

REQUEST FOR PROPOSAL**APPLICANT TRACKING SYSTEM****Specification & Contract Number Q00765****Submission Deadline
for Proposals:**

May 29, 2014 at 2:00 p.m., Local Time

**Non-Mandatory Pre-
Submission Meeting:**

Monday, May 12, 2014 at 1:00 p.m., Local Time, Room A243

**Deadline for any questions
Regarding this project:**

Thursday, May 15, 2014

Number of Copies:

Submit (5) Hard Copies of Proposals
One marked "**Original**"
(2) Copies of the Pricing (Separate Sealed & Marked Envelope)
One additional copy of the Proposal & Pricing on a CD or flash drive

**PLEASE MARK THE
RETURN ENVELOPES:**

1. Applicant Tracking System
2. May 29, 2014 at 2:00 p.m. Local Time
3. Q00765

RETURN PROPOSALS TO:

Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067

ISSUED BY:

Jewell Jackson
Purchasing Manager

PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED

LEGAL NOTICE

Harper College will accept Request for Proposals for an Applicant Tracking System Q00765 until 2:00 P.M. Local Time on Thursday, May 29, 2014.

Proposals shall be submitted to: Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067-7398

Interested parties may contact the Purchasing Department for the Request for Proposals documents. A Non-mandatory Pre-Submission Meeting for any questions regarding this project will be May 12, 2014, in room A243 at 1:00 p.m., Local Time. Questions should be addressed to purchasing@harpercollege.edu. The last day to submit questions is May 15, 2014.

Offers may not be withdrawn for a period of 90 days after closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Jewell Jackson
Manager of Purchasing

REQUEST FOR PROPOSALS (RFP)

GENERAL PROCESSING AND SELECTION PROCEDURES

The following procedures are generally used in the selection of vendors to provide professional services:

1. The Evaluation Committee is formed to evaluate the RFP responses.
2. The committee prepares a project description, criteria for selection and requirements for the specific contract. A Request for Proposals package is mailed to interested parties and a legal notice of the intent to contract for services is published.
3. The committee receives written RFP responses. The RFP responses should include a resume of the firm, references from past and present clients, similar experience, the names and background of project personnel, a narrative or work plan describing their approach to the specific project, completed Attachment A and Attachment B, a project task schedule (as applicable), and any other submittals requested within the document.
4. The committee reviews and evaluates the RFPs based on the established selection criteria and a comparison of all RFP responses submitted. The committee will request a demonstration with one or more Respondents to clarify and/or expand on the response. In accordance with the requirements of the RFPs, the College may negotiate terms, conditions and fees with the successful Respondent.
5. The committee selects the RFP response which, based on the ability to meet the criteria, appears to be the most advantageous selection for the College, and subsequently recommends contract award to the Executive Vice President.
6. Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.
7. The contract is presented for approval to the College Board of Trustees.

GENERAL INFORMATION

REQUEST FOR PROPOSALS (RFPs)

A. REQUEST FOR PROPOSALS

A.01 General:

A.01.1 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible Respondents and revisions to responses prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

A.01.2 Familiarity with Conditions:

Respondents are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposals, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.

A.02 Discussion of Proposals:

A.02.1 All Respondents are advised that in the event of receipt of an adequate number of RFPs, which in the opinion of the Selection Committee requires no clarification and/or supplementary information, such RFPs responses may be evaluated without discussion. Hence, Proposals should be initially submitted on the most complete and favorable terms which Respondents are capable of offering to the College.

A.02.2 The Selection Committee may conduct discussions with any Respondent who submits acceptable or potentially acceptable Proposals. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Qualification responses. During the course of such discussions, the Selection Committee shall not disclose any information derived from one Qualification response to any other Respondent. The Selection Committee reserves the right to request the Respondent to provide additional information during this process. Neither the Selection Committee nor any other member of Harper's staff will conduct debriefings regarding the RFP process.

A.02.3 During discussions, the Respondent shall be prepared to cover the following topics:

A.02.3.1 The specific services to be provided;

A.02.3.2 Proposals of the Respondent, including work on similar projects, experience of personnel, etc;

A.02.3.3 The working relationship to be established between the College and the Respondent, including, but not limited to, what each party should expect from the other.

A.03 Negotiations:

Harper College reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The College may require the RFP and the Respondent's entire Qualification response be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the Respondent during discussions or

negotiations will be held by Harper College as contractually binding on the successful Respondent.

