

Addendum #1

Applicant Recruiting and Hiring HRIS System

Issue Date: Friday, March 26, 2021

Bids Due: Wednesday, April 7, 2021 at 1:00PM

1. Is an original signature required on Bid Form 1: Bidder Information or will a digital signature via DocuSign be acceptable?

A digital signature on Bid Form 1 is acceptable.

2. Instructions on page 1 of this solicitation state vendor's RFP responses must be submitted hard copy. Would PPSD consider accepting a digital copy of responses via email?

No, PPSD will not consider accepting a digital copy via email. Bids must be submitted in accordance with the instructions on page 1 of the RFP.

3. If a hard copy submission is required, please advise on any dates and times between April 1, 2021 and April 7, 2021 at 1pm where PPSD will NOT be available at the shipping address provided to accept a delivered proposal response by FedEx.

PPSD offices will be closed on Friday, April 2 in observance of Good Friday, and our offices are closed on Saturdays and Sundays.

4. Out of all requirements outlined on pages 7-11 - Required Qualifications, Scope of Work, and Proposal Requirements sections, which requirements would you like for vendors to respond to directly?

Please respond to all requirements.

5. Does PPSD have a specific order they would like the response submitted in such as the order shown under Evaluation of Proposals, the order of the overall RFP, etc?

Our preference would be that Bid Form 1 is the first page of the submission, and we have no preference for the ordering of the rest of the proposal.

6. Under Evaluation of Proposals, please specify specific information PPSD is looking for submitting vendors to provide in the Executive Summary, Previous Experience and Background, Capability, Capacity, Staffing and Qualifications of the Vendor, and Work Plan/Approach Proposed sections.

The Evaluation of Proposal section is used by PPSD to evaluate the response to the areas of the RFP submitted by the vendor. This is not to be completed by the vendor.

7. Does the requirement 9 on pg. 2-General Terms apply to privately-held LLCs looking to submit for this opportunity? If so, what documentation would you like vendors who fall under this classification to provide?

At the time of bid submission, no documents need to be submitted as proof of compliance with this requirement.

8. Does Providence Public Schools have access to the State of Rhode Island's enterprise applications, particularly the ServiceNow application? According to the attached annual report it would seem that is at least possible.

To our knowledge, Providence Public Schools does not have access to the State of Rhode Island's enterprise applications.

9. What caused the need to go out to RFP for recruiting?

In the spirit of continuous improvement, PPSD is interested in exploring alternatives to our current recruiting platform.

10. How many positions do you fill annually?

About 400-500 positions including substitute positions.

11. How much of the current onboarding process is done electronically vs paper forms?

Most of it. Missing pieces are benefits and a notarized city pension form.

12. Are employee referrals a priority?

Yes, they are.

13. What version of Lawson are you currently running?

We are on Lawson 10.0.5 – 10.0.6

14. Is Lawson hosted or on premise?

It is hosted by the City of Providence.

15. Are their plans to migrate Lawson to CloudSuite?

Yes, we are planning to move Lawson to CloudSuite (But that does not mean that we are moving to remote hosting of Lawson)

16. What type of integration will be needed to Frontline?

The integration of posting requisitions from Lawson to ATS. Requisitions will take place through Lawson and the posting would be set up automatically through the ATS system.

17. What type of integration will be needed to Lawson?

The integration would populate the data of applicants hired into Lawson.

18. Can the district provide response guidance to section VI (Proposal Requirements)? Would you like respondents to answer in narrative format to each major paragraph?

Yes, please answer in narrative format or bulleted items.

19. Does the School District currently have a Background Check provider? Would the district like to integrate background check results to the new ATS?

We require a fingerprint background check so there is no desire to integrate for background checks.

20. Please provide the total number of current full-time employees?

About 3,500 full time employees.

21. Does the School District have different recruiting processes for different types of employees? e.g., are Teachers recruited differently than staff?

Yes, we do. Process is flexible to match the ATS capabilities.

22. Does the School District currently utilize position management with Lawson? If so, would the district like to integrate position data into the new ATS?

Currently, no. That is our hope that we can use it and integrate with the ATS.

23. For Onboarding, does the District wish to utilize an electronic signature provider such as DocuSign for signatures?

We have not decided that at this time. Currently we don't require documents to be hand signed, except for the city pension form that needs to be notarized.

24. For Compliance Training, can the district currently use any content providers? e.g., Skillsoft, OpenSesame?

We are seeking embedded videos as part of the onboarding process. These videos can come from a library or self created videos. If your system is integrated with these providers, we are open to exploring the option.

25. Can the district please provide the use case for the integration to Frontline? Does the district intend to have new hire information to flow to Frontline and Lawson?

At this time, we do not have a use case. The plan is to integrate Frontline with the ATS.

26. Please specify 3rd party application job boards for integration.

School Springs, Indeed, Facebook, Twitter, LinkedIn, etc.

27. Please estimate the number of monthly applicants processed and requisitions raised.

About 200 applicants. About 1000 requisitions a year.

28. Does the district engage in offboarding activities? If so, please clarify the process.

At this time we have a form that we provide teachers. One of our goals is to formalize an offboarding process.

29. On page 9 of this RFP in the System Integration section, PPSD calls out a requirement for vendors to integrate with Frontline. Please confirm which Frontline product you require vendors to integrate with.

Frontline-Professional Growth, Evaluations and Absence Management.

30. At the bottom of page 11 of this RFP, PPSD requires a sandbox or demo site to be included with proposal submissions. Would PPSD be open to vendors scheduling a guided lab with your team as an alternative? A guided lab would be a scheduled live session with our team and PPSD so we can answer your questions and provide guidance in real time as you explore our solutions.

A sandbox is crucial but if there are capabilities that we can have access to in real time we may consider it acceptable.

31. Does PPSD desire submitting vendors to provide a pricing proposal at this time? If so, does PPSD have a specific format you would like pricing to be provided in?

Yes, we do require vendors to submit pricing proposals at this time. We do not have a specific format we would like for these pricing proposals.

32. PPSD stated they will “need access to certain fields within ATS via a daily external feed”. Can you provide what the fields are PPSD would like to export?

It would be any data an applicant is inputting. This includes but is not limited to name, contact, education, certifications, referral source, EEO data, stages of pipeline (applicant, interview, hire, onboarding)