

**Request for Proposals: Recruitment Management
System**

**RFP # HRS05-1
Issued June 23, 2005**

**ADDENDUM 1
Issued July 18, 2005**

This Addendum is issued in response to questions asked or submitted by offerors.

Please note that an attendance roster of the pre-proposal conference is attached at the end of this addendum.

Questions and Answers:

1. Section 3.3.3 – The application should look like the current state application, do you want it to look exactly like the hard copy or just have the fields that are on it?

Answer – The application needs to have the look and feel of the hard copy application.

2. Do we need to maintain that look for the application in order to print it off?

Answer – Yes.

3. Is the Adobe Acrobat PDF format what you want?

Answer – The user should at least be able to print a PDF, since it is the most popular format but other formats would be nice to have.

4. Section 3.3.8 – In this section Application 1 and Application 2, are you referring to application or resume?

Answer – Application.

5. Do you want users to be able to make changes for a second application for another position?

Answer – Yes, the applicant should be able to save one application make changes for another position and save it also. So at least two applications can be filled out.

6. Are two the maximum applications that you want the applicants to be able to save?

Answer – At least two, more than two would be acceptable.

7. Section 3.4 – Reference check dates and contact person, is it the intent to have the system to communicate to the Reference Directly and maintain the references as part of the database?

Answer – Yes, the intent is to have the system generate a reference form that can be used when conducting the reference check.

8. Section 3.4.3 – Could you explain what the screen matrix is and what you are looking for?

Answer – The screen matrix would be a search for basic job specific criteria.

9. Section 3.4.8 – What is the defined criteria on the auto sent letters?

Answer – This is an acknowledgement letter that indicates the applications have been received.

10. Do you expect there to be more criteria than these listed in the RFP?

Answer – You would at least have the criteria listed.

11. Section 3.4.8 – Regarding reference letter, would this be the references that they would key in?

Answer – Yes.

12. Do you currently have formats for these responses?

Answer – Yes.

13. Section 3.4.13 – Regarding background checks, is the background check in the current system? Do you use an external system to do this?

Answer - Not every agency or position requires a background check. This system should be flexible as needed.

14. Is the intent for the state to use screening services through the vendor selected?

Answer – It would be a plus.

15. Section 3.4.15 – Is there a specific export feature you are looking for?

Answer – No. Vendor should indicate the types of exporting available with the solution.

16. Could you tell us what the applicant record number is and how it is related to EEO analysis?

Answer – The applicant record number is the position number for the particular job. Because EEO services relate to the hire date the information would be used for demographics so it would impact analysis on that data.

17. Does the state use an external product to currently do their analysis from your current system?

Answer – Yes, a homegrown system.

18. Section 4.1.13 – Do we know what the flexibility requirements are? What kind of requirements would require changes in the system?

Answer – Legislative requirements or other requirements may drive changes such as the new race and ethnic definitions.

19. Section 4.1.11 – The Audit Trail, do you want every query tracked or nightly backups?

Answer – Changes by users should be tracked. Daily backups should also be done.

20. A nightly back up on the weekly basis would be sufficient?

Answer – Yes.

21. Section 4.1.12 – What is the PMIS system?

Answer – The Personnel Information Management System (PMIS) is an HR application that resides on a Mainframe UNISYS Clearpath (OS2200). It is an on-line transaction COBOL/TIP based application using a UNISYS DMS network database. It uses screen transactions via terminal emulator UTS60. Also, it can be accessed via web-browser.

22. The things you wish to share with these systems, have they been defined yet?

Answer – Yes.

23. Have interfaces been defined?

Answer – No, we have not defined interfaces for the RMS. Vendors need to show how interface can be accomplished by their solution.

24. Section 4.2.5 – If you choose to use a vendor that does the screening services that is transaction based and you state that transaction based pricing is not accepted. There is no way for us to estimate for criminal and background checks, in that instance transactions based accepted?

Answer – Depends on the cost factor.

25. Section 4.3.1.33 – Concurrent users, do you have a number or an estimate of what would the number of users at one time?

Answer – The database of the vendor should be able to contain at least 200,000 records.

26. Do we know how many users there will be for this system? Will Executive Branches include Higher Education?

Answer – The users will include agency personnel and all applicants.

27. What is the scope? Will Higher Education be included?

Answer – If they want to use the system, yes.

28. How many system users through out the agencies will there be?

Answer – There will be around 500.

29. Will this be a mandatory system?

Answer – No, but we would hope would want to use the system.

30. Section 4.3.2.6 – Regarding the database size, are we talking about the seeker side and users?

Answer – Yes.

31. Section 4.3.2.18 & 19 – What are you looking for in regards to the desktop applications for this system?

Answer – Microsoft Office Tools are available to most users so the download capability for those applications would be acceptable.

32. Section 4.3.2.29 – Are agencies running other e-mail programs other than Outlook?

Answer – Agencies can use Outlook, GroupWise and Lotus Notes. On the applicant side it may vary and we don't know what they have.

33. Section 4.3.2.32 – Regarding platforms, are those listed in the RFP the different platforms that are being used?

Answer – Those are the most standard platforms in the Commonwealth. Vendors can propose an ASP solution or not. If the Commonwealth has to host the application and database then one of those platforms has to be used.

34. Section 4.3.2.33 – Regarding integrating with databases, do you mean something internal or external?

Answer – HR databases in use in the Commonwealth (PMIS is the most used).

35. Section 4.3.3.17 – When will certification occur on current or proposed system?

Answer – Must certify prior to the contract award.

36. Section 4.3.4 – Are there any page limits for proposal?

Answer – There are not page limits but please be as brief as possible.

37. Section 4.3.4.13 – Which languages do you want available?

Answer – English and Spanish would be nice to have. Also the system must meet the Level-A accessibility standards defined by W3C (see Section 4.3.4.11).

38. Is this project currently budgeted?

Answer – Yes.

39. Can you share what the budget is?

Answer – No.

40. On page 41 regarding pricing, do you want detailed pricing?

Answer – We do not want any hidden costs.

41. Do you want references in a specific format?

Answer – No, just identified.

42. When will we receive answers to questions from conference?

Answer – By the first of next week, July 18, 2005.

43. Will the Addendum include a list of attendees of the conference?

Answer – Yes, see the last page of this Addendum.

44. Can we get a flow chart of all the departments or agencies that will be involved?

Answer – <http://www.commonwealth.virginia.gov/SoC/OrgChart2004-2005.pdf>

45. Will the training be for user training or for training the trainer?

Answer – The vendor should propose this.

46. Do you prefer self-host or ASP?

Answer – Depends on cost though ASP would be a good option to consider first.

47. How do you want the pricing breakdown?

Answer – Summary plus detail. Once again, there should be no hidden costs.

**Companies Represented at the
Optional Pre-proposal Conference
For the RFP # HRS05-1
Held July 11, 2005 @ 10:00 A.M.**

ACT-1 Group
Bearing Point
BPOfrontline
Carahsoft Technology Corp.
Ceridian
DigiComm Data Solutions
Global Technology Solutions
HRsmart
Monster
Technik