- A.04 Notice of Unacceptable Responses:
When the Selection Committee determines a firm's RFP response to be unacceptable, such Respondent shall not be afforded an additional opportunity to supplement it's RFP Response.
- A.05 Confidentiality:
The Purchasing Department shall examine the Proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Department. All data, documentation and innovations developed as a result of these contractual services shall become the property of the College. Based upon the public nature of these RFP's, a Respondent must inform the College, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.
- A.06 Proposed Timeline:
RFP Issued..... April 30, 2014
Pre-proposal conferenceMay 12, 2014
Last Day to submit questions for a response.....May 15, 2014
RFP DeadlineMay 29, 2014
Oral interviews and Vendor Demonstrationswk of July 7th, 2014
Approval by Harper College Board of Trustees August 19, 2014
Implementation Completed..... August 1, 2015

B. TERMS AND CONDITIONS

- B.01 Authority:
This Request for Proposals is issued pursuant to applicable provisions of Harper College's Purchasing Policy.
- B.02 Errors in Proposals:
Respondents are cautioned to verify their RFP response prior to submission. Negligence on the part of the Respondent in preparing the RFP response confers no right for withdrawal or modification of the RFP response.
- B.03 Reserved Rights:
Harper College reserves the right at any time and for any reason to cancel this Request for Proposals process or any portion thereof, to reject any or all submittals, or to accept alternate submittals. The College reserves the right to waive any immaterial defect in any RFP response. Unless otherwise specified by the Respondent, the College has ninety (90) days to accept. The College may seek clarification from a Respondent at any time and failure to respond promptly is cause for rejection. The College may require submission of best and final offers.
- B.04 Incurred Costs:
Harper College will not be liable in any way for any costs incurred by Respondents in replying to this RFP.

- B.05 Award:
Award shall be made by the Harper College Board of Trustees to the responsible Respondent whose Proposals are determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. Harper College reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.
- B.06 Evaluation Considerations:
Evaluation Criteria are shown below. The Selection Committee shall consider the following when judging the ability of Respondents to meet the requirements of this Request for Proposals.
- B.06.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.
- B.06.2 Quality of Response.
- B.06.2.1 Clearly demonstrated understanding of the work to be performed.
- B.06.2.2 Completeness and reasonableness of the Respondent's plan/Proposals for accomplishing the tasks.
- B.06.2.3 Level of creativity demonstrated by the Respondent's proposed methodologies for meeting the requirements of this Request for Proposals.
- B.06.3 Product/Services to be Provided. This refers to the exact type and nature of the Respondent's proposed services and how they accomplish the objectives of the project, as well as the ability to rapidly respond to the College's needs, as defined in the Evaluation Criteria set forth herein.
- B.06.4 Schedule. This refers to the Respondent's proposed delivery schedule. The schedule shall be a critical element of this contract.
- B.06.5 Proposals from the Respondents. Respondent's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:
- B.06.5.1 The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other Colleges or organizations.
- B.06.5.2 Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and
- B.06.5.4 Other areas addressed in the *Statement of Work* herein.
- B.06.6 Costs (Price). This refers to the proposed contract fee. (Please note that price is only one factor for consideration of award). **Pricing will be submitted within a separate sealed envelope so marked. Price breakdown needs to include any implementation, integrations (background check vendors and higher education advertising job boards) and training fees.**

B.06.7 Acceptability of Proposals:

The Offer shall be evaluated solely in accordance with the criteria set forth herein. The Proposals shall be categorized as follows:

- A. Acceptable;
- B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or
- C. Unacceptable.

B.07 Budget:

B.07.1 When requested, Respondent shall propose a not-to-exceed amount for complete execution of this project as detailed in the Specifications or Statement of Work herein.

B.07.2 If proposing costs which may include alternate programs or services not covered in the base bid pricing, the Respondent, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Period:

As required in the specifications shown herein.

B.09 Taxes:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax. (Tax Exemption I.D.# E9997-8571-06)

B.10 Hold Harmless Clause:

The Respondent agrees to indemnify, save harmless and defend Harper College, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the negligent conduct of Harper College, its agents, servants, or employees or any other person indemnified hereunder.

B.11 Insurance Requirements:

Respondents shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in Harper College's insurance requirements. **Please state your professional liability coverage if applicable.**

B.12 Meetings:

Respondent may be required to meet with various College and outside officials as required, throughout the project.

