

**REQUEST FOR PROPOSALS**

## INTEGRATED ON-LINE TALENT MANAGEMENT SYSTEM FOR

**ALCORN STATE UNIVERSITY**

**RFP #5465**

**Issue Date: October 18, 2019**

**RFP Response Deadline: November 19, 2019 (2:00 PM, CST)**

**Alcorn State University 1000 ASU Drive #509**

**Lorman, Mississippi**

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#### 1.0 GENERAL REQUIREMENTS

* 1. **Introduction**

Alcorn State University (hereinafter “ASU”) is inviting responsible vendors (hereinafter “Proposer”) to submit proposals for the purchase of licensing software to support recruitment, on-boarding, positions and workflow, and records processes administered by the Office of Human Resources Management. This system must accommodate evolving needs as the institution grows and processes change. ASU reserves the right to purchase other solutions, if and as applicable, from the successful vendor, or to initiate another RFP at a suitable time. A more complete description of the supplies and/or services sought is provided in the proposal Specifications (Scope of Work) of the RFP. If you are interested and able to meet these requirements, we would appreciate and welcome a proposal. This RFP will set forth any evaluation criteria to be used in determining product or service acceptability.

Unsolicited proposal samples or descriptive literature are submitted at the proposer’s risk, and may not be examined or tested, will not be deemed to vary in any of the provisions of the RFP, and may not be utilized by the proposer to contest a decision or understanding with ASU.

#### Background

ASU is the oldest public historically black land-grant institution in the United States and the second oldest state supported institution of higher learning in Mississippi. ASU was founded in 1871 because of efforts to educate the descendants of formerly enslaved Africans. The institution was named in honor of the sitting governor of Mississippi, James L. Alcorn.

Currently, ASU offers degree programs in more than 50 areas, including bachelors, masters, educational specialist, and doctoral degrees. ASU has three campuses, located in Lorman, Natchez, and Vicksburg, Mississippi; and offers convenient access to an excellent education in intimate settings in Southwest Mississippi.

#### Contact Information/Proposal Submission

The contact identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful proposer.

Ms. Mertha George Purchasing Agent Alcorn State University 1000 ASU Drive #509

Lorman, MS 39096-7500

Email: [mgeorge@alcorn.edu](mailto:mgeorge@alcorn.edu)

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#### Minimum Proposer Qualifications

Each proposer must have the ability to:

* + 1. Support an Integrated On-line Talent Management Suite with multiple strategic HR applications to assist ASU’s efforts to attract, deploy, develop, motivate and manage talent. The system must leverage across the Suite the same data, process and workflow management, security, reporting and analytic tools and user portals to facilitate alignment,

Planning, decision-making and service delivery. At a minimum, the Suite must support recruitment, on boarding and workforce management, with preference for off boarding.

* + 1. Provide demonstrated experience with institutions of higher learning
    2. Provide necessary implementation, staff training, and ongoing help desk and user assistance support required for an organization similar or larger than ASU. Have organized capacity to support an online Applicant Tracking/Recruitment Management System.

#### Requests for Clarification and Requests for Change

Proposers may submit questions regarding the specifications of the RFP, in writing, on or before 4:00 p.m. (Central Time), on October 24, 2019, to the individual, address or email address listed in the Contact Information section of the RFP (1.3).

Proposers may submit requests for changes under the same conditions noted above for submitting questions. Requests for changes must include the reason for the requested change and any proposed changes to the requirements. The purpose of this requirement is to permit ASU to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident, or which unjustifiably restrict competition.

ASU will consider requested changes and, if appropriate, amend the RFP. ASU will provide reasonable notice of its decisions to all proposers.

No oral or written instructions or information concerning this RFP from ASU managers, employees, or agents to prospective proposers shall bind ASU unless included in an Addendum to the RFP.

#### Key Event Dates:

Dates are set forth for informational and planning purposes. ASU reserves the right to change as needed.

|  |  |
| --- | --- |
| ASU issues RFP | October 18, 2019 |
| Last day to submit questions to Purchasing Agent | October 24, 2019 |
| Respond to Proposers; Questions listed in Addendum | October 31, 2019 |
| Reviewed by ASU Evaluation Team | November 21, 2019 |
| Recommendation to President / VP for Finance & Administration | December 3, 2019 |
| Notification of Award | December 9, 2019 |
| Contract Start Date | January 1, 2020 |
| Project Manager Contacts (Post Award) | Dr. Wanda C. Fleming, CHRO, Human Resources Management, 601-877-6188 |

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#### PROPOSAL SUBMISSION

#### 2.1 Examination of Solicitation Documents and Explanation to Proposers

Proposers are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might affect the cost or performance of any work. Failure to do so will be at the sole risk of the proposer. Should the proposer find discrepancies in or omissions from the solicitation documents or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the Proposer shall promptly notify Ms. Mertha George via email at [mgeorge@alcorn.edu.](mailto:mgeorge@alcorn.edu) The proposer making such request will be solely responsible for its timely receipt by October 24, 2019. Replies to such notices may be made in the form of an addendum to the solicitation.

