Alabama State Department of Education

Request for Proposal

RFP ALSDE 2023-06

Applicant Tracking System

Alabama State Department of Education

Office of Teaching and Leading

Note: FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED.

Inquiries and response submissions related to this RFP are to be addressed to:

Cindy Gillespie

Office of Operations

Alabama State Department of Education

50 N. Ripley Street, Room P305 Gordon

Persons Building

Montgomery, AL 36104

Email: cgillespie@alsde.edu

Deadline:

Proposals must be received no later than 4:00 p.m. on June 20, 2023.
It is required that each vendor clearly mark the envelope RFP ALSDE 2023-06 in the lower left corner of the envelope (Response packages that are not marked will be rejected).

The proposal package must contain the following:

1. Original proposal plus four copies with original signatures (The proposal must be signed by an official authorized to legally bind the vendor to the information provided). One (1) electronic copy on a USB flash drive in MS Word format.

2. Must be currently registered with The Alabama Department of Finance, Division of Purchasing as a State Vendor and provide vendor number. http://www.purchasing.alabama.gov

3. The vendor must complete the affidavit for business entity/employer/vendor. Verification of enrollment in E-Verify should be presented on the form found in Appendix A.

Proposal Opening

June 21, 2023
9:00 am
Gordon Persons Building
CC Baker Conference Room
50 North Ripley Street
Montgomery, AL 36104
(No Visitors Due to COVID-19)

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<u>**Section 1.00 Administrative Overview**</u>

1.1 <u>Purpose and Background</u>

Purpose:

1.1 a. The Alabama Department of Education (ALSDE), Office of Teaching and Leading, invites vendors to submit a proposal to provide an applicant tracking system.

1.1 b. In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be eligible for consideration, **a mailed or hand-delivered** proposal shall be presented in accordance with the instructions of this solicitation and within the period specified. It shall be the responsibility of the selected offeror to meet all specifications and guidelines set forth herein. The ALSDE, at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by ALSDE.

Background:

1.1 c. The ALSDE, Office of Teaching and Leading, is looking to replace the existing Applicant Tracking and Recruitment System (ATS) and seeks a system that will better fit the needs of ALSDE and the K-12 industry. The current ATS provides a wide variety of complex configuration options which require high level expertise in the system while lacking capabilities that other known providers offer (i.e., modern/interactive capabilities, mobile usage, applicant profile management/tracking). The desired solution should simplify the application, pre-screening, and selection process by providing automation within the hiring process.

We are committed to getting outstanding results for our students. The ALSDE impacts student achievement by:

- Recruiting, selecting, retaining, and developing exceptional people.
- Providing employees excellent support and development.
- Maintaining high expectations.
- Delivering high-quality customer service.

The ALSDE has a variety of Human Resources (HR) offices that announces all permanent vacancies, screens applications, and certifies qualified applicants to Admins/HR/Hiring Managers/HR staff for consideration. With more than 1,900 schools serving over 23,000 students district-wide, it is our mission to cultivate the leaders of today by ensuring that our students receive the highest quality education from effective teachers and other supporting employees. The ALSDE is an equal opportunity employer.

1.1 d. The ALSDE is seeking a more intuitive and easier-to-use ATS application for its employers/employees. The intent is to allow for more efficient use of the employee's time by streamlining the position requisition creation, approval, and hiring process.

1.1 e. The objective of the ALSDE is to obtain a multi-layered ATS solution. This project is being undertaken to provide integrated staffing requisitions, position management, job postings, recruiting, applicant tracking, workflows (an HR Platform), other possible features such as onboarding, and Enterprise Resource Planning (ERP) upload functionality.

1.2 Anticipated Timetable

Question Deadline	June 14, 2023
Responses Due	June 16, 2023
Proposal Submission Deadline	June 20,2023
Bid Opening	June 21, 2023

1.3 Proposal Evaluation

An Evaluation Team will review the proposals and make a recommendation. The criteria listed below will be used to evaluate the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP.

Evaluation Criteria:

Vendor qualifications and experience	35 points
Budget Proposal	30 points
Detailed description of the system and delivery of training materials, presentations, and/or modules	35 points

Best and Final Offers:

The ALSDE may either accept a vendor's initial proposal by award of a contract or enter into discussions with vendors whose proposals are deemed to be reasonably acceptable consideration for award. After discussions are concluded, a vendor may be allowed to submit a "Best and Final Offer" for consideration in a manner and method prescribed by the ALSDE. By submitting a proposal, each vendor accepts and agrees to all conditions and requirements herein.

