

ADDENDUM TWO
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. How many hiring managers will need access? Would Metro like to have recruitment request templates and appropriate approval routing tailored for each department?

- a. **Metro has five administrative users. Administrators are HR personnel who will manage the question sets, the job library templates, the content of the system emails and documents, etc.**

Metro has 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. These seven users include the five administrative users.

Metro has about 150 hiring managers. Hiring managers start the requisition process, review candidates per HR recommendations, select for interviews, document interview activity. However, at any time there would be approximately 24 hiring managers accessing the system for an active recruitment. Additionally, their proxies, approximately another 24 staff, would be updating recruitment information.

- b. **Metro wants consistency throughout the agency for our recruitment request templates.**

We want the ability to create unique approval chains for each department with accommodations for proxies in the event of staff absence.

2. Aside from the Metro career sites (The Oregon Zoo, Metro, Internal, etc) can we get a list of job boards and other locations where the jobs potentially be posted or advertised?

We advertise in our local newspaper, The Oregonian, as well as local minority newspapers. For our web-based posts, we may submit announcements to sites such as Monster.com, CareerBuilder.com and craigslist.

3. Does Metro have a preferred vendor for Criminal History Check?

We have no preferred criminal history check vendor. Metro is not currently performing criminal history checks but will be do so in the near future.

4. For integration purposes – would it be a post hire push to Peoplesoft or is it bi-directional (i.e. Vacancy comes over from Peoplesoft to HRMC Acclaim or just an integration post offer accepted of the new hire data?

Position management is not uniformly applied across the agency: seasonal staff is not subject to position management. This makes it difficult to identify vacancies for all recruitments. We anticipate the integration with PeopleSoft to be triggered by offer acceptance.

5. Can Metro elaborate on their vision for a “dashboard” that will integrate Metro’s internal and external websites? Is this a centralized career website with the “look and feel” of Metro’s website?

Our idea of an *internal* recruitment dashboard is an on-line location for the use of HR and hiring managers listing open recruitments and their current status with links to associated pages for managing each recruitment.

An *external* recruitment dashboard would display the status of all open recruitments on Metro's external websites.

We want the site to have the "look and feel" of Metro's website.

6. Does Metro have a tentative go-live date? This will be helpful for us to prepare a detailed project plan.

Per the Scope of Work – Schedule, we are working toward a go-live date of June 30, 2010.

7. How many HR staff will need to be trained? Does Metro have a preference between on-site instructor led training or web-based instructor led training? Is train-the-trainer option open for consideration? (Depending upon the number of hiring managers – this may or may not make sense)

Two or three HR staff and one IT staff member will be on the implementation team. We expect that these staff will receive instructor-led training on the set-up and administration of the system.

Four additional HR functional staff will be managing recruitments in the system. We expect that these staff will receive two kinds of training:

- **Generic navigation and use of the system. This could be web-based training.**
- **Metro-specific training in revised business processes. This will be conducted by the implementation team.**

We will train additional staff in system usage related to Metro business processes, as needed.

8. Can you elaborate on what is meant by Cascading style sheets for formatting job announcements?

Metro uses the industry standard cascading style sheets as a mechanism to provide uniform appearance.

9. Would a candidate have a completed DD214 or DD215 completed at the time of an application or is this more of an attachment after the process? An elaboration would be helpful.

DD214 and DD215 are documents provided to veterans upon discharge from the military. We want to provide the applicant the ability to upload scanned images of these form(s) into the system. We use these as verification of veteran's status.

10. Does Metro use 3rd party assessments? If so, would they need to be integrated into the application process?

We do not use a 3rd party for assessments.

11. Has METRO seen any demonstrations from ATS vendors. Would this be part of the vendor selection process?

We have researched the marketplace but have not had any vendor demonstrations. Qualified vendors identified during the evaluation process may be requested to provide Metro with a demonstration of their products functionality.

12. Our ATS platform is fully integrated with any of the following services to streamline the hiring through on-boarding process: assessment tests, background checks, electronic I9 form and EVP. Is this of value to METRO?

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.

13. How many companies have shown interest for this RFP.

At this time we do not know how many responses we will receive. We have sent out 47 e-mail notifications of our RFP to potential proposers.

14. Is there a list which you could share about the participating agencies.

We are seeking a system solely for Metro's use. Metro operates several facilities: 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. However, these are managed by Metro and are not considered separate agencies.

15. Do they have any preference for the technology in which the application is developed? As per their standards the application development programming language for information systems is listed as ColdFusion (page 19 of RFP, last but one, item of Exhibit A). However they already have MS IIS 6.0 and SQL Server 2008 so we can find out if they have no preference for a development programming platform as we propose to develop the software as a hosted .NET web application with C#, ASP.NET and .NET 3.5 framework??

We believe .NET is the emerging standard at Metro.

16. Do you want us to develop and customize the product on Metro site or it can be done from our premises?

We are agreeable to whichever is most cost effective. However, development proposals need to be cognizant of our June 30, 2010 go-live date per the Scope of Work schedule.

17. Do you prefer the application to be hosted at your environment or it can be hosted locally here?

We do not have a preference. However, vendor hosted systems must be supported by a robust business continuity and disaster recovery plan which will be described by the vendor in the Application System Profile.

18. Is the support required would be 24/7 ??

We expect the system to be operational 24/7 with technical support available during our normal hours of operation, 8:00 am to 5:00 pm, PST.

19. Is \$50k is the maximum budget allocated for this project this year 2010, does it includes maintenance, Training and support too or there is a separate budget allocated for the later? And what is the budget for the following years for the support and maintenance.

\$50,000 is the initial purchase, implementation (including training) and first year license/maintenance budget. On-going maintenance will be budgeted in subsequent fiscal years.

20. Does it really matters if we don't have experience in the public sector implementing this product?? But however we have done it for the other commercial clients.

The Application System Profile document requests vendors provide references for similar installations. Because Metro is not civil service, our recruitments may be similar to the private sector.

21. Do you have vendor management process in place already?? Would you be interested if we try to build the Vendor management system which eventually interfaces with the Applicant tracking system, so that it would be easier to track them too if you get the applicant from your preferred vendors?? – We could call it as Recruitment life cycle management system (RLCMS)-à (ATS + VMS). Based on our past experience many customers likes to have both of them. It saves a lot of time for the business user's.

The system we are seeking is solely for the purpose of accepting and tracking employment applications from individuals for specific recruitments. We are not interested in a vendor management system.

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

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