B.13 Equal Employment Opportunity:

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code,

Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the Respondent shall comply with Public Act 98-107 which requires nearly any party that contracts with a community college to post employment of vacancies with the state's job board IllinoisJobLink.com. Additionally, the Respondent shall comply with the Harper College Fair Employment Ordinance.

B.14 Responsibility & Default:

B.14.1 The awarded Respondent shall be required to assume responsibility for all items listed in this Request for Proposals. The successful Respondent shall be considered the sole point of contact for purposes of this contract.

B.14.2 Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the College reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Respondent, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Purchasing Department may deem appropriate, and charge the Respondent with any or all losses incurred. The College shall be entitled to recover its attorney's fees and expenses in any successful action by the College to enforce this contract.

B.15 Payments:

B.15.1 The Respondent shall furnish the College with itemized invoices as required as determined through negotiations with the Selection Committee.

B.15.2 All payments to be made in accordance with applicable provisions of the "Local Government Prompt Payment Act." 50 ILCS 505/1, *et seq.*

B.16 Respondent Responsibilities:

The selected Respondent will be required to assume responsibility for all services offered in this Request for Proposals. The College will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub-contracts will be permitted only upon specific, written permission of the College.

B.17 Interpretation or Correction of Request for Proposals:

B.17.1 Respondents shall promptly notify the Purchasing Department of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be made in writing, and directed to the Purchasing Department. All such requests must be delivered in a timely fashion.

B.17.2 Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.

B.18 Law Governing:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

- B.19 Compliance with Laws:
The Respondent shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and College policy, which may in any manner affect the contract.
- B.20 Termination for Lack of Funding:
The College reserves the right to terminate the whole or any part of this contract, upon written notice to the Respondent in the event that sufficient funds to complete the contract are not appropriated by the Harper Board of Trustees; provided that in the event of such termination, the Respondent shall be paid promptly for all services rendered by the Respondent through the effective date of termination.
- B.21 Addenda:
- B.21.1 Addenda are written instruments issued by the Purchasing Department prior to the date of receipt of Proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections.
- B.21.2 Prior to the receipt of Proposals, addenda shall be distributed to all who are known to have received a complete RFP if required.
- B.21.3 After receipt of Proposals, addenda shall be distributed only to applicants who submitted Proposals and those Respondents shall be permitted to submit new or amended Proposals as detailed within the addenda.
- B.21.4 Each Respondent shall ascertain, prior to submitting a Proposal that all addenda issued have been received and, by submission of a Proposal, such act shall be taken to mean that such Respondent has received all addenda and that the Respondent is familiar with the terms thereof and understands fully the contents of the addenda.
- B.21.5 Respondents shall acknowledge receipt and understanding of the addenda in their response.
- B.22 Regulatory Compliance:
When applicable Respondent represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Respondent shall furnish applicable "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.
- B.23 Guarantees and Warranties:
All guarantees and warranties required shall be furnished by the Respondent and shall be delivered to the Purchasing Department before final voucher on the contract is issued.

C. PROPOSALS (RFP Response)-FORM AND CONTENT

- C.01 Submission of Proposals:
- C.01.1 To be considered, Proposals must be delivered directly to the Harper College Purchasing Department on or before the date and time specified in the Request for Proposals. Delivery methods are solely the responsibility of the respondent.

- C.01.2 Each Respondent shall submit the number of Proposals as enumerated on the cover page herein, one of which shall be the original.
- C.01.3 Proposals (RFP Response) may be submitted in a sealed envelope, addressed as follows:
- William Rainey Harper College
Purchasing Department
1200 W. Algonquin Road
Palatine, Illinois 60067

Late Proposals (RFP Responses) are grounds for rejection at the owner's discretion.

C.02 Form of Proposals:

The Proposals form included with this RFP shall be completed in full and signed by an officer, partner or principal with authority to execute contracts.