The ALSDE will make all decisions regarding evaluation of the proposal. The ALSDE reserves the right to judge and determine whether a request is compliant with and has satisfactorily met the requirements of the RFP. The ALSDE reserves the right to waive technical and other defects if, in its judgment, the interest of the ALSDE so requires. Any further information disclosed about the RFP during this process will be provided to all vendors in a manner and method prescribed by the ALSDE.

Rejection of Proposal:

The ALSDE reserves the right to reject any or all proposals that are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The ALSDE shall have no obligation to award a contract for work, goods, and/or services as a result of this RFP.

Qualified bidders aggrieved in connection with the with the solicitation of a contract may protest to the Chief Procurement Officer. *See generally* **State of Alabama Department of Finance Administrative Code Regulations at https://finance.alabama.gov/media/rnii4ga1/administrative-code-355-4-1-01-thru-06.pdf.**

Confidentiality:

All information contained in the RFP is considered to be the exclusive property of the ALSDE. Recipients of this RFP are not to disclose any information contained within the RFP unless such information is publicly available. This RFP is provided for the sole purpose of allowing Vendors to respond to these specifications.

Selection Process:

The number of grants awarded depends on the number of proposals submitted and the quality of the proposed projects, funding availability and the best interests of the Agency.

The ALSDE will select the vendor that provides the most technically sound and cost-effective proposal that best fits the needs of the ALSDE. Final selection of the successful vendor will not be based solely on cost. The vendor product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the RFP. The RFPs will be reviewed to ascertain that minimum requirements have been met. The ALSDE reserves the right to conduct discussions with potential vendors in order to clarify information contained in their proposals, but the ALSDE has no obligation to do so. The vendor will provide notice to the ALSDE any partnership with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance. Any subcontractor or partner will be subject to the same vetting process as the vendor, and the vendor is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

Unless provided by law, nothing in this RFP shall be construed to create any legal obligation on the part of the ALSDE or any respondents. ALSDE reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall the ALSDE be liable to respondents for any cost or damages incurred in connection with the RFP process, including, but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the ALSDE for any costs, expenses, or fees related to the RFP. All supporting documentation submitted in response to the RFP will become the property of the ALSDE. Respondents may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known. If, within the confines of this RFP, the vendor provides intellectual property be it understood that all RFP contents are subject to *Open Records Act* laws and thus are subsequently in the public domain.

Only the final results of the ALSDE Evaluation Committee may be considered public. Any work papers, individual evaluator or consultant comments, notes, or scores will not be considered public. The final results of the ALSDE Evaluation Committee will not be publicly available until a final contract has received all necessary approvals.

Open Records Act requests can be made at the following website:
https://alsde.mycusthelp.com/WEBAPP/_rs/(S(f5sv2dmcmpb2aknppsajshwn))/supporthome.aspx

Disclaimer Notice:
The ALSDE shall not be liable for any costs associated with the preparation of proposals or negotiations of a contract incurred by any party.

Availability of Funds:

It is expressly understood and agreed that the obligations of the ALSDE to proceed is conditioned upon the continued availability of funds that may be expended for these purposes.

1.4   Conditions and Terms

Contract Terms:
The contract resulting from this RFP may be renewable for four (4) additional years pending written agreement of the vendor & ALSDE, dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the ALSDE. The contract will commence pending Legislative Review Committee approval and Governor's signature.

The vendor shall be fully prepared to commence work after full execution of the contract by parties and the receipt of required governmental approvals.

Proposals should reference each element in the RFP by number on the cover of each copy and be arranged in the same sequence. All fees and costs are to be stated in United States currency. Vendors must reply to each element of the RFP.

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Section 2.00 Scope

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2.1   Scope of Vendor's Work and Responsibilities

2.1a. The ALSDE needs an unlimited access, integrated cloud-based (hosted) solution that will handle the end-to-end process from recruiting through an **optional** onboarding process—full hiring process lifecycle. The ATS solution must include configuration and installation, integration, testing, implementation, training, on-going maintenance, and technical support.

2.1b. The ALSDE requires a system that is modern, user-friendly, and intuitive with unlimited access to efficiently manage its applications and for tracking its processes. The system should allow job openings to be easily posted and managed from Admins/HR/Hiring Managers/HR staff levels and allow posting to link to outside sources. The system should also provide easy-to-use search and report/analytic capabilities for Admins/HR/Hiring Managers/HR staff. This system will be used to manage both external and internal hires activity. All data transmitted in the system by applicants, employees, and Admins/HR/Hiring Managers/HR staff **must meet the latest Federal Information Processing Standards for security and encryption**.

