looking for a COTS product to customize or new system development?
- R15. Customize a commercial off-the-shelf product

- Q16. Are there any applications the system need to be integrated internally and externally?
R16. Ellucian Banner 9 and MS Outlook, as well as CareerBuilder, LinkedIn, and Google Jobs (preferred).
- Q17. Shall I put development labor cost into the "initial license fee first year" in the proposal form, or another section?
R17. This fee should be included in the "On-site Implementation, Start Up, and Training Services Fee" section of the Proposal Form.
- Q18. Is it desired to import LinkedIn profile into the proposed ATS when users apply through LinkedIn?
R18. It's a plus, but not required
- Q19. What features of Ellucian Banner 9 shall we integrate into the proposed system?
R19. The College is interested in integration to the extent possible. The College will score those firms who demonstrate in their responses official Ellucian partnership more favorably than those firms who do not.
- Q20. Which integrations with Banner are you interested in or what flow of data do you seek to automate the synchronization of? (i.e. New Hire data from Applicant Tracking to Banner, User data updates from Banner to Applicant Tracking, etc.)
R20. New hire data from ATS to Banner
- Q21. What elements are included in ad-hoc reports?
R21. Various data fields from the system – this will depend on what "canned" reports are available. Data may include such fields as Affirmative Action data, applicant sources, veteran status, search status, requisition status, applicant pool data, etc.
- Q22. How many users will be using the system?
R22. Administrative rights will likely be assigned to up to 6 employees; internal personnel requisition signatories will be approximately 110. There will be one primary contact, with a back-up.
- Q23. What you are using today for HR? Are you planning to replace it?
R23. Ellucian Banner, Delta, Other vendors, YES
- Q24. "New Hire Portal" is listed as a desirable feature. Does this mean new hires being able to electronically complete pre-boarding/Onboarding forms/activities and having these forms route to your team members (i.e. HR, Payroll, etc) is in the scope of this RFP?
R24. No – it means that the applicant can maintain their profile information, including cover letter/s and resume/s and use multiple times. Have the ability to update and maintain.
- Q25. Do you prefer flat-file (nightly batch processing) integrations or do you prefer real-time API integrations?

- R25. Prefer API real-time, but 'may' consider timely flat-file
- Q26. Do you wish to leverage a Single Sign-on method (LDAP, Shibboleth, CAS) with your Applicant Tracking System?
- R26. Yes.
- Q27. Do you use a specific background screening partner? If so, which one?
- R27. Currently use EBI
- Q28. An On-site implementation representative is being requested in your requirements. Are you requesting onsite consulting for the entire implementation or only several days? Please indicate the number of days or percentage of days the vendor representative will be at your campus.
- R28. The College is interested in on-site implementation to the extent possible. Firms should include in their responses details regarding on-site, as well as remote implementation.

END ADDENDUM 1

June 14, 2018