C.03 Proposals of Respondents (Statement of References):

- C.03.1 Complete the enclosed "References" form. Provide references of higher educational organizations who have utilized similar services. A minimum of three are references are required.
- C.03.2 Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the College to determine the capability of the Respondent to meet all contractual requirements.
- C.03.3 List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts. Please include how long each person has worked for your company.
- C.03.4 Describe your involvement in engagements of similar size and scope, providing references where appropriate. Also provide a complete listing of higher clients in Illinois.
- C.03.5 Provide a complete listing of personnel to be assigned to the contract, including a personnel utilization breakdown of the work specified. Include detail by task and personnel if possible.
- C.03.6 Provide a listing of all sub-contractors/third parties who will be utilized in the execution of this project. Respondents shall provide the same information for each Sub-Respondent that is provided for the Respondents, as detailed in Sections C.03.1 through C.03.5 above.
- C.03.7 Identify the names of any and all persons and entities associated with the Respondents who may pose a potential conflict of interest with any activity of this specific project. Please provide details and reasons for any such conflict. (Respondents are subject to disqualification on the basis of any potential for conflict of interest as determined by the College.)

- C.04 Items to be Submitted:
- C.04.1 References and Qualifications: See Section C.03.
- C.04.2 Completed Attachment A and Attachment B
- C.04.3 Narrative Response:
The Narrative Response shall include:
- C.04.2.1 Work Overview: State in succinct terms your understanding of the proposed project.
- C.04.2.2 Work Plan: Describe in narrative and/or outline form your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the Respondents believes to be essential to the effective execution of the project. Include a communication schedule stating the frequency and type (email or phone) of communication.
- C.04.2.3 **Pricing will submitted within a separate sealed envelope so marked.**
- C.04.2.4 Terms and Conditions: List any terms and conditions which may apply to this contract that are not included in this RFP.
- C.04.2.5 Implementation Schedule: Provide a complete schedule for implementation of the project including all significant milestones and deliverables.
- C.04.2.6 Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the College's requirements.
- C.05 CHANGES and INVOICING
- C.05.1 Changes in Scope
Unless otherwise agreed by the Board of Trustees in the original contract for professional services, any change in scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in an amount in excess of \$25,000 must be approved by the Board of Trustees. Any change in the scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$25,000 or less, may be approved by the College President or his designee.
- C.05.2 Invoicing Requirements
Unless otherwise agreed by the Board of Trustees in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into 10ths of an hour, with a

description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred.

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, fee and cost invoices must be provided to the College on a monthly basis.

C.05.3 Termination for Default

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

C.05.4 Termination for Convenience

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required, or if sufficient funds are not available to cover the estimated requirement, or for any other reason in the College's sole and exclusive discretion. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed, and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

C.05.5 Conflict of Interest

It shall be a breach of ethical standards for any employee of the College to participate directly or indirectly in procurement when the employee knows that:

- The employee has financial interest pertaining to the procurement.
- A business or organization in which the employee has a financial interest pertaining to the procurement is involved in the procurement.
- Any other person, business, or organization with which the employee is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Employees who violate this standard will be subject to discipline in accordance with applicable State, County and local codes. Upon discovery of an actual or potential conflict of interest, an employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

STATEMENT OF WORK

PART I - GENERAL

Harper College is seeking sealed proposals for an Applicant Tracking System (ATS) that will satisfy our recruitment needs. The ideal system must have a professional appearance, be user friendly and intuitive for both internal (college employees) and external users (applicants). The system must allow job postings to be easily posted and managed. The system must also be capable of being integrated with a background check company so that the background checks can be ordered through the ATS. The system must provide search and report capabilities and all data transmitted in the system must be secure.

Harper College hires approximately 300-400 employees annually. In 2013, we received over 13,000 applications for our positions. Harper College employs approximately 2,500 people. Because we have a decentralized hiring process, there are almost 300 users in our current ATS. All of our positions, from Administrator and Faculty positions to Temporary and Student Worker positions are posted via the ATS. We have several workflows, dependent upon the type of position. We are currently implementing Silk Road's Red Carpet as our onboarding system.

Harper College has been using an applicant tracking system for over 10 years and wants to upgrade to a new, more flexible solution. The current system is integrated with HireRight, a background check vendor, as well as HigherEdJobs.com, InsideHigherEd.com, and GCM-HERC (a regional job board). Integration with a background check vendor is quite important to the College and the functionality must be available in the new system.

ATTACHMENT A

Harper College

ATS System Requirements and Availability Checklist

NOTE: Standard means feature/capability comes standard in the proposed system. Custom means proposed system can be customized to include feature/capability. All questions require a yes or no response in either the “Standard” or “Custom” Column. If your response requires clarification provide details in the “Comments” column. Use additional Sheets if needed. Compliance to this section represents a significant portion of the evaluation.

