



METRO

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ADDENDUM ONE

RFP10-1606

Applicant Tracking System (ATS) Project

The following questions were submitted on this solicitation. In the interest of fairness the questions and answers are being provided to all interested proposers.

1. What is your first year budget for the purchase and implementation?

Metro has appropriated \$50,000 in fiscal year 2010, for the purchase and implementation of an Applicant Tracking System.

2. Are you interested in receiving information regarding on-boarding?

Proposers may submit additional information as they deem necessary. However, the proposal evaluation will be based on the criteria as it relates to the submitted, required documents in Appendix 1.

3. Can you define and give me numbers for the varying user groups for the organization?

- a. **Metro would have five administrator users. Administrators are HR personnel, who will manage the question sets, the job library templates, the content of the system emails and documents, etc.**
- b. **Metro would have seven HR users. HR users have access to the full functionality of managing active requisitions, reviewing candidates and updating the dispensation statuses, creating documents, generating emails, reports.**
- c. **Metro would have about 150 hiring managers. Hiring managers start the requisition process, review candidates per HR recommendations, select for interviews, document interview activity. However, at any point in time we would not have more than 24 hiring managers accessing the system. Additionally, their proxies, approximately another 24 staff, would be updating recruitment information.**

4. Will the integration with PeopleSoft be the only integration required for this project?

There are no integration requirements for systems other than PeopleSoft. Kronos timekeeping and Meridian learning management system are updated via interfaces with PeopleSoft.

5. Other integrations such as with a Background Vendor or with third party assessments are not specifically requested based on my review. Is that correct?

There are no integration requirements with other vendors or services.

6. How many full time and part time employees does Metro have?

Metro has 947 part-time and 700 full-time employees as of December 23, 2009. This number fluctuates throughout the year based on the seasonal nature of some operations such as the Oregon Zoo or parks facilities.

7. How many users would your organization have?

Refer to answers 3 and 6 above.

8. Will there be on premises presentations by chosen vendors?

Qualified vendors as identified during the evaluation process may be requested to provide Metro with a demonstration of their products functionality.

9. Are the following functions listed below critical:

a. Need to add attachments to applicant files.

Per the Application System Requirements 4.22 "The system allows the application to upload resumes with their job application if required by the recruitment," and 4.7 "Job applicant claiming veteran's preference is able to attach, via uploading a copy of DD214 or DD215 forms," this is a mandatory requirement of the system.

b. Need to restrict views from certain restricted users.

Per the Scope of Work – Products, item 11, the ability to provide a secure system that allows Metro to restrict access to authorized personnel is mandatory.

c. Identify who made changes to the system during the process.

Per the Scope of Work – Products, item 7, the ability to identify system changes during the recruitment process is mandatory. Metro requires a mechanism by which they can audit activity.

d. Ability to export to Adobe and Word.

Per the Scope of Work – Products, item 9, Metro has identified a need for comprehensive reporting and the ability to export to Adobe, Word and Excel in order to accomplish this goal.

e. A dashboard of data.

Per Application System Requirements 2.8 and 4.26, a dashboard containing details of current recruitments is not mandatory. However, being able to view the status and related recruitment information is a desirable feature.

10. Number of Active Employees for Metro during the peak season, the solution I am proposing is based on the employer's active employee count rather than the number of applications received or other information.

During our peak season for the Zoo and parks we employ as many as 1,800 staff. This includes full and part time employees.

11. Are the RFP documents, specifically the Application System Requirements, available in another format (excel for Application System Requirements) to facilitate completion of RFP.

At the following link, we have posted our RFP in Word format.
<http://www.oregonmetro.gov/index.cfm/go/by.web/id=32411/level=3>

12. How many internal users will be utilizing the system?

Refer to answers 3 and 6 above.

13. How many locations (branches) will be entered into the system?

Metro's administration and core operations are based at Metro Regional Center. We have several facilities that we operate: Oregon Zoo, Portland Center for the Performing Arts, Oregon Convention Center, Expo Center, Metro Central Transfer Station, Metro South Transfer Station, Blue Lake Regional Park, Oxbow Regional Park.

14. Will you have a need for the Back Office functionality of a system, such as time entry, payroll, billing and account receivable?

Metro is not looking to acquire any other systems other than that described in the RFP. We use PeopleSoft for both HRMS and Financials; Kronos for our timekeeping system. As per the RFP, we are seeking to interface with our PeopleSoft HRMS system from the Applicant Tracking System we procure.

All other terms and conditions of the original solicitation remain unchanged.

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