#### 2.2 Submission

The submission of a response shall be *prima facie* evidence that the proposer has full knowledge of the scope and nature of project requirements. **Faxed and E-mail proposals ARE NOT ACCEPTABLE. One (1) copy of the proposal should be submitted via jump (flash) drive, as a Word document.**

#### 2.3 Interpretation or Representations

ASU assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation

#### Addenda

The only method by which any requirement of this solicitation may be modified is by written addendum. All addenda to the proposal document should be listed on the proposal Specifications Exception Form). ASU is not responsible if a proposer does not receive the proposal revision in time to include information with the proposal submission. Addenda shall be acknowledged by signature and included with the proposal submission.

#### Proposal Preparation Costs

The costs for developing and delivering responses to this RFP are entirely the responsibility of the proposer. ASU is not liable for any expense incurred by the proposer in the preparation and presentation of their proposal or any other costs incurred by the proposer prior to the execution of a Purchase Order or Contract.

#### Cancellation of RFP

If the Vice President for Finance & Administrative Services or President/IEO determines that it is in ASU’s best interest, either reserves the right to do any of the following:

* + - Cancel this RFP
    - Modify this RFP, in writing
    - Reject any or all proposals received in response to this RFP

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#### Accuracy/Withdrawal of Proposals Prior to Proposal Opening

Proposals may be withdrawn in writing any time prior to the opening hour. However, no proposal may be withdrawn for a period of ninety (90) days subsequent to the opening of the proposal without the prior written approval of the Purchasing Agent.

#### Evaluation

Any award resulting from this RFP will be made to the proposer whose offer is determined to be the most advantageous, or “best value” to ASU, in the sole judgment of ASU. The following evaluation factors will be considered. Price as an evaluation factor shall be given the highest criteria weighing and at least thirty five percent (35%) out of the total one hundred percent (100%) total weight.

**Evaluation Criteria Maximum Points**

Qualifications & Experience 30

Ability to Perform 25

Cost Structure 35

References 10

Total Points 100

ASU reserves the right to reject any or all proposals submitted, waive irregularities, and to accept the proposal that is in the best interest of the institution. Any such decision shall be considered final and not subject to recourse. Unless we are advised to the contrary, it is understood that the proposal has been submitted in strict accordance with specifications. Any exceptions and explanations regarding the items listed should be delivered with the proposal. Complete specifications must be submitted for any substitute offered.

The successful proposer will be notified of their selection within three business days following approval of the Mississippi Institutions of Higher Learning Board of Trustees (if applicable). Notice will be made by email or telephone. The proposer may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from ASU. This proposal will be awarded in its entirety to one proposer. ASU reserves the right to make moderate alterations to conform to budget limitations.

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#### INSTUCTIONS TO PROPOSERS

Read the following instructions carefully before submitting any proposal. Failure to follow these instructions may result in the rejection of your proposal. ASU reserves the right to reject all proposals, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new proposals, or to request confirmation or clarification from any proposer regarding a proposal.

#### Proposal Format and Content

For ASU to evaluate proposals fairly and completely, Proposers must follow the format set forth herein and must provide all the information requested. All items identified in the following list must be addressed as concisely as possible for a proposal to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the proposal.

* + 1. **Cover Lette**r. The cover letter must confirm that the **proposer understands all the terms and conditions contained in this RFP, will comply with all the provisions of this RFP,** and should the contract be awarded to your company, you would be prepared to begin services upon contract approval from ASU. The cover letter must include the full contact information of the person(s) ASU shall contact regarding the proposal. A proposer representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether subcontractors will be used.
    2. **Experience & Operational Plan.** Proposers must describe their capabilities to provide the services requested in this RFP by providing the following:
       - A description of proposer’s experience related to this proposal
       - Relevant samples/portfolio of related work in higher education
       - Staffing and operational plan for this contract

#### Packaging of Response

Please submit (1) original and (5) copies of the proposal. The proposal documents must be submitted by U.S. mail, hand delivery, overnight carrier or certified mail in a package sealed and labeled showing the following information on the outside:

Proposer’s complete name and address RFP Number

Proposal due Date and Time

“Sealed Proposal” clearly printed on outside of envelope

**Please submit (1) copy via jump (flash) drive, as a Word Document.**

#### Late Proposals

***Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration***. It shall be the proposer’s sole responsibility to assure delivery at the designated office by the designated time. Late proposals will

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not be opened and may be returned at the proposer’s expense, or destroyed if requested.

#### Proposer’s Signature

The proposal submission form must be signed, in ink, by an individual authorized to bind (legally) the business submitting the proposal. The proposer’s signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude ASU from obtaining the best possible supply or service.

#### Proposal Opening

ASU will open all proposals submitted in a proper and timely manner and will record the names and other information specified by law and rule. Upon submission, proposals become the property of ASU and will not be returned, except in the case of late submissions.

