



## Beaufort County School District

Date Printed: November 1, 2012  
Date Issued: November 1, 2012  
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### Request for Quotes

DESCRIPTION: **Human Resources Recruiting and Employee Management Solution**  
SUBMIT OFFER BY (Opening Date & Time): **November 15, 2012; 2:00PM**  
QUESTIONS MUST BE RECEIVED BY: **November 8, 2012**  
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed Copy**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

**SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

**MAILING ADDRESS:**

Beaufort County School District  
Procurement Office  
P.O. Drawer 309  
Beaufort, SC 29901-0309

**PHYSICAL ADDRESS:**

Beaufort County School District  
Procurement Office  
2900 Mink Point Blvd  
Beaufort, SC 29902

CONFERENCE TYPE:

LOCATION:

DATE & TIME:

**AWARDS & AMENDMENTS:**

Award will be posted at the Physical Address stated above on or after November 20, 2012. The award, this solicitation, and any amendments will be posted at the following web address: [www.beaufort.k12.sc.us](http://www.beaufort.k12.sc.us)

You must submit a signed copy of this form with Your Offer. By submitting a bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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(Return Page Two with Your Offer)

|                                                                                                 |                                                                                                          |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office/<br>Principal place of business): | <b>NOTICE ADDRESS</b> (Address to which all procurement<br>and contract related notices should be sent): |
| <b>PHONE NUMBER:</b>                                                                            |                                                                                                          |
| <b>EMAIL ADDRESS:</b>                                                                           |                                                                                                          |

|                                                                                                                                                                  |                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PAYMENT ADDRESS</b> (Address to which payments will be sent):                                                                                                 | <b>ORDER ADDRESS</b> (Address to which all purchase orders<br>will be sent):                                                                                |
| <input type="checkbox"/> Payment Address Same as Home Office Address<br><input type="checkbox"/> Payment Address Same as Home Notice Address<br>(check one only) | <input type="checkbox"/> Payment Address Same as Home Office Address<br><input type="checkbox"/> Payment Address Same as Notice Address<br>(check one only) |

|                                                                                                           |                         |                             |
|-----------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|
| <b>ACKNOWLEDGEMENT OF<br/>AMENDMENTS:</b>                                                                 | <u>Amendment Number</u> | <u>Amendment Issue Date</u> |
| Offeror acknowledges receipt<br>of amendments by indicating<br>amendment number and its<br>date of issue. |                         |                             |

|                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MINORITY PARTICIPATION-</b> Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please include a copy of your certification. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **HUMAN RESOURCES RECRUITING and EMPLOYEE MANAGEMENT SOLUTION**

The Beaufort County School District is requesting quotes for a Recruiting and Employee Management solution.

### **Overview**

The district is looking for a solution to manage current personnel changes in a paperless environment, track and recruit qualified applicants and to utilize a web-based pre-screening tool in order to select the most qualified applicant for our vacant positions.

### **Recruiting and Employment Application Tracking**

Solution must allow for unlimited, multiple on-line employment applications that target various job categories. (Certified, Classified, Ancillary, Paraprofessional, Administrative, Substitute, Volunteers, and others)

Solution must allow access to employment applications using an Internet-enabled computer and Web browser.

Solution must allow applicants to save information and return later to complete or update an employment application.

Solution must provide appropriate help screens and instructions to applicants to assist in successful completion of their employment application.

Solution must allow applicant to update existing applications and keep a complete, detailed, and historical snap-shot of each application submitted and a history of changes..

Solution must send automatic email confirmation advising applicants of successful submission of an application.

Solution must allow users to customize application questions specific to a job vacancy.

Solution must allow District Principals and hiring personnel 24-hour access from any internet-enabled computer with a Web browser and must be useable with the iPad.

Solution must allow for electronic reference request. Scanned references must become a permanent part of the applicant's record, viewable only by select individuals with the appropriate security-level permissions.

Solution must allow for a database of Job Positions to be created. Information about each Job Position must include: Qualifications, Responsibilities, months and days

per year, rate and Step, Salary, Posting date, closing date, additional Information, work hours, starting date, and more.

Solution must provide functionality that automatically manages job posting periods (start date, end date or keep “open until filled”) when positions are filled, the associated Job posting must automatically be removed without user intervention.

Solution must allow applicants to search posted jobs before and after submitting an application. Applicant must be able to apply for multiple job postings using the same application.

Solution must allow applicants to upload and attach required files and documentation into their user profile.

Solution must allow Applicants to verify and view all appropriate documents, both uploaded files and those scanned by the district, on-line via a web browser.

### **Employee “Paperless” Files Management Solution**

Solution must allow for scanning of current paper files into the paperless system.

Solution must ensure that access to private documents and files is securely limited only to authorized viewers.

Solution must allow for the creation of reports.

Solution must provide District users with a way to create and save their own searches/queries and a way to automatically run these queries on an automated or ad hoc basis.

