

Request for Proposal (RFP):

Talent Management/Tracking System

CareerSource Citrus Levy Marion

Overview and Scope of Work

CareerSource Citrus Levy Marion (CSCLM) is a 501(c)3 not-for-profit organization and is one of nearly 600 business-led local workforce development boards located across the United States. Our mission is to bring together citizens, employers and education providers to develop programs to support high-quality education/training and employment services to meet the regional workforce needs.

CSCLM is accepting proposals to procure a digital recruitment and applicant tracking solution to assist our Business Services team with successful candidate job skill and employer requirement matching. While we understand the breadth of systems available in today's market we are looking for a system that can, at a minimum, perform the following functions listed as 'required' and will place additional consideration on those systems that meet the criteria elements listed under 'desired'.

Talent Acquisition Features

REQUIRED

- Applicant tracking
- Applicant screening
- Job Posting – detail distribution list (Indeed, CareerBuilder, etc.)
- Ability to embed jobs into our website
- Analytics/Metrics (detail by candidate/staff/business)
- Candidate Sourcing from external sites
- Social Recruiting- auto posting feature
- Mobile features (mobile device compatibility)
- Text and email notifications to candidates
- Automated Job Matching/Suggested Jobs feature
- Tasks/Alerts for staff
- Ability to assign employers to staff
- Resume Development/Resume Parsing
- Ability to post multiple resumes
- Ability to search within resumes
- Notes feature (for both employer and career seeker interactions)
- Activity audit trail (detail by candidates/staff/employers)
- Custom Branding for CareerSource Citrus Levy Marion/Talent Center
- Technical Assistance

DESIRED

- Applicant Status tracking (customizable)
- Candidate Rating
- Ability to send blinded resumes to employers (contact info excluded)
- Ability to send branded resumes to employers
- Customizable fields within Career Seeker and Employer Profile
- User customization – ability to turn on/off features at will
- Multi-language/Spanish translation
- Email connectivity – compatible with Outlook 2010
- Applicant/Employee On-boarding, drug screening, background check

Selection

All proposals will be reviewed by a selected review team from CSCLM management. Proposals will be reviewed for effective adherence to the requirements within this RFP, overall monetary value of the proposed system and additional features and benefits of each proposed system as they related to other submitted proposals.

Proposals will be scored on the above criteria. Respondents that are to be considered for final selection may be asked to provide the CSCLM management team a thorough demonstration/overview of their product. The overview must contain a thorough review of the required system elements as listed in the **Overview and Scope of Work** section above. Demonstrations may be conducted in person or via electronic means such as a live-casted webinar. Pre-recorded demonstrations will not be accepted. Demonstrations will be scheduled at a mutually beneficial time between the respondent and CSCLM.

CSCLM management will make a selection from those respondents that are asked to provide a demonstration of their product. Final selection and award will be made by the CSCLM Board of Directors.

Responses/Quotation of Rate(s):

Responding firms must submit a written proposal that provides a thorough explanation of their system to include addressing the required elements listed in the Overview and Scope of Work. At minimum, proposals should include:

- A signed letter endorsing the proposal from an authorized agent of the business that has authority to enter into a binding agreement
- A written overview of the product including how the product addresses the needs listed in the Overview and Scope of Work.
- Complete detailed breakdown of subscription/licensing costs to include
 - Setup fees
 - Base annual licensing costs (please list all tiers of fees if they are based on user license numbers)

- Staff training costs
- Any discounts applied to the proposal over average licensing costs (non-profit/for-profit pricing)
- Anticipated subscription/licensing renewal costs after the initial contract
- Description of account data limits
- Specific websites that job listings may be published to (ie. Indeed, etc.)
- Staff training to be provided (training costs should be detailed in the cost overview if additional charges apply)
- Terms of future upgrades/system enhancements
- Term of initial contract
- Overview of ongoing system/user support to be provided

In doing so, the respondent agrees to provide the services requested in this RFP for the rate(s) quoted.

Future Rate Negotiation

CSCLM requires that the rates quoted are valid for at least one calendar year from date of award. CSCLM anticipates that the rates quoted will be good for a period of time beyond that year, however, CSCLM will consider re-negotiating rates, provided that the selected entity advises of its request to re-negotiate at least 90 days prior to the date a re-negotiated rate would be effective. Nothing requires CSCLM to re-negotiate and a rate increase may cause us to cancel the contract prior to that date and seek other proposals.

Responses

Respondents must submit four copies of their proposal (1 original is required, 3 may be copies) in a sealed envelope so that it will arrive at the address listed below no later than 4:00 p.m. on Friday, September 22, 2017. Inside the mailing package, the responses should be marked "Response for Talent Acquisition RFP to be opened September 22, 2017". Also include a contact name, company e-mail address, and street mailing address. All submissions must be received by the deadline listed above. Responses should be mailed/delivered to the following address. Submissions will not be accepted by e-mail. The e-mail address supplied below may be used to submit any inquiries regarding this RFP. A copy of this RFP and any future modifications will be available at: https://careersourceclm.com/pages/requests_for_proposals.

Dale French
 CareerSource Citrus Levy Marion
 Enterprise Center
 3003 SW College Rd, Suite 205
 Ocala, FL 34474
 (352) 873-7939, ext 2204/FAX (352) 873-7956
dfrench@careersourceclm.com

CSCLM shall have the right to terminate this agreement if it fails to receive funding appropriate to continue operation. In such event, CSCLM shall give 30 days advance notice of intent to do so, or, if funding is not established in time to allow such, then such shorter period of notice as is possible, provided, however, that notice in no event shall be less than 30 days. CSCLM reserves the right to make no award on this RFP, if most advantageous to CSCLM.

Parties wishing to protest the provider selection and recommendations of the Executive Committee should file a written protest within three business days of the committee's action. Such protest should include the basis of the protest and any other pertinent materials which the party wishes to have considered as justification for its protest.

Letters of protest should be addressed to:

Kathy Judkins
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474

Upon receipt of a protest, the Chairman will convene a meeting of the Executive Committee. All parties involved in the protest will be notified of the protest and the time and place of the hearing of the protest by the Executive Committee. Any affected party may present, in writing, a response to the protest for consideration by the Executive Committee.