#### Responders’ Costs

The cost of developing a proposal for this RFP belongs solely to the proposer and may not be charged to ASU.

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#### 4.0 TERMS AND CONDITIONS

* 1. **Applicability**: The following terms and conditions will become part of an agreement that will be entered by the approved proposer (hereafter “Contractor”) and ASU.
  2. **Purchase**: After notice of the award, the purchase will be put into effect by means of purchase order or suitable contract documents executed by Purchasing Agent or applicable ASU officer.
  3. **Applicable Law**: The Agreement shall be governed by the laws of the State of Mississippi, and Contractor shall at all times comply with and observe all federal, state and local laws, ordinances, and regulations which are in effect during the period of the Agreement and which in any manner affect the work or its conduct.
  4. **Agreement Assignment**: No right or duty in whole or in part of the Contractor under the Agreement may be assigned or delegated without the prior written consent of ASU. This Agreement shall be binding upon and inure to the benefit of parties hereto and their respective successors and assigns.
  5. **Right to Cancel**: ASU may cancel the contract resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty (30) calendar day’s written notice of such cancellation. Should ASU exercise this right to cancel, such cancellation shall become effective on the date specified in the notice of cancellation.
  6. **Taxes**: ASU is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, ASU will not be responsible for payment of such taxes. The contractor shall absorb the taxes entirely. Upon request, ASU’s Tax Exemption Certificate will be furnished.
  7. **Proprietary Information**: Proposer should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Mississippi Public Records Act. All information submitted will be considered public information unless the proposer identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, “Proprietary Information.” The Mississippi Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While ASU will endeavor to maintain all submitted information deemed proprietary within ASU, ASU will not be liable for the release of such information.
  8. **Negotiation**: ASU reserves the right to negotiate all elements, which comprise the proposer’s proposal to ensure the best possible consideration is afforded to all concerned. ASU further reserves the right to waive any minor irregularities in the proposal, waive any defect, and/or reject all proposals, and to seek new proposals when such action would be deemed in the best interest of ASU.

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* 1. **Retention of Documentation**: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of ASU.
  2. **Indemnification**: The Contractor shall protect, indemnify and hold ASU harmless against any liability claims and costs for injury or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operation, or performance of work in connection with the contract, resulting in whole or in part from negligent acts or omissions of the Contractor.
  3. **Substitutes to Specifications**: Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with the proposal document. A demonstration may be requested. Submit complete specifications for any substitute offered. A complete disqualification could result if these reference materials are not submitted. Indicate warranty specifications that apply to the items included in your proposal.
  4. **Disclosure**: Proposers shall disclose all relationships that might be a conflict of interest and include such information with the proposal.
  5. **Terms of Payment**: ASU operates under terms of payment of invoices for services delivered within Net 45 days from the date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will ASU agree to late fees prior to 45 days before payment is received, based on State Statutes for State funded entities.
  6. **Equal Employment Opportunity**: To the extent that the proposer is subject to governmental orders, rules or regulations pertaining to Equal Employment and/or to the maintenance of non-segregated facilities, the proposer hereby certifies that it is complying therewith, including where applicable, the submission and/or filing of Equal Employment Opportunity Compliance Reports and/or Certificates and/or filing of Certificates on Non- segregated Facilities. Compliance with 41 CFR § 60-1.4 – Equal Opportunity Clause is required.
  7. **Prevailing Wage Law**: The contractor must comply with the provisions of the Davis-Bacon and Related Acts (DBRA) and those of the US Department of Labor.
  8. **Independent Contractor Relationship**: It is mutually understood and agreed that an independent contractor relationship is hereby established, that employees of the Contractor are not employees of ASU, and that employees of ASU are not employees of the Contractor.

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* 1. **Severability**: If any provision(s) of the Agreement or its application to any party or circumstance(s) shall be invalid or unenforceable to any extent, the remainder of the Agreement and the application of its provisions to other parties or circumstances shall not be affected and shall be enforced to the extent permitted by law.
  2. **No Waiver**: The failure of ASU to insist in any one or more instances upon the performance of any one or more of the provisions of the Agreement or to pursue any rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such rights.
  3. **Endorsement**: Unless specifically authorized in writing by ASU, the Contractor shall have no right to use, and shall not use, the name of ASU, its officials or employees, or the seal or marks of the University in advertising, publicity, or promotion; nor to express or imply any endorsement of Contractor’s supplies or services.
  4. **Non-Performance**: In the event the Contractor fails to perform under the terms and provisions of the Agreement, the Contractor shall reimburse the University for any additional expense incurred to have the work completed by a third party over and above what the University would have been required to pay the Contractor had Contractor not failed to complete the work.
  5. **Force Majeure**: Neither party shall be considered in breach of the Agreement for failure to perform if such failure is caused by national or local calamity, acts of terrorism, the act or regulation of any public authority, labor difficulty or strike, war, epidemic, fire, storm, inclement weather or other act of God, or any other cause beyond the reasonable control of the non-performing party, rendering that party’s performance impossible.
  6. **Funding**: ASU represents that, as the date of the Agreement, funds to pay immediate financial obligations under the Agreement have been allocated and are available. However, ASU is a publically funded entity whose ongoing financial obligations herein are subject to allocation of funds by parties not controlled by the University. In the event, through no action initiated by ASU, the legislative body of the State of MS does not appropriate sufficient funds allowing for the continuation of the agreement, in whole or in part, and there are no funds from other sources to continue, the agreement may be terminated by ASU.
  7. **Data Security**: Contractor shall treat all data that is received from ASU, or is otherwise exposed to within University data systems, with the highest degrees of confidentiality and in compliance with all applicable federal and state laws and regulations, and ASU policies. Contractor shall employ commercial best practices for ensuring the security of all ASU electronic and paper data accessed, used, maintained or disposed of in the course of

