



City of Danville, Virginia

J. Gary Via, CPPO
Director of Purchasing

P.O. Box 3300 - 427 PATTON ST
DANVILLE, VIRGINIA 24543
PHONE: (434) 799-6528
FAX: (434) 799-5102
E-MAIL: viajg@ci.danville.va.us

REQUEST FOR PROPOSAL

RFP 08/09-161

"Human Resources Applicant Tracking System"

1.0 GENERAL CONDITIONS

1.1 Intent

It is the intent of this "RFP" to secure a Vendor to provide an applicant tracking software solution to be used for Human Resources.

1.2 Deadline

Sealed proposals shall be submitted no later than Thursday June 4, 2009 at 5:00 PM to:

City of Danville
Purchasing Department
Attn.: J. Gary Via
427 Patton Street
Danville, VA 24541

1.3 Questions

Any questions concerning this Request for Proposal should be directed to J. Gary Via (434) 799-6528.

1.4 Code Compliance

This procurement process is governed by the "PROCUREMENT CODE OF THE CITY OF DANVILLE, VIRGINIA". Copies of the Procurement Code may be obtained by writing the City of Danville, Purchasing Department, PO Box 3300, Danville, Virginia 24543.

1.5 Equal Opportunity

During the performance of this contract, the Vendor agrees as follows:

1.5.1 The Vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor. The Vendor agrees to post in conspicuous places, available to employees or applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1.5.2 The Vendor also shall not discriminate against any handicapped person in violation of any state or federal law or regulation and shall also post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this additional nondiscrimination clause.

1.5.3 The Vendor, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, will state that such Vendor is an equal opportunity employer.

1.5.4 Notices, advertisements and solicitations placed in accordance with federal law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this article.

1.5.5 The Vendor will otherwise comply with all other applicable provisions of local, State, and Federal law. The Vendor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986

1.6 The City of Danville does not discriminate against faith-based organizations

1.7 Drug Free Work Place

During the performance of this contract, the Vendor agrees to

- a. Provide a drug-free workplace for the Vendor's employees
- b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- c. State in all solicitations or advertisements for employees placed by or on behalf of the Vendor that the Vendor maintains a drug-free workplace.
- d. Include the provisions of the foregoing clauses in every subcontract or purchase order of or over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

"Drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Vendor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

1.8 Proposals Binding Ninety (90) Days

Unless otherwise specified all formal proposals submitted shall be binding for ninety (90) calendar days following closing date unless extended by mutual consent of both parties.

1.9 Permits

The Vendor shall, at his own expense, secure any business or professional licenses, permits, or fees required by the City of Danville or Commonwealth of Virginia.

2.0 CODES & STANDARDS

2.1 The Vendor, its officers, agents, employees, and any subcontractors, in the performance of this Agreement shall comply with all applicable statutes and laws of the United States and the Commonwealth of Virginia, the Charter and ordinances of the City of Danville, and the applicable rules and regulations of the agencies of each.

3.0 SCOPE OF SERVICES

3.1 It is the intent of this "RFP" to secure the services of an experienced vendor to provide a software solution to replace the City's existing applicant tracking process. The software solution must include integration with Microsoft Office and Outlook.

Vendor responsibilities will include full implementation, testing and installation of the software solution that meets the current technological environment of the City. The vendor will also be expected to provide maintenance and software support after implementation. Support for the system will reside within the Information Technology Department (unless vendor proposes a vendor-hosted solution). Implementation will be provided through the Department of Human Resources. The vendor will need to work intimately with these areas in order to define and create a software solution that is in the best interest of the City.

3.2 General Requirements

- a. Enable applicants to apply for vacant City positions on-line
- b. Allow Human Resources staff to track applicant information submitted for job vacancies
- c. Allow Human Resources staff to screen submitted applications for potential job candidates
- d. Allow Human Resources staff to distribute applications to departments for screening and hiring decisions

E. SEE DETAILED LIST OF REQUIREMENTS IN SEPARATE BUSINESS RULE ATTACHMENT

4.0 VENDOR'S RELATIONSHIP TO THE CITY

4.1 Subcontracting

Vendor may subcontract services to be performed hereunder with the prior approval of the City, which approval shall not be unreasonably withheld. No such approval will be construed as making the City a part of, or to, such subcontract, or subjecting the City to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the Vendor of its liability and obligation under this Contract; and despite any such subcontracting the City shall deal through the Vendor, and subcontractors will be dealt with as representatives of the Vendor.

