



Quotation Request

This is an Inquiry-- Not an Order

<u>Return Completed Quotation on or Before the Date and Time Indicated To:</u> By U. S. Postal Service: COMMUNITY COLLEGES OF SPOKANE Purchasing Dept, MS 1007 PO Box 6000 Spokane, WA 99217 OR By courier or supplier representative: COMMUNITY COLLEGES OF SPOKANE Purchasing Dept, Suite 226 501 N. Riverpoint Blvd Spokane, WA 99202	Quotation No: 14759 (This number must be indicated on outside of the Return Envelope) Date: September 24, 2010 Quotation required by 3:00 P.M. on October 8, 2010 All prices must be based on F.O.B. destination, Spokane, Washington unless otherwise indicated. Rod Ramer Purchasing Manager (509) 434-5325 rramer@ccs.spokane.edu Fax: (509) 434-5340
SUPPLIER: (Please complete this section with company name, and mailing address)	PLEASE NOTE CAREFULLY This inquiry implies no obligations on the part of the Colleges. Unless otherwise specified, there is no restriction on the number of items that may be ordered. DO NOT QUOTE ON SERVICES YOU CANNOT SUPPLY. Any award as a result of this quotation shall be made by written purchase order only.
THE FOLLOWING DELIVERY AND DISCOUNT INFORMATION MUST BE COMPLETED IN FULL: DELIVERY SHALL BE GUARANTEED WITHIN ____ CALENDAR DAYS AFTER RECEIPT OF ORDER, FOB DESTINATION. ____% DISCOUNT FOR PAYMENT 10TH PROXIMATE	
<u>GENERAL TERMS AND CONDITIONS:</u> a. CCS reserves the right to reject any and/or all quotations, or to accept the quotation which best serves the interests of the colleges. b. All quotations shall be based FOB destination. If quoting other than FOB destination vendor must commit themselves to exact transportation charges for each item for evaluation purposes. Failure to do so may void quotation. c. Quotation must be returned on this form with all pages intact. Return completed document properly signed and executed. d. Please quote on the following specified information technology services. e. Prices must be stated in units indicated. f. Delivery of the following is desired within 10 calendar days after receipt of order.	

QUOTATION REQUEST (CONTINUED)

QUOTATION NO: 14759

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	Please provide contact information regarding this quotation: PHONE: _____ FAX: _____ E-MAIL: _____ Bidder <u>must</u> complete one of the following: Federal Tax ID number (for Businesses) _____ Social Security number (for Individuals) _____ _____ Scope of Work: Furnish, install and make operational an employee job applicant processing system as a hosted application service (ASP). Required features and attributes are found in Table 1 within this document. Prospective suppliers are to review and state compliance with each feature and attribute. Fully explain any qualifications, reservations or exceptions to all requirements. Award will be made the responsive bidder meeting requirements based on lowest total costs for a period of twenty months commencing November 1, 2010 through June 30, 2012. State name of proposed software application system and version/release: _____				
1	All inclusive set-up, configuration, installation and integration charges (one time):	1	Lot	\$ _____	\$ _____
2	Initial user training (one time)	1	Lot	\$ _____	\$ _____
3	License fee for initial 20 month period, from November 1, 2010 through June 30, 2012.	1	Ea	\$ _____	\$ _____
4	Subsequent current annual licensing fees for potential renewals beyond July 1, 2012 (Note: there is no obligation on the part of the Colleges to extend the licensing beyond June 30, 2012 in this solicitation)	1	Year	\$ _____	\$ _____
	Sales tax at 8.7% where appropriate			8.7%	\$ _____
	TOTAL (excluding item 4)				\$ _____

QUOTATION REQUEST (CONTINUED)

QUOTATION NO: 14759

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL AMOUNT</u>
	Payments for installation and training will be made following completion of services to be rendered. State law does not allow pre-payment or advance payment of these expenses. Attach copy of all proposed contracts, license agreements, and order entry documents that would be used to fulfill an agreement resulting from this solicitation. Faxed / e-mailed responses <u>WILL</u> be accepted. This quotation and any subsequent order shall be in accordance with the State of Washington, Department of Information Services, Information Technology Investment Standards, Policy No 201-S3, revised November 2009. Copies of these documents are available at the district purchasing office, 501 N. Riverpoint Blvd., Suite 226, P.O.Box 6000 MS 1007, Spokane WA 99217-6000, or by calling (509) 434-5318.				

We agree to furnish these goods and services according to the terms of this proposal.

Submitted by: _____
(signature)

Date: _____

(print name)

(print title)

Table 1: Required Functionality Attributes/Features

Feature or Requirement	Meets	Does Not Meet	See Explanation
1. Must be an ASP system, hosted by the vendor			
2. Must support Active Directory and CAS			
3. Must support SSL data encryption for applicant data stored on the system			
4. Must automatically post positions and position announcements to Community Colleges of Spokane (District 17) web site			
5. Must allow for posting of positions with online job boards such as Monster, the Chronicle of Higher Education, Higher Ed Jobs, etc. (advertisements paid for by District 17)			
6. Must include online job applications, including a customized application form/database, duplicating the current data fields on the District's application and have the ability to attach supporting documents, including but not limited to cover letters, resumes, references, transcripts, supplemental questions, etc.			
7. Must include online position requisitions			
8. Must include workflow/approval steps by job type (e.g. classified staff, faculty, administrator) for routing of requisitions and application materials to Human Resources Office, hiring committees, hiring authorities, and others involved in the hiring process			
9. Must include automatic applicant screening based on factors including but not limited to minimum and preferred qualifications such as education, experience, completion of application materials, certifications, test scores, and answers to supplemental questions			
10. Must include maintenance functionality of online position description			
11. Contract for annual license fee must include at least 24 hour, Monday through Friday technical support at no additional cost			
12. Contract must include training for up to 40 users at no additional cost			
13. Vendor must provide at least three higher education references using the current version of the software, preferably in Washington state			
14. Must allow applicant entry of EEO6 information and a standard report, conforming to IPEDS			
15. Must allow custom reporting by users based on any data fields			
16. Software must be ADA compatible for access by disabled persons, including but not limited to vision impaired or blind			

17. Ability to perform key word searches on all application materials			
18. Ability for applicants to create a profile or single application to use to apply for multiple jobs across all job types			
19. Ability to automatically notify applicants via email or mail merge of the status of their application(s) (i.e. application received, application being reviewed, application complete/incomplete, minimum qualifications met or not met, invitation to interview or not, applicant rejected, etc.)			
20. Ability for applicants to monitor the status of their application(s) online.			
21. Ability to post jobs externally or internal only			
22. Ability to create an applicant pool against which supervisors may file a position requisition			
23. Ownership of the data entered by job applicants and by District employees remains the property of the District. At any time and upon request, the vendor will download this data in an industry standard format, such as comma delimited, for use by the District. Upon termination of the contract, all data will be surrendered to District 17.			
24. Must provide data redundancy in separate data centers and disaster recovery services at no additional cost			
25. Systems upgrades, enhancements, and “bug fixes” shall be provided by the vendor as part of the annual license/maintenance agreement at no additional cost.			

Provide detailed explanation for any features above that required qualification :