Contractor’s performance under this Agreement. Contractor shall only use such data for fulfilling its duties under this Agreement and shall not further disclose such data to any third

Party without the prior written consent of ASU or as otherwise required by law. Upon termination or expiration of the contract, Contract will either return or confirm the secure

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destruction of all ASU documents, records and data, at the University’s election.

Without limiting the foregoing, in the course of performing its duties under this Agreement, Contractor may receive, or be exposed to, the following types of data: student education records; financial information as that term is defined in the Financial Modernization Act of 1999; protected health information as that term is defined in the Health Insurance Portability and Accountability Act; and various items of personal identifying information including, but not limited to, social security numbers, credit card numbers, financial account numbers and corresponding security or access codes and passwords, driver’s license numbers, and ASU identification card numbers. Contractor shall employ enough administrative, physical, and technical data security measures to meet the requirements under federal and state law and other standards applicable to those data, including but not limited to:

Student Education Records: The Family Education Rights and Privacy Act (FERPA), 20 USC 1232g et seq., and related regulations at 34 CFR Part 99.

Financial information including credit card and financial account numbers: The Financial Modernization Act of 1999, 15 USC 1681 et seq.; and the Safeguards Rule at 16 CFR Part 314.

Protected Health Information: The Health Insurance Portability and Accountability Act (HIPAA), 42 USC 1320d-2 (note); implementing privacy and security regulations at 45 CFR parts 160 and 164, and related agency guidance; and the terms of any Business Associate Agreement or LDS agreement between ASU and Contractor.

Proposer acknowledges and agrees that ASU is subject to Mississippi Open Records Law and understands that disclosure of some or all confidential information provided pursuant to this Agreement, or the Agreement itself, may be compelled pursuant to that law. ASU agrees that, upon receipt of a request for confidential information made pursuant to the Mississippi Open Records Law, it shall a) promptly notify Contractor of the fact and content of the request, b) consult with Contractor regarding any legitimate basis on which it might resist or narrow its response to the request and c) disclose only information that ASU, in the opinion of its legal counsel, is “legally compelled to disclose.”

Notwithstanding any other provision of this Agreement, Contractor shall reimburse ASU in full for all costs, expenses, and liabilities of any kind incurred by the University because of Contractor’s failure to comply with the above data confidentiality and security requirements. This obligation shall include defending, indemnifying, and holding ASU harmless from any third-party claims or causes of action of any kind arising from or relating

to the Contractor’s use, maintenance, or handling of university data received in connection with its performance under this Agreement. These remedies shall be in addition to any other remedies provided within this Agreement or otherwise available under law.

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#### SCOPE OF WORK

Written proposals should be structured in this fashion, and include, at a minimum, the following:

* 1. Proposer Submission Form (Attachment A)
  2. Qualifications/history of organization and key personnel
  3. System Features (Attachment B)
  4. Detailed implementation plan, including estimated schedule, resource requirements and

assigned task responsibilities, interface construction, testing process and cut-over strategy (as

applicable)

* 1. Overview of proposed solutions in your Integrated Talent Management Suite
  2. Pricing and Terms
  3. Related Experience (higher education)
  4. Systems, Procedures, Accessibility, Quality Assurance, Security
  5. References, preferably institutions of higher education (Attachment E)

All proposal requirements must be provided completely, including the Applicant Tracking/Recruitment Management System spreadsheet (Attachment B, System Features). **Proposals not including Attachment B will be considered non-responsive.**

Demonstration: Proposers selected to proceed to an oral interview/online demo phase should be prepared to provide an online demonstration of the entire Talent Management Suite, with emphasis on the Applicant Tracking/Recruitment Management System, to include on-boarding, and other features.

Miscellaneous:

ASU expects to enter into a written services Agreement (“Agreement’) with the chosen proposer that shall incorporate the RFP and their proposal for the Applicant Tracking System/Recruitment Management System. The anticipated terms and conditions of the Agreement are set forth in the attached document. However, ASU may include additional terms and conditions in the Services Agreement as deemed Necessary. ASU reserves the right to utilize this RFP to add future suite solutions or to initiate a new RFP at a future date.

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#### Proposal Response

Vendor responses to this RFP should address the following. For ease of reviewer evaluation, please ensure that the number and verbiage for each requested item is listed immediately before the response.