4.2 Novation

The Vendor shall not assign or transfer, whether by as Assignment or Novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under this Contract without the written consent of the City; provided, however, that assignments to banks, trust companies or other financial institutions for the purpose of securing bond may be made without the consent of the City. Assignment or Novation of this Contract shall not be valid unless the Assignment or Novation expressly provides that the assignment of any of the Vendor's rights or benefits under the Contract is subject to a prior lien for labor performed, services rendered and materials, tools and equipment supplied for the performance of the work under this Contract in favor of all persons, firms, or corporations rendering such labor or services or supplying such materials, tools and equipment.

5.0 RESPONSIBILITIES OF THE CITY

5.1 The City designates Inez Pollock, Director of Information Technology, to act as its representative with respect to the services to be rendered under any subsequent Agreements. Such person shall have complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to the Vendor's services for the Project.

5.2 Shall assist the Vendor by placing at his disposal all available information pertinent to the Project.

5.3 Guarantee access to and make all provisions for the Vendor to enter upon public and private property as required for the Vendor to perform his services under this Agreement.

5.4 Furnish all required approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.

5.5 Give prompt written notice to the Vendor whenever the City observes or otherwise becomes aware of any development that affects the scope or timing of Vendor's services.

6.0 INSURANCE/INDEMNIFICATION

6.1 The Vendor, prior to commencing work, shall provide at his own expense, the following insurance to the City of Danville evidenced by certificates of insurance. Each certificate shall require that notice be given, thirty (30) days prior to cancellation of material change in the policies, to the Director of Purchasing.

a. Worker's Compensation including Occupational Disease and Employer's Liability Insurance: The Contractor shall take out and maintain during the life of the Contract, Workers' Compensation and Employer's Liability Insurance for all of his employees to be engaged in work on the project under this Contract in an amount no less than the minimum allowed by the State Corporation Commission, and in case any such work is sublet, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation and Employers' Liability Insurance for all of the latter's employees to be engaged in such work.

b. Comprehensive General Liability Insurance: The Contractor shall maintain during the life of the Contract comprehensive general liability insurance as shall protect him and the City of Danville and its officers, agents and employees from claims for damages for personal injury, including death, as well as from claims for property damage, which may arise from operations under the Contract, whether such operations be by himself or by any Subcontractor, or by

anyone directly or indirectly employed by either of them. The amount of such insurance shall be not less than a combined single limit of \$1,000,000.00 per occurrence on bodily injury and property damage and \$1,000,000.00 aggregate on completed operations. The comprehensive general liability insurance shall provide the following coverage:

Comprehensive

Premises – Operation

Products/Completed Operations Hazard

Contractual Insurance

Independent Contractor and Subcontractor

Broad Form Property Damage

Personal Injury

c. Automobile liability insurance with minimum combined single limits of \$500,000.00 per occurrence. This insurance shall include bodily injury and property damage for the following vehicles:

Owned Vehicles

Non-owned Vehicles

Hired Vehicles

d. Umbrella Policy: At the option of the Vendor, primary limits may be less than required, with an umbrella policy providing the additional limits needed. This form of insurance will be acceptable provided that the primary and umbrella policies both provide the insurance coverage herein required. However, any such umbrella policy must have minimum coverage limits of \$2,000,000.00.

6.2 The Vendor shall be solely responsible and liable for the accuracy and completeness of all work performed hereunder and hereby agrees to indemnify, defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, demands, actions, suits and proceedings arising out of, based upon or caused by the negligent acts, omissions or errors of, or the infringement of any copyright or patent, by the Vendor, its officers, agents, employees or subcontractors, in the performance of this Agreement. The approval or acceptance by the City of any work performed by the Vendor, its officers, agents, employees or subcontractors, under this Agreement, or any part of such work, shall neither constitute nor be deemed a release from the responsibility or liability of the Vendor, its officers, agents, employees or subcontractors, for the accuracy, completeness, timeliness, and competency thereof, or negligence with respect thereto, nor shall such approval or acceptance constitute or be deemed an assumption by the City of the responsibility and liability for the accuracy, completeness or competency of such work, or any negligence in the performance thereof.