### **Electronic Forms Management**

Solution must include an electronic Personnel Action Notice for the purpose of hiring new employees and making changes to existing employees.

Solution must include an electronic approval process of job posting, hiring recommendation and employee changes.

Solution must allow employees to submit changes to human resources and payroll. (Direct Deposit Change, W-4 Withholdings, etc.)

Solution must allow for unlimited on-line forms that standardize and streamline the applicant hiring process and employee management processes.

Completed electronic forms must become a permanent part of the employee’s or applicant’s record, viewable only by select individuals with the appropriate security-level permissions.

Solution must allow for additional custom Personnel Action Notices and the workflow automation of HR related business processes.

Solution must allow custom forms and data fields to be added to gather District specific information regarding funding codes, salary rates, budget codes and more.

Solution must provide E-mail notification to internal and external users for workflow (new hires, transfers, terminations, resignations, etc.)

### **Email Communication**

Solution must send employment application submittal confirmations to the applicant via Email.

Solution must provide email communication to selected applicants. If third-party email software is required, please describe.

Solution must ensure that the sending of email must be easy enough for Principals to use.

Solution must allow District administrators and Principals the ability to select applicants who will receive Email through queries, groups, lists, ad hoc and individual selection.

Solution must store a history of all Email communication to applicants.

### **Applicant Assessment / Pre Screening**

Solution must interface with an electronic pre-screening system.

Solution must interface with Criminal Records check software systems to automate the criminal records tracking process. Scores, reports and information from these systems must be automatically integrated into the solution and be used in the Applicant Screening process.

Solution must allow the configuration of filters that automatically decide which applicants are released for viewing by Principals.

### **Data Exchange and Systems Integration**

Solution must integrate with the Center for Educator Recruitment, Retention and Advancement (CERRA).

Solution must integrate with MUNIS, the District's HRMS / Finance systems.

Solution must export data to Substitute Calling Systems "Sub-Finder".

Solution must be able to integrate with the district's Active Directory.

Solution must allow multiple simultaneous users.

Solution must be easily managed by non-technical HR staff.

### **Implementation, Service and Training**

Vendor must provide user implementation and start up training. Describe On-site vs. Remote options. Provide cost for (3) days of "On-Site" training.

Vendor must provide a sample implementation plan.

Provide a description of your Backup Plan.

Provide a description of your disaster recovery plan.

Describe how the District can secure our data in the event of the Firm's bankruptcy or closure.

Describe the process for requesting a custom change or enhancement to your product. What is the cost for requested changes?

### **Security and User Administration**

Solution must enable the District to set various levels of user rights without the assistance of Districts IT department.

Describe the levels of security access available in the system, what rights each has to the database and how security and user-rights are managed.

Solution must require unique login and password for applicants and District administrators

Solution must allow updates to login and passwords to be done by the applicant.

Describe user authentication method, encryption levels used, and safeguards for protection of privacy and HIPAA data.

### **Reporting**

Solution must include an integrated query engine to create user-defined reports.

Solution must allow the generation of key candidate lists.

Solution must allow the generation of hires, not hires and other status types.

**Price**

Each bid shall include a complete price proposal.

**Product Demonstration**

Selected vendor(s) must be able to provide a demonstration of their solution, via Webinar, during the week of November 26, 2012 – November 30, 2012.

**References**

Please submit at least three (3) references of current public education clients using the same solution submitted in this proposal, preferably clients that have integrated this solution with MUNIS, the District's HRMS/Finance system. Letters of recommendation from existing clients may be submitted, however at a minimum, include three (3) references including organization name, contact name, organization address, organization telephone number, approximate cost of project, number of students in organization, number of schools in organization, and a brief description of the installed equipment/services at that location. The District reserves the right to gather references from sources not provided by the bidder.

**Terms and Conditions**

Please include detailed warranty information for each product.

Pricing should be valid for 30 Days.

F.O.B. Destination: Destination is Beaufort County School District, 2900 Mink Point Blvd, Beaufort, SC 29902

Vendor shall not perform any work prior to the receipt of a purchase order from the BCSD. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Vendor agrees to accept payment by the BCSD procurement card for no extra charge. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

Vendor shall not outsource to another vendor without written permission from the BCSD.

**AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER**

Bids from Minority and Women owned Business Enterprises are strongly encouraged.

**PROPOSED FEE SCHEDULE**

ASSOCIATED COST

Associated Cost should include, but not limited to, the following:

|                                                        |         |
|--------------------------------------------------------|---------|
| Recruiting and Employment Application Tracking         | \$_____ |
| Employee “Paperless” Files/Electronic Forms Management | \$_____ |
| Applicant Assessment / Pre-Screening                   | \$_____ |

Annual Renewal Fee

|        |         |
|--------|---------|
| Year 1 | \$_____ |
| Year 2 | \$_____ |
| Year 3 | \$_____ |
| Year 4 | \$_____ |
| Year 5 | \$_____ |