#### Example:

**(Requested Information)**

**I.1 Name, salary, telephone number and email address for the duly authorized agent submitting the proposal.**

**(Response)**

**I.1 Xxxxxx xxxxxx, xxxxxxxxxxxx, xxx-xxx-xxx. xxxxxxxxxxxxx@xxxxxxxxxxx**

1. **COMPANY INFORMATION**
   1. Name, address, phone number and email address for the duly authorized agent submitting the proposal
   2. Documentation of any intent to use other company(s) or private individual(s) as a subcontractor for any part or the whole of services offered in response to this RFP. ASU reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work

#### BACKGROUND AND EXPERIENCE

* 1. Experience of the individual or firm in providing integrated management systems for higher education, or other comparable businesses
  2. Listing of present and former higher education, governmental or similar entities for whom the individual or firm has performed compensation management services, similar to those outlined in this RFP, within the past three years; including names, addresses, and phone numbers of the persons who may be contacted as referenced. Please indicate those that are current clients (Attachment E – Reference List)
  3. Identification of the lead representative/consultant from your firm who will head the project.
  4. Professional resume of all personnel to be involved in the study and a clear indication of the responsibilities of each. It is understood by ASU that the individuals specified in the Contractor’s proposal are the individuals who will do the work associated with the classification and compensation design and implementation plan process described in the proposal.

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II.5 A full description of the firm’s plan, approach, and procedure(s) to be used. A process diagram or flowchart is desirable, along with a proposed timeline.

* 1. Response to the conditions and requirements outlined in the RFP. Any reservations or exceptions to the RFP should be fully explained.
  2. Proof of Professional Liability insurance and policy limits. Proof of Worker’s Compensation Insurance, and proof of USCIS (I9) verification of work eligibility for all relevant staff.
  3. Proposed Fees/Compensation: Quotes should include total costs.
  4. Any additional information that the Proposer deems appropriate.

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# 6.0

**ATTACHMENTS**

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## Attachment “A” Proposer/Respondent Profile

Attach additional pages if necessary:

1. Legal name of the Proposer/Respondent:
2. Address of office, which will fulfill this contract:
3. Number of years in business related to the RFP:
4. Type of Operation: Individual: \_\_\_\_ Partnership: \_\_\_\_ Corporation: \_\_\_\_ Government \_\_\_\_
5. Number of employees dedicated to fulfillment of this contract:
6. Company-wide annual sales volume:
7. Is Proposer/Respondent currently for sale or involved in any transaction to expand or to become acquired by another business entity? Yes No

If yes, please explain the impact both in organizational and directional terms:

1. Is Proposer/Respondent currently in default on any loan agreement or financing agreement with any agreement with any bank, financial institute or other entity? If yes, specify date(s), circumstances,

and prospects for resolution. Yes No

1. Are there any circumstances impacting Proposer/Respondent that could affect Proposer/Respondent’s ability to perform under any award made through the RFP process? Yes No

If yes, please explain:

1. Proposer/Respondent is required to list individually any lawsuits or related claims that have been filed against the company in the last five years related to performing these services. The proposal must describe how the company stays current with changing local, state and federal laws and regulations related to these services, and how the company ensures compliance.

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## Attachment “B” System Features