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
EMPLOYMENT LIFECYCLE				
Requisition & Position Control				
1	<ul style="list-style-type: none"> • Can multiple user types create a personnel requisition/job posting? 			
2	<ul style="list-style-type: none"> • Does the system have Help fields for hiring managers that need help to create a requisition? 			
3	<ul style="list-style-type: none"> • Does the Requisition/Job posting move through the approval process by personal scope rather than user group? 			
4	<ul style="list-style-type: none"> • Is the system able to accommodate multi-tiered approval processes such as: (Manager→Director→Dean→Associate Provost→Provost)? State how many tiers can be available in system? 			
5	<ul style="list-style-type: none"> • Is the system able to accommodate several different workflows? State any limits to number of workflows 			
6	<ul style="list-style-type: none"> • Is the HR User able to create new workflows without vendor assistance? 			
7	<ul style="list-style-type: none"> • Can a requisition/job posting be created for internal positions with separate/different steps than outside recruitments and ability to design/change those steps?(Internal job postings are defined as requisitions/job postings visible only to current employees) 			
8	<ul style="list-style-type: none"> • Does the System have email workflow capability so that HR can communicate with internal users? 			
9	<ul style="list-style-type: none"> • Does the System allow the HR User to change/edit the personnel requisition/job 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	posting once a requisition has been approved or opened?			
10	<ul style="list-style-type: none"> Does the System track this change? (see above) 			
11	<ul style="list-style-type: none"> Does the System have any limitations on the number of internal users? 			
12	<ul style="list-style-type: none"> Does the System allow HR Users to assign multiple internal users to view the applicant pool of a specific job posting? 			
13	<ul style="list-style-type: none"> Does the System have Guest User capabilities which allow the guest user to view the applicant pool of a specific job posting? 			
14	<ul style="list-style-type: none"> Does the System support various types of employment (i.e. FT, PT, Temps, interns, etc.)? 			
Job Posting				
15	<ul style="list-style-type: none"> Is the System capable of supporting several different types of applications? State any limitations 			
16	<ul style="list-style-type: none"> Can the Hiring manager/HR create an editable job posting from a previous requisition or from scratch? 			
17	<ul style="list-style-type: none"> Does the System have the capability to create and store/use templates for posting similar jobs as opposed to posting from scratch? 			
18	<ul style="list-style-type: none"> Does the System allow the Hiring manager or HR to choose or select posting choices (i.e. internal only, internal & external at the same time & inter-dept opportunities)? 			
19	<ul style="list-style-type: none"> Does the System provide a method to attach documents to specific job posting for internal use only? 			
20	<ul style="list-style-type: none"> Does the System include the functionality to add supplemental or disqualifying questions to specific job posting/requisition? 			
21	<ul style="list-style-type: none"> Can Postings have automatic close dates? 			
22	<ul style="list-style-type: none"> Can Closed/Filled/Withdrawn postings be re-posted and edited? 			
23	<ul style="list-style-type: none"> Does the System have a resume builder as well as the "cut and paste" feature for 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	resume entry? Are both options available to both internal and external applicants?			
24	<ul style="list-style-type: none"> Does the System allow applicant to upload different document types for uploading resumes, CV, Transcripts, Teaching Philosophy Statement.? Please list the document types that the system accepts. 			
25	<ul style="list-style-type: none"> Does the System allow HR to perform keyword search on applicant database? 			
26	<ul style="list-style-type: none"> Does the System allow Hiring Managers to perform keyword search on the applicants of a specific job posting? 			
27	<ul style="list-style-type: none"> Within the job posting, does the System provide a “notes/comments” field that is: <ul style="list-style-type: none"> Visible and editable by HR Users Visible and editable by internal users 			
28	<ul style="list-style-type: none"> Does the System differentiate internal staff versus external candidates? 			
29	<ul style="list-style-type: none"> Can Supplemental and/or disqualifying questions be edited by HR Users after job posting opens? Explain the process. 			
30	<ul style="list-style-type: none"> Does the System provide advertising capabilities directly from the ATS and/or has the ability to be integrated with job boards? 			
Applicant Tracking				
31	<ul style="list-style-type: none"> Can the System auto populate from one type of application to another when applicant applies to several different types of positions? 			
32	<ul style="list-style-type: none"> Is information saved for applicants applying for a job or editing their profile so that they can save and come back at a later time without losing information? 			
33	<ul style="list-style-type: none"> Can Applicants view their application status (i.e. reviewed, not reviewed, does not meet minimum qualifications, etc.)? 			
34	<ul style="list-style-type: none"> Does the System have a resume parsing function to auto populate application? 			
35	<ul style="list-style-type: none"> Can Applicants choose language (English or Spanish, etc.) in which to view site, job postings and application? 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
36	<ul style="list-style-type: none"> Can Applicants get on-line assistance when applying or creating their profile? 			
37	<ul style="list-style-type: none"> Does the Vendor provide customer phone support for applicants? 			
38	<ul style="list-style-type: none"> Can Applicants be tagged for response emails; system generates appropriate and timely notifications or emails? 			
39	<ul style="list-style-type: none"> Does the System have interview scheduling and communication capabilities using email and MS Outlook interfaces? 			
40	<ul style="list-style-type: none"> Can the Supplemental and/or disqualifying questions be viewed on the job posting by applicants prior to applying for position? 			
41	<ul style="list-style-type: none"> Can Supplemental and/or disqualifying questions, with HR approval, be re-answered by applicants after submission? 			
42	<ul style="list-style-type: none"> Do applicants' answers to disqualifying questions result in the system automatically placing 'disqualified applicants' into separate 'inactive' pool? 			
43	<ul style="list-style-type: none"> Can Applicants withdraw from particular positions for which they applied? 			
44	<ul style="list-style-type: none"> Does the System allow applicants to re-apply to same job posting? 			
