

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Applicant Recruiting and Hiring HRIS System

DATE AND TIME TO BE OPENED: Wednesday, April 7, 2021 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Linda Juliao

SUBJECT MATTER EXPERT (EMAIL): Linda.juliao@ppsd.org

QUESTION DEADLINE: Friday, March 19, 2021 at 4:30PM

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206
ATTN: Molly Hannon
797 Westminister Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2022** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.

23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees. The Contractor shall provide a copy of the background check report(s) to the District, upon request.
24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: **Applicant Recruiting and Hiring HRIS System**

DATE AND TIME TO BE OPENED: **Wednesday, April 7, 2021 at 1:00PM**

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

Providence Public School District

Request for Proposals

RFP: Applicant Recruiting and Hiring HRIS System

2021 - 2022

Funding (Contingent on Funding): Local Funds

I. Background

As of November 1, 2019, the Rhode Island Department of Education (RIDE) exercises authority over the Providence Public School District (PPSD), with the goal to develop and implement a Turnaround Plan for the city's education system. To deliver on this goal, Commissioner of Elementary and Secondary Education, Angelica Infante-Green and the RIDE team are engaged with parents, educators, students, community members and experts to develop a shared vision for the future of Providence Schools.

PPSD serves approximately 24,000 students attending our 41 schools, which include 22 Elementary Schools, 7 Middle Schools, 10 High Schools and 1 public district charter school. PPCSD employs more than 3200 professionals who work in and provide support to our schools. Our schools are diverse learning communities. Approximately 65% of our students are Latino, 16% Black, 9% white, 5% Asian, 4% Multi racial and 1% Native American. Approximately 31% of students are multilingual learners, and about 16% of students receive special education services. Approximately 55% of students come from homes where English is not the primary language spoken. Combined, our students and families speak 55 different languages and hail from 91 countries of origin.

PPSD is requesting a proposal from vendors whose applicant tracking and job posting system (ATS) will be able to support the goals of RIDE, and to help identify the best candidate for each position and streamline the hiring and subsequent on-boarding process. Each year the number of applications received for teaching positions alone totals approximately 800. All candidates hired are selected through a Criterion based Hiring Process, qualifications and interviews. An online application and job posting system for all employee groups is an essential strategy in streamlining this process and enabling PPCSD hiring managers to sort through a broad range of applicants to determine those most qualified for an interview and the best candidate for the position.

The Providence Public School Department is soliciting proposals for software and implementation services for an applicant tracking and job posting system (ATS) to be provided in accordance with the terms, conditions and specifications established herein.

II. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below.

- The applicant tracking system must be fully electronic with capability to integrate with other district software programs and HRIS.
- The data gathered through the applicant tracking system must be fully secure.
- The vendor must be committed to timely customer service and tech support.
- The applicant tracking system must meet the needs of all aspects of the application, hiring, onboarding and data monitoring processes.

III. Scope of Work

PPSD receives all of its applications through an on-line, electronic-application process. The system should allow position openings to be posted through requisitions for applicants to access electronically. Job candidates input information that will then be transferred into a searchable database. The on-line application should be easy to use and intuitive for applicants. The system should allow for the application itself to be edited by Human Resources so that questions can be added and drop down options can be customized in a timely fashion. It should include implementation, testing, hands on training, helpful directions menus and system support options for both the applicant and hiring manager users. In addition, in an effort to provide as much objectivity to the recruitment and hiring process, it should have the ability to limit the visibility of certain data from specific users while allowing access to the full data for other users. It should include an onboarding platform and data dashboard or have the capability to link to such platforms. The Human Resources team should also have the ability to access/export data from the system.

The applicant tracking system should ensure communication and efficacy from creating a requisition to onboarding the new hire. It should provide the hiring managers easy access to information. It should minimize the time spent on creating reports by preparing canned reports and dashboard access. Time spent on accessing reports should be minimized by preparing canned reports and dashboard as well as access to raw data. Applicants would need to be able to apply readily to new jobs and have continual access to all application materials including the job descriptions for the positions to which they applied. It is preferred that the system would have the ability to pre-populate information from external data bases (i.e. RIDE certification database).