NOTE: “Standard” means feature/capability comes standard in the proposed system

“Custom” means proposed system can be customized to include feature/capability

“N/A” means feature/capability is not available in the system

**Proposer may list additional items offered (#111)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item**  **#** | **Description of feature/capability** | **Standard** | **Custom** | **N/A** | **Comments:**  **1 = Required**  **2 - Desired** | **Proposer Comments** |
|  | **EMPLOYMENT LIFECYCLE** |  |  |  |  |  |
|  | **Requisition & Position Control** |  |  |  |  |  |
| 1. | Hiring managers, as well as HRM,  can create a requisition |  |  |  | 1 |  |
| 2. | Hiring managers can delegate  responsibility to another hiring manager/delegate (i.e. in the event they are on vacation or duties change) |  |  |  | 1 |  |
| 3. | A requisition can be created for  internal recruitments with separate/different steps than external recruitments and the ability to design/change |  |  |  | 2 |  |
| 4. | Multiple positions can be filled with  the same requisition |  |  |  | 1 |  |
| 5. | Documentation can be attached to the requisition |  |  |  | 1 |  |
| 6. | Requisitions can be electronically  routed for approvals. |  |  |  | 1 |  |
| 7. | Different requisition approval process can be creates or approval steps can be bypassed by HRM |  |  |  | 1 |  |
| 8. | System has email workflow capacity  and template capacity |  |  |  | 1 |  |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item**  **#** | **Description of feature/capability** | **Standard** | **Custom** | **N/A** | **Comments:**  **1 = Required**  **2 - Desired** | **Proposer Comments** |
|  | **EMPLOYMENT LIFECYCLE** |  |  |  |  |  |
|  | **Requisition & Position Control**  **(Cont’d)** |  |  |  |  |  |
| 9. | System tracks budgeted, authorized, filled and open positions |  |  |  | 2 |  |
|  | **Career Portal Management / Job**  **Posting** |  |  |  |  |  |
| 10. | System provides an automated  process for job posting |  |  |  | 2 |  |
| 11. | Job postings can be created from a  requisition or job description |  |  |  | 1 |  |
| 12. | System has templates for posting  similar jobs as opposed to posting from scratch |  |  |  | 1 |  |
| 13. | HRM can choose or select posting  choices (internal, external opportunities) |  |  |  | 2 |  |
| 14. | HRM can choose or select posting  choices for outside advertising |  |  |  | 1 |  |
| 15. | Postings can have automatic close  dates or be left open until filled |  |  |  | 1 |  |
| 16. | Closed postings can be re-posted  and edited |  |  |  | 1 |  |
| 17. | System supports customized, configurable online application forms |  |  |  | 1 |  |
| 18. | System allows for different  document types for uploaded resumes |  |  |  | 1 |  |
| 19. | Time zone where system servers are  located does not affect the hour the postings are automatically removed (automatic closing) |  |  |  | 1 |  |
| 20. | System differentiates internal versus  external candidates |  |  |  | 2 |  |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Career Portal Management / Job**  **Posting (Cont’d)** |  |  |  |  |  |
| 21. | Information is saved for applicants  applying for a job or editing their profile and they can save and come back at a later time without losing information |  |  |  | 1 |  |
| 22. | System provides advertising  capabilities directly from the ATS and integrates with job boards |  |  |  | 1 |  |
| 23. | System is optimized for search engines |  |  |  | 2 |  |
| 24. | System provides applicants social  media tools for sharing jobs |  |  |  | 2 |  |
|  | **Applicant Tracking** |  |  |  |  |  |
| 25. | Applicants can respond in various  ways, including web-based  application templates, HR keying applicant data, attached resumes, etc. |  |  |  | 1 |  |
| 26. | Applicants can view the status\progress of a recruitment (i.e. accepting applications, screening applications, conducting interviews, etc.) |  |  |  | 2 |  |
| 27. | Applicants can get on-line assistance  when applying or creating their profile |  |  |  | 2 (If proposer  provides) |  |
| 28. | System has interview scheduling and communication capabilities |  |  |  | 2 |  |
| 29. | System supports event (interviews,  testing, etc.) scheduling by hiring manager and applicant |  |  |  | 2 |  |
| 30. | System has applicant search capabilities |  |  |  | 1 |  |
| 31. | System has capability to do  “keyword search for applicants with a certain skill set |  |  |  | 2 |  |

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|  | **Applicant Tracking (Cont’d)** |  |  |  |  |  |
| 32. | Applicants can check on the status  of their application |  |  |  | 1 |  |
| 33. | Applicant can withdraw from a  particular position for which they have applied |  |  |  | 1 |  |
| 34. | Application process allows for  storage of questionnaires and  assessments |  |  |  | 2 |  |
| 35. | Each applicant’s job application  history is stored and reviewable |  |  |  | 1 |  |
| 36. | The status of an employee who has been terminated can be changed in the system and tagged |  |  |  | 2 |  |
| 37. | System allows unlimited access to  hiring manager and HRM to check status of hiring process |  |  |  | 1 |  |
|  | **Onboarding** |  |  |  |  |  |
| 38. | System supports ASU’s branded new  hire portal with editing capabilities and branding options |  |  |  | 1 |  |
| 39. | Task steps can be created for new hire (each required before continuing) |  |  |  | 1 |  |
| 40. | Customizable workflows for  approval processes and notifications (hiring manager, new hire, etc.) |  |  |  | 1 |  |
| 41. | Vendor maintains federal & state  forms |  |  |  | 1 |  |
| 42. | System integrates with social media  to engage new hires throughout onboarding process |  |  |  | 2 |  |
| 43. | System supports the ability to  electronically complete, sign and store the I-9 form |  |  |  | 2 |  |
| 44. | System integrates with E-Verify |  |  |  | 2 |  |
| 45. | System supports the ability to  retrieve and print all documentation for compliance audits or other regulatory agents |  |  |  | 1 |  |

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|  | **ADMINISTRATION** |  |  |  |  |  |
| 46. | Help fields are provided for hiring  managers that may need help to create a requisition |  |  |  | 2 |  |
| 47. | System provides a “note” field under  the requisition |  |  |  | 1 |  |
| 48. | System allows for set-up and change  of departments and divisions for posting purposes |  |  |  | 1 |  |
| 49. | System has capability for the  creation, use and storage of applicant questionnaires. Emails can be triggered based on knock out or no fit of applicants |  |  |  | 2 |  |
| 50. | Job descriptions can be uploaded  into the system for job postings and can be edited |  |  |  | 2 |  |
| 51. | System allows HRM to “inactivate”  an external applicant who is not eligible for re-hire for any ASU position |  |  |  | 1 |  |
| 52. | System allows for the use of Online  Consent Agreement and EEO voluntary entries for AA reporting |  |  |  | 1 |  |
| 53. | System capabilities include on-line  offer letters and new hire forms for  completion and storage |  |  |  | 1 |  |
| 54. | System supports ability to track job  offers made, accepted or declined and reasons declined |  |  |  | 1 |  |
| 55. | System utilizes on-line e-signatures |  |  |  | 1 |  |
|  | **REPORTING** |  |  |  |  |  |
|  | **Affirmative Action** |  |  |  |  |  |
| 56. | System assists with OFCCP  Internet applicant regulations by showing fields(s) to identify applicant as an “Internet Applicant,” flag those who meet minimum qualifications in order to do reporting for adverse impact testing |  |  |  | 1 |  |