45	<ul style="list-style-type: none"> Will the System update the application date if an applicant is re-applying to the same job posting? 			
46	<ul style="list-style-type: none"> Does the applicant process allow for storage of questionnaires and assessments? 			
47	<ul style="list-style-type: none"> Is each applicant's job application history stored and able to be reviewed? 			
48	<ul style="list-style-type: none"> Can multiple profiles be merged? 			
49	<ul style="list-style-type: none"> Are name changes supported and can they be searched upon? 			
50	<ul style="list-style-type: none"> Do External applicants who apply, and are hired, show as internal employee for future opportunities? This includes System updating the profile, but not destroying history. 			
51	<ul style="list-style-type: none"> Can an employee who has been terminated get changed/tagged in the system? 			
52	<ul style="list-style-type: none"> Can Applicants store multiple resumes and 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	can recruiters and hiring managers only see the one that has been submitted by the applicant for a particular position?			
53	<ul style="list-style-type: none"> Does the System have functions of “e-recruiters”, Prospect Notification or “Job Agents” for all applicants and applicants can set criteria for auto emailing of recently posted jobs that fit their interest? 			
54	<ul style="list-style-type: none"> Does the System have the functionality to send an email notification to Letter of Recommendation provider and allow Letters of Recommendation provider to upload letter to application? 			
55	<ul style="list-style-type: none"> Does the System have the functionality to not allow applicants to view Letters of Recommendation though applicants can see that a letter of recommendation has been attached to their application? 			
56	<ul style="list-style-type: none"> Does the System allow the upload of large applicant documents? Indicate maximum size per file 			
57	<ul style="list-style-type: none"> Does the System allow numerous document attachments to applicant file? Indicate if there is a maximum amount of documents. 			
58	<ul style="list-style-type: none"> Does the System allow applicant to submit application without required documents? 			
ADMINISTRATION				
59	<ul style="list-style-type: none"> Can the Recruiter’s workbench be customized per individual? 			
60	<ul style="list-style-type: none"> Can the Hiring manager’s workbench be customized per individual? 			
61	<ul style="list-style-type: none"> Does the System allow for set-up and change of departments and divisions for posting purposes? 			
62	<ul style="list-style-type: none"> Is the System compatible with mobile devices, tablets, etc.? 			
63	<ul style="list-style-type: none"> Can the System appear to be a Harper College system and include branding features including (but not limited to) ability to change fonts, colors and graphic banners? State whether font, color, graphic changes require Vendor assistance. 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
64	<ul style="list-style-type: none"> Will System functionality allow for internal user accounts with multiple user groups? 			
65	<ul style="list-style-type: none"> Does the System allow new users to request a user account? 			
66	<ul style="list-style-type: none"> Does the System notify HR Users when a new (internal) user account is requested? 			
67	<ul style="list-style-type: none"> Does the System have the ability to push jobs or notifications to social media outlets? Please describe. 			
68	<ul style="list-style-type: none"> Does the System allow HR to “inactivate” an external applicant who is not eligible for re-hire or any XYZ position? Explain Process 			
69	<ul style="list-style-type: none"> Does the System allow for the use of the Online Consent Agreement and EEO voluntary entries for AA reporting? 			
70	<ul style="list-style-type: none"> Do the System capabilities include on-line offer letters? 			
71	<ul style="list-style-type: none"> Does the System support or integrate with pre-screening background check service companies? Indicate if system can be integrated with HireRight, our current background check vendor 			
72	<ul style="list-style-type: none"> Does the System integrate with Silk Road’s Red Carpet Onboarding system? 			
73	<ul style="list-style-type: none"> Does the System utilize on-line e-signatures? 			
74	<ul style="list-style-type: none"> Does the System have a default time out period for applicant entry and can time frame for timing out be changed? 			
REPORTING				
Affirmative Action				
75	<ul style="list-style-type: none"> Does the System functionality include demographic requests to applicants during the application process? Is the Data only viewable to HR users? 			
76	<ul style="list-style-type: none"> Does the System track where applicants fall out of the process with reason codes why (i.e. did not meet basic qualifications, did not respond to repeated phone calls, took another position, etc.)? 			
77	<ul style="list-style-type: none"> Can the System create EEO reports based 			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
	on applicant demographic responses for each job posting?			
	Recruiting Metrics			
78	<ul style="list-style-type: none"> Does the System have standard metric reports such as time to fill, cost per hire, etc.? 			
79	<ul style="list-style-type: none"> Does the System have the ability to create a report indicating what web page the applicant was on prior to entering your applicant tracking system? 			
	General			
80	<ul style="list-style-type: none"> Does the System have an easy-to-use reporting tool/software? 			
81	<ul style="list-style-type: none"> Can reports be updated/saved and can others access these saved reports? 			
82	<ul style="list-style-type: none"> Can Workflow approvals be tracked and reported on? 			
	Ad-Hoc Reports			
83	<ul style="list-style-type: none"> Does System allow for user to choose fields to report/extract data? Describe any limitations to the number of fields that can be chosen for a customized report 			
84	<ul style="list-style-type: none"> Does the System allow for user to define select criteria? 			
85	<ul style="list-style-type: none"> Does System functionality include the ability to create and/or customize reports? 			
86	<ul style="list-style-type: none"> Does Report Customization include ability to: <ul style="list-style-type: none"> Save report parameters for future use? Schedule reports at regularly scheduled intervals? Send report electronically? 			
87	<ul style="list-style-type: none"> Are Standard report export formats supported (XLS, PDF)? 			
88	<ul style="list-style-type: none"> Does System allow for calculated fields and subtotaling? 			
	TECHNICAL DEMONSTRATION			
	Hardware Environment & S/W Architecture			
89	<ul style="list-style-type: none"> Is System hosted by vendor for Harper College? 			
90	<ul style="list-style-type: none"> What releases of which browsers does the system support? 			
	Security Administration			