7.0 EVALUATION PROCEDURE

A selection committee, consisting of representatives from Danville's staff shall review the proposals submitted. After each proposal has been evaluated on the basis of the Vendor's approach to meeting Danville's needs, short-listing procedures will narrow the list of candidates to the two or more best qualified firms. Danville expects to ask for references related to quality of service and

ability to deliver, after choosing the top contenders. Each of these firms may then be invited to an interview at which time each firm will be given an opportunity to present its proposal and to answer questions of the selection committee.

Your proposal will be evaluated using the following criteria:

- a. Costs. Break out specifics for software licensing, annual support and Implementation and training.
- b. Future maintenance and service.
- c. Company history, stability and financial resources.
- d. Timeliness.
- e. Quality of performance of previous contracts.
- f. Company history, stability and financial resources
- g. References.
- h. Suitability of your program in relation to ease of operation for the City
- i. Responsiveness to City's desires.

8.0 AWARD PROCEDURES

The selection committee will make a recommendation of the top-ranked respondent. Danville may elect to make award without conducting formal interviews if one firm is determined to be the most qualified.

9.0 PROPOSALS (4 COPIES REQUIRED)

- a. Proposals should include the following information:
- b. A brief history of your company.
- c. References to include names and telephone numbers of contact people for whom you have performed similar work. Please include a reference that is as close to City of Danville as possible. Please include how many companies/municipalities are currently using your program.
- d. A detailed description of your program.
- e. A detailed response to Desires as listed above.
- f. All costs involved. Including annual service fees or fees for upgrades etc.
- g. Letter stating willingness to be interviewed on site in the City of Danville and provide on site demo to interested parties.
- h. Overall proposal in general.
- i. Be specific on your customer service and training programs.
- j. Detail all hardware requirements.

CRITICAL BUSINESS RULE DOCUMENTATION

1. Business Rule Definition

Rule description: Applicant Tracking System

What does Rule accomplish? Enables applicants to apply for vacant City positions on-line. Allows Human Resources to track applicant information submitted for job vacancies and screen submitted applications for potential job candidates. Also allows distribution of applications to departments for screening and hiring decisions.

Why does the Rule exist? Ensures 8,000+ annually submitted applications are accessible, maintained and organized throughout the hiring process and kept on file as required by federal and state laws.

2. How Business rule is automated (Now)

Currently, as applications are received by the Human Resource Department the information is manually entered into IFAS Classic Applicant Tracking System. The paper applications are placed in a job file and screened for minimum qualifications. The approved applications are forwarded to the appropriate department for additional screening and selection of potential candidates for interview. This process is tracked on Excel spreadsheets. Candidates are interviewed and after a selection is made all of the applications are returned to the Human Resources Department for filing as required by federal and state law. Once applicants are hired, they are manually noted as hired in the IFAS Applicant Tracking System. Then their demographic information is rolled into the IFAS Employee Master 7i system.

New changes desired?

Human Resources would like to upgrade to an applicant tracking software system, which will allow the staffing process to run more efficiently and effectively by reducing the time required to enter applicant information and lowering the risk of misplaced applications. The process will eventually lead to a paperless application process. The system will need to perform the following functions:

1. Require applicants to create user accounts with their own username and password in order to apply for job(s)
2. Allow applicants to edit personal information, edit resume and see a history of jobs applied for with their username and password
3. Provide full job descriptions for all available positions and position information (department/division, open and closing dates, salary, schedule, work location, benefits, etc.)
4. Allow applicants to apply for positions and attach/edit a resume if desired
5. Refuse to accept incomplete applications as well as prompt applicant to fill-in missing sections

6. Pre-screen applications for minimum qualifications determined by Human Resources (e.g. education, driver's license, felony, relative, previously employed by City)
7. Automatically open and close job openings on assigned date
8. Provide the ability for Human Resources to do a mail merge into a letter template(s) with information in the system for selected applicants
9. Provide Human Resources with the ability to electronically correspond with the applicants and various departments
10. Forward only selected applications to departments for review
11. Allow departments to select and reject applicants for interviews and/or hire and send decisions to Human Resources electronically
12. Provide option to remove unqualified candidates from the staffing pool
13. E-mail rejection letters to selected applicants or mail merge information into template(s) to print and mail
14. Maintain files for legally required timeframes
15. Track where applicants are in the employment process
16. Collect EEO information
17. Create various reports, including EEO, amount of applicants per position/period/etc., current position openings and position history, finalists for a particular position, final selections for open positions, with the ability to organize by position title, date, applicants, department, etc.
18. Maintain an appearance that is similar to the City's current website