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|  | **Affirmative Action (Cont’d)** |  |  |  |  |  |
| 57. | System has capability to track where  applicants fall out of the process  with reason codes why (i.e. did not meet minimum qualifications, did not respond to repeated phone calls, took another position, etc.) |  |  |  | 1 |  |
| 58. | System automatically saves previous  versions of applicant data (changed or edited application/profile) to comply with Internet applicant recording requirements |  |  |  | 1 |  |
| 59. | System automatically tracks and  saves all searches in database including date, criteria used to search, HRM staff/manager’s IF, and results of search to comply with Internet applicant recordkeeping requirements |  |  |  | 1 |  |
| 60. | System capabilities include  automated way to determine if applicant meets “minimum qualifications” such as on-line questionnaires where applicant can self-qualify |  |  |  | 1 |  |
| 61. | System supports affirmative Action  Plan preparations |  |  |  | 1 |  |
| 62. | System has automatic VETS-100 and  APP reports |  |  |  | 1 |  |
| 63. | Reports can be customized |  |  |  | 1 |  |
| 64. | System allows for all reports to be  Run/approved by HRM |  |  |  | 1 |  |
|  | **Recruiting Metrics** |  |  |  |  |  |
| 65. | System has standard metric reports,  i.e. time to fill, etc. |  |  |  | 1 |  |
| 66. | System has turnover reports from  organization-wide down to department, division and hiring manager |  |  |  | 2 |  |

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| 67. | System has workflow reporting for  requisition approvals (shows where delays occur) |  |  |  | 1 |  |
| 68. | System supports HRM’s ability to  create custom reports |  |  |  | 1 |  |
|  | **General** |  |  |  |  |  |
| 69. | System has an easy-to-use  customizable reporting  tool/software |  |  |  | 1 |  |
| 70. | Reports can be updated, saved and  retrieved |  |  |  | 1 |  |
| 71. | Workflow approvals can be tracked and reported on |  |  |  | 1 |  |
|  | **Ad-Hoc Reports** |  |  |  |  |  |
| 72. | System allows user to choose fields  to report/extract data |  |  |  | 1 |  |
| 73. | System allows for user to define  select criteria |  |  |  | 1 |  |
| 74. | Standard report export formats are  supported (CSV, XLS, PDF) |  |  |  | 1 |  |
| 75. | System allows for calculating  fields and subtotaling |  |  |  | 2 |  |
|  | TECHNICAL DEMONSTRATION |  |  |  |  |  |
|  | **Hardware Environment & S/W**  **Architecture** |  |  |  |  |  |
| 76. | Solution is offered as: Hosted,  Onsite or Either |  |  |  |  |  |
| 77. | If onsite, system is supported by  standard platforms and physical environment (i.e. VMWare, Oracle or SQL Server database, Windows operating system) |  |  |  | 1 |  |
| 78. | All major browser versions/types are  supported |  |  |  | 1 |  |
| 79. | System has no (or few) software or  hardware incompatibilities or  conflicts (Please identify) |  |  |  | 1 |  |

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|  | **Security Administration** |  |  |  |  |  |
| 80. | System has record (row) security |  |  |  | 1 |  |
| 81. | System has field (column) security |  |  |  | 1 |  |
| 82. | System has position or role based security |  |  |  | 1 |  |
| 83. | System utilizes user id / passwords |  |  |  | 1 |  |
| 84. | Password changes are required and  communicated securely (no passwords set in plain text via email) |  |  |  | 1 |  |
| 85. | System has support of SSL (https ://) |  |  |  | 1 |  |
|  | System has/requires network  security |  |  |  | 1 |  |
|  | **Screen Customization** |  |  |  |  |  |
| 86. | System allows for upload of ASU’s  graphics/banner and changes to  match ASU’s branding |  |  |  | 1 |  |
| 87. | System allows for changing screen  layout |  |  |  | 1 |  |
| 88. | System allows additional or user-  defined fields |  |  |  | 1 |  |
| 89. | System allows deleted fields |  |  |  | 1 |  |
|  | **Database Changes** |  |  |  |  |  |
| 90. | System allows for copy prod data to  develop environment for testing |  |  |  | 1 |  |
| 91. | Admin can designate a field as  “required” |  |  |  | 1 |  |
| 92. | Upgrades and new versions take  into account database/user field and screen changes |  |  |  | 1 |  |
| 93. | Federal EEO/AA code changes are  updated within the application |  |  |  | 1 |  |
|  | **Implementation Process** |  |  |  |  |  |
| 94. | System implementation includes  data conversion process |  |  |  | 1 |  |
| 95. | Resumes will come over with  conversion data |  |  |  | 1 |  |
|  | **System Upgrades/Support/Training** |  |  |  |  |  |
| 96. | Upgrades (patches) are issued when  necessary |  |  |  | 1 |  |