Item #	Description	Standard Yes/No	Custom Yes/No	Comments
91	<ul style="list-style-type: none"> Does the System expire passwords for internal users and applicants? 			
92	<ul style="list-style-type: none"> Does the System have support of SSL (https:\\)? 			
Screen Customization				
93	<ul style="list-style-type: none"> Does the System allow for upload of Harper College graphics/banner and changes to match our branding? 			
94	<ul style="list-style-type: none"> Does the System allow for changing screen layout? 			
95	<ul style="list-style-type: none"> Does the System allow adding fields? 			
96	<ul style="list-style-type: none"> Does the System allow deleting fields? 			
Database Changes				
97	<ul style="list-style-type: none"> Are Federal EEO/AA code changes updated within application? 			
Implementation Process				
System Upgrades/Support				
98	<ul style="list-style-type: none"> Are Upgrades (patches) issued when necessary? 			
99	<ul style="list-style-type: none"> Are clients notified of pending upgrades in a timely manner by ATS vendor? 			
100	<ul style="list-style-type: none"> Are support hours during work hours CST? 			
101	<ul style="list-style-type: none"> Does the Vendor have support escalation path? 			
102	<ul style="list-style-type: none"> Does the Vendor have online knowledgebase? 			
103	<ul style="list-style-type: none"> Are Company graphics affected by upgrades? 			
104	<ul style="list-style-type: none"> Will a test site be available after the Go Live date? 			
Disaster Recovery Process				
105	<ul style="list-style-type: none"> Are standard processes in place for D.R.? 			
106	<ul style="list-style-type: none"> Are replication processes in place? 			