Applicant Tracking

Our ideal system is user friendly for all users, including applicants and hiring managers. Ability for applicant to create a unique account and system capabilities for the user to reset their password. It will allow multiple applications for the various employment groups, contain a component for internal and external applications, and have the ability to pipeline. Ability for applicants to apply to multiple positions at once and the ability to withdraw application. There will be capability for automated responses and email notifications/messages, ability to search applicants, and a filtering capability. Over time, it should be capable of application/profile retrieval. Internal applicants will auto populate based on employee ID and the employee ID will have a connector field. External applicants who are successful hires will also be assigned employee ID numbers to serve as unique identifier across data sets. Through the RI Department of Education/RIDE Map, the system will verify certification. A referral source (advertising) and HR previous employment verification are also required. Include the capability to upload documents and identify which documents to be uploaded to individual applications. Ability to communicate with applicants from the applicant tracking system. Ability for applicants to subscribe and unsubscribe to job positing notifications. Ability to sort, search and rank applicants. Ability to merge, create and deactivate accounts.

Postings

The job postings will be connected to multiple job boards for auto upload. It will have requisition capability with multiple approval processes, reminder notifications, and pipeline for posting – hiring process (open, closed, interview, hire). Ability to post positions outside of the requisition process. Ability to input information related to the job positing including unique position identifiers. The information should be easily displayed on a dashboard for quick access. Ability to limit postings to internal versus external postings. Ability to export the posting data into an excel format. Ability to track employee hired per position posted. Ability to store and change job templates.

Interview Management

Scheduling capability must not be on an external platform. There should be capability for auto dispositioning, a rubric for applicant review, and an interview questionnaire. Standardized forms, i.e. request to hire and contingent offer letter, are required elements to be considered for interview. Applicants should not be able to submit their application without these required elements. Integration with Outlook calendar or google calendar and sharing capability with the hiring manager to the interview team are essential. The system should preferably have capability for video pre-screening interviews to be uploaded if the system does not have its own video pre-screening element.

Data Analysis and Reporting

The ideal dashboard will demonstrate applications in cue, postings that are opened and closed, the time from post to fill, and the time to begin interviewing after the posting closes. A response time for positions offered should be included. This ATS will also demonstrate EEO reporting from applicant to hire, time to fill reporting, and new hire reporting. We also require a report of positions that have not been filled along with unique applicant data reports. In general, customizable reporting capabilities and data analysis features are a necessity. This would cover applicant interview data as well. Additionally, we must be able to receive a data feed of specified data fields of related information via AFTP. Important fields include but are not limited to date application was submitted, date interview was conducted, date offer was made, date of request to hire.

Onboarding/Employee File

Requisites for the onboarding and employee file include, but are not limited to, electronic forms, a dashboard that tracks the completion process with viewing capability for hiring managers, multiple pathway routing capability, upload capabilities, benefit election capabilities, a library, and reminder notifications. Ability to export and print forms.

System Integration

The system integration requires the ability to integrate with Frontline, Lawson, and Outlook Calendar. There will be an unlimited number of users as managers will have accounts as well. The system should also integrate with social media platforms including but not limited to LinkedIn, Facebook, Twitter, School Spring and Indeed.

Compliance Training

The compliance training will consist of new hire onboarding training, library/catalog, tracking, reminder notifications and professional development for both internal and end users.

System Implementation

Complete implementation of the system and personal guided training by the vendor. Ongoing support in resolving system issues and troubleshooting at minimum Monday through Friday 8am-6pm EST but ideally 24/7 responsive support. Must be able to access all platforms and tools via web browsers such as internet explorer, chrome, safari, etc.