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| 97. | Clients are notified of pending  upgrades in a timely manner by ATS vendor |  |  |  | 1 |  |
| 98. | Vendor has support escalation path |  |  |  | 1 |  |
| 99. | Vendor has online knowledgebase |  |  |  | 1 |  |
| 100. | Backups are stored: On-site \_\_\_; Off-site \_\_\_; Both \_\_\_\_\_\_\_  Off-site; Both |  |  |  |  |  |
| 101. | Downtime/system issues are communicated during maintenance windows |  |  |  | 1 |  |
| 102. | ASU graphics and custom  configurations not affected by upgrades |  |  |  | 1 |  |
| 103. | Vendor provides training for HRM  staff and hiring managers during implementation |  |  |  | 1 |  |
| 104. | Vendor provides support for HRM staff and hiring managers post- implementation |  |  |  | 1 |  |
| 105. | Vendor provides support for  applicants |  |  |  | 2 |  |
| 106. | Describe user support model for post-implementation issues |  |  |  | Add page(s) if needed |  |
| 107. | Describe standard service level  response for support requests |  |  |  | Add page(s) if  needed |  |
| 108. | Describe how solution enhancement  requests are handled |  |  |  | Add page(s) if  needed |  |
| 109. | Describe the procedure for notice of  defects/corrections |  |  |  | Add page(s) if  needed |  |
|  | **Disaster Recovery Process** |  |  |  |  |  |
| 110. | Standard processes are in place for  disaster recovery (Please describe |  |  |  | 1 |  |
| 111. | Other offered features/services |  |  |  |  |  |

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#### 112.

Describe the experience a job seeker/applicant for the Alcorn State University would have using your solution.

**113.**

Outline specifics with regard to the solution’s user (recruiter/hiring manager) experience.

**114.**

Describe your service guarantee for all timely support and problem resolutions.

**115.**

Describe the proposed approach to training, personnel to be trained and the location.

**116.**

Describe system integrations and feed updates (push/pull).

**117.**

Describe how the application screening process works

**118.**

Who owns the data/information in the system(s) and how is the information accessed?

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**ATTACHMENT “C”**

**Minority and Disadvantaged Business Participation**

**49 U.S. Code § 47113**

Identify all First and/or Second Tier Business Relationships Contractor has with Minority, Women, Disadvantaged owned and operated businesses. (First Tier is defined as ***any supplier, regardless of type or size, which has a direct contract with Alcorn State University***; Second Tier is defined ***as any supplier, regardless of type or size that is contracted through a First Tier supplier to Alcorn State University***).

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**\*\*\* Attach additional sheet if needed**

Attested by:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ATTACHMENT “D”**

**PROPOSAL SPECIFICATIONS EXCEPTION FORM**

Any exceptions, variations, or clarifications to the Specifications must be set forth on this form and included with the Proposal Submission Form. These exceptions must be spelled out in detail, numbered and refer to exact page number for easy comparison.

Failure of the Proposer to note on this form any and all exceptions to any portion of the specifications means that the Proposer must meet or exceed in all respects all specifications not so noted.

Failure to denote exceptions in the above manner may be cause for rejection of the entire Proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ATTACHMENT “E”**

**REFERENCE LIST**

List four companies, colleges/universities preferred, to whom your company has sold and installed comparable services/products within the last three years:

1. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Attachment “F” Pricing and Terms

### Please provide your cost structure during a three year contract term of use and detail of all costs ASU would incur for the Applicant Tracking System/Recruitment Management System during this term. These costs should include, but not necessarily be limited to, the following:

* + Software license fees
  + Hosting fees
  + Transaction fees
  + Implementation fees
  + Training fees
  + Documentation fees
  + Hardware costs
  + Support fees
  + Additional third-party software costs
  + Systems integration costs
  + Maintenance costs
  + Customization costs
  + Any and all other possible fees

*\*Assume 700 employees*

### Are there additional fees associated with hiring managers or employee population? If so, please provide fee scale.

1. Please provide the current pricing structure as listed above for all solutions in your Integrated Talent Management Suite. Define your price guarantee.

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## 7.0 EVALUATION SHEET

(RFP Committee Use)

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Maximum Points*** | ***Points Awarded*** |
| *Qualifications & Experience* | *30* |  |
| *Ability to Perform* | *25* |  |
| Cost Structure | 35 |  |
| References | 10 |  |
| **Total Points** | **100** |  |

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