ATTACHMENT B

Harper College

Hosted Systems Evaluation Questions

1. Describe your Business continuity plan. Fail over? At what levels, database only? Application level? Or more?
2. How is our data secured? Who has access to it at your site? What security is provided to ensure protection of data?
3. Can system interface with Cognos? Reporting: is it built-in or do we point to your database with our reporting tools? If so, list the method and/or port to open to allow remote reporting. Can we get an extract on a regular interval to import into another system if needed?
4. Identify your schedule for routine maintenance? What method of communication is used to inform the end users (website, email, etc.)?
5. Major release upgrades: How are major releases handled? Will all of your customers get the release at the same time, or can we opt to receive it, within a certain window (3 months, etc.)?
6. What training and support do you provide/include for major releases?
7. Emergency outages: If a system goes down, what method is used to inform Harper staff? Can the College provide two points of contact?
8. How many clients do you have using your hosted solution? Is there a method to receive new ideas and suggestions and get them incorporated into the system? Is there a user group/user forum/listserv?
9. What is the average turnaround time to 1) acknowledge receipt of a ticket and 2) complete a ticket opened with your help desk? What is the average turnaround time to resolve issues presented that are caused by a problem with your product?
10. What aspects are handled by Harper's Technical Services when it comes to maintenance?
11. Will the College be able to continue to function during a network outage on your end?
12. Does the vendor guarantee 98.5% uptime and other metrics with SLA's (Service Level agreements for number of hours up per month or performance metrics)? Credit \$35/day for downtime.

PROPOSAL PAGE

**APPLICANT TRACKING SYSTEM
Specification & Contract Number: Q00765**

The undersigned proposes, in accordance with the terms, conditions and specifications of the Contract Documents, of which this Proposal is a part, to furnish training, materials, labor, maintenance and incidentals required for furnishing, William Rainey Harper College, 1200 W Algonquin Road, Palatine, Illinois, 60067.

COST

Training	\$ _____
Implementation	\$ _____
Integration/Interface	\$ _____
Red Carpet.....	\$ _____
HireRight	\$ _____
Advertising	\$ _____
Project Management.....	\$ _____
Maintenance	\$ _____
Licensing	\$ _____
Customization	\$ _____
List all ancillary charges required to complete project	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROPOSED PRICE.....	\$ _____

REFERENCES FOR HARPER COLLEGE

Per C.03.1 of General Information, list below current references for whom you have performed work similar to that required by this RFP.

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Complete this form and submit it with Form of Proposals.

Respondent's Name: _____

Signature: _____

RETURN THIS PAGE ALONG WITH YOUR PROPOSALS

TO: Harper College
1200 W. Algonquin Road
Palatine, IL 60067
Attn: Purchasing Department

FROM: Organization: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Facsimile Number: _____
Email: _____

AUTHORIZED NEGOTIATORS:

Name: _____ Phone #: _____
Name: _____ Phone #: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting these Proposals, it is understood that Harper College reserves the right to reject any or all Proposals, to accept an alternate Proposals, and to waive any informalities in any Proposals.

In addition to this document, Respondents shall furnish, with the Proposals, all submittals as required herein.

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.
_____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
_____ Corporation: State of Incorporation: _____

Please provide your Federal Employer Identification Number (F.E.I.N.): _____

Seal (affix seal below if applicable)

(List Name of Officers)

President _____
Vice-President _____
Secretary _____
Treasurer _____

Attest:

Signature of Secretary

CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from bidding under the aforesaid sections.

Authorized Signature

Type or Print Name

Title

SEAL

Instructions: This is to be completely filled out and executed by the Chief Executive Officer or the bidder authorized to submit the certification.

DISQUALIFICATION OF CERTAIN BIDDERS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

**HARPER COLLEGE, ILLINOIS
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the bid

**HARPER COLLEGE, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT'S CERTIFICATION**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The party making the foregoing Proposals or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.