IV. Timeline for Implementation

To be fully implemented and operational by September 30, 2021

V. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VI. Proposal Requirements

The applicant tracking system must link to the district's Human Resource Information System (HRIS, i.e., Lawson). Ultimately, the ATS will verify an internal applicant by the employee ID registered on the applicant profile as well as provide a process by which to transfer an external hired applicant to our HRIS application page (PA31) in Lawson. The system must have the ability to service an internal hiring process, external hiring process, as well as, at large hiring process (open to internal and external applicants) with the appropriate workflows to support each. Internal applicants and External applicants should be easily identified and flagged in each applicant pool per posting. Administrators should have the ability to create new workflows or adjust workflow, as needed, for special hiring processes or improving processes. Additionally, administrators should be able to tag each hiring posting and indicate whether the posting is for a brand new position or whether the posting is the result of a vacancy. This type of information will be used for internal purposes only and should not be visible to the applicant. Teachers, as well as Certified Administrators of PPSD, are required to hold specific certifications based on the requirements of the job posting in order to be eligible for hire. The system should contain a dropdown menu by which the applicant can select the appropriate certification they hold through a table, which can be updated via the system administrator, as needed. In addition to the ability to track certifications, the system should also allow PPSD to track Licensure Pathways: whether an applicant was certified in-state or out-of-state, and for in-state applicants a more robust dropdown menu should be created to indicate potential pathways.

This system should have the capability to qualify an applicant through the RI Department of Education public Education Verification Portal. An indicator of the outcome of this process should be identified to the hiring manager on the applicant profile. The applicant pool should have capability to be sorted in ways so that the hiring manager can easily identify fully certified applicants. The applicant profile should contain a field to support an internal applicant's seniority number. The seniority number should auto populate via the internal employee's ID as registered in

the profile. In the event there isn't a seniority number to auto import, N/A should be populated. This response should also be visible to the hiring manager via the applicant pool. PPSD has a decentralized hiring process and this system should be user friendly to all end users as well as managed through a filtering mechanism to identify the most qualified applicants. In addition to including an indicator of seniority, there should be a field within the application requiring applicants to indicate their number of years of experience, relevant to the position they are applying for. More specifically, PPSD should be able to easily determine from the application, the number of years of prior teaching experience an applicant has.

The ATS must also have a full package on-boarding process as well as a robust reporting feature. PPSD has an affirmative action plan by which we closely monitor our applicant pool and candidates hired.

The reporting feature should provide canned reports for routine reporting; such as, EEO, New Hire, Language Proficiency other than English etc. to be designed for PPSD needs, as well as ad hoc reporting to produce custom reports based on requests or district-specific needs. Some ad hoc requests may include changing pre-scripted response options to application questions in the system. PPSD needs to know the vendor will be flexible and work with the Human Resources Team to customize the application and modify questions and dropdown options as needed. PPSD should be able to track the candidate through the entire application process with fields which allow us to see the completion of different tasks and their associated dates of completion; such as, position initial posting date, application completed date, application reviewed date, interview offer date, interview held date, initial offer/rejection date (PPSD side), offer accepted/rejected date (applicant side). This type of data will allow PPSD to track trends in its applicant process and hiring practices.

PPSD is also committed to analyzing its teacher pipeline and gaining a better understanding of who applicants are, where they are coming from, and how these qualifications contribute to quality teaching. In order to do this, PPSD needs to be able to access certain fields within the ATS via a daily external feed (weekly at a minimum). This feed should be uploaded nightly via SFTP and if needed the feed should be able to integrate with other PPSD internal dashboards. PPSD should be able to add fields over time to this data extract, for example if new questions are added to the application, or if new lines of inquiry are generated requiring access to certain data fields not previously included in the daily/weekly feed. PPSD will work with the vendor upfront to ensure that the initial required fields are built into this raw data extract.

In addition to the system specifics, the vendor should include a detailed support for implementation and on-going support and system maintenance as well as a plan to ensure overall security of the system. Vendor should provide an outline of the security of the system to include but not limited to how the system handles data encryption and protection, user access levels and identity verification.

Vendor should provide a sandbox or demo site for PPSD HR to have the opportunity to review the product. PPSD also reserves the right to request presentations from vendors as part of the review process.

VII. Questions

Questions concerning this solicitation should be emailed to **Linda.Juliao@ppsd.org**. Questions are due by Friday, March 19, 2021 at 4:30PM. Questions will be answered via addendum made available on or after Monday, March 22, 2021 on the district Bids and Contracts page of our website.

VIII. Evaluation of Proposals

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

Vendor Name	
Technical Proposal Category	Score
<i>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience and Background (0 -10 points)</i>	
<i>Capability, Capacity, Staffing and Qualifications of the Vendor (0 -40 points)</i>	
<i>Work Plan/Approach Proposed (0-40 points)</i>	
Total Score	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.