2.1c. Central website shows all current job openings for participating municipalities.

2.1d. The secured ATS system **MUST** retain all data records, be expandable, paperless, and accessible anytime and anywhere.

2.1e. Vendor must propose a built-out solution already in existence with cliental references.

2.1f. The ATS must meet the following objectives:

1. Reduce unnecessary processing time by increasing efficiencies in applicant credential collection, eligibility determination data entry, tracking, and information retrieval.
2. Improve the format of the information and data received from applicants to allow for more valid and effective evaluations of an applicant's background by providing a mechanism to simplify the screening process based on the job's minimum requirements (i.e., scoring position specific questions, category-based screening that ties jobs within category groups).
3. Improve the ability to screen applicants online, including the ability to manage and categorize applicants at both profile and application level. Must have the ability to provide multiple statuses for each applicant based on the type of application (i.e., Classified, Certified, Substitute, Administrative).

4. Automate the reference request/evaluation process. Reference component should allow for simple identification of professional references and flagging for review based on responses.
5. Improve the ability to prepare reports regarding recruitment and applicant activity (charts/graphs, etc.).
6. Improve the communication between Admins/HR/Hiring Managers/HR staff and applicants by allowing mass communication from Admins/HR/Hiring Managers/HR staff to all or selected applicants.
7. Provide method to upload and/or communicate certification information (area/level) to be used during screening process.
8. Ability to determine completion of application packet based on submission or application, required documents, and recent references.
9. Ability to automate document transfer (application and/or supporting documents) into ALSDE' document imaging system upon hiring of candidate.
10. Reduce the time-to-hire.
11. Optional: Ability to integrate with Global Human Resources (GHR) and Enterprise Resource Planning (ERP) systems; the ALSDE may soon use GHR to initiate requisitions. System must have the ability to post jobs based on the GHR requisition data.
12. Optional: Ability to integrate with third-party application tools (i.e., electronic recruitment screening, digital interviewing, and background checks).
13. Optional: Ability to automatically post to both the central website and the participating school's website or automatically post to central website then generates URL for posting job to school websites, and post job announcements to social media sites.
14. Online forms; Optional Onboarding capabilities.
15. Optional: Interview scheduling and tracking.
16. Host multiple user types that can create personnel requisitions/job postings, etc., with unlimited access.

2.1g. ATS Functional and Technical Requirements (see Attachment 1, ATS Technical and Functional Requirements Checklist)

A. Functional Requirements (see Attachment 1, ATS Technical & Functional Requirements Checklist):

1. On-demand video training and training library (pd documents and/or videos) available within system.
2. Audit function to include tracking user actions.
3. Applicants (both existing internal and "new," (i.e., external).
4. Ability to engage and communicate with pre-applicants. (i.e., job fair sign-up form).
5. Ability to clearly see and search on all openings. (Search by date, by location, by geographic areas, by type of opening, categories, interactive map, zip code, etc.).
6. Ability to advertise and post directly to job boards and social media interfaces.
7. Ability for applicants to register and use a unique secure account to access the online application.
8. Ability to identify and prevent duplicate applicant accounts.
9. Ability for applicants to recover their login credentials via an existing automated system.
10. Ability for applicants to submit and maintain a general application(s) and indicate interest in specific positions as they become available via a secured data entry portal.
11. Ability for applicants to apply for multiple vacancies.
12. Ability for applicants to withdraw from being considered for positions.
13. Ability for applicants to provide searchable information regarding experience, degrees, position interests, highly qualified designation, additional skills, strengths, and/or complete job-specific screening questions.
14. Ability for applicants to submit supporting documentation (i.e., resume, transcripts, license/certification) for different job categories (i.e., classified and certified) or individual postings.
15. Ability for uploaded resume to automatically populate into the application.
16. Ability for applicants to easily identify whether a screen or an application is incomplete or if required fields are not completed.

17. Provide automated reference requests via email. System should be able to identify nonprofessional references as well as undesired answers for additional review prior to application clearance/release.
18. Ability to identify completion of required documentation prior to consideration for employment. (each category could have criteria of required documents that it looks for, including type of reference).
19. Applicants will be notified on screen and by email immediately and automatically that their application has been successfully submitted.
20. Applicants will be able to check the status of positions to which they have applied for.
21. Pre-application minimum qualifications checklist. (If applicant does not meet minimum requirements, do not fill out application).
22. Optional: Provide internal processes and/or logic to simplify the screening of candidates by HR. (i.e., scoring position specific questions, identifying requirements in job specific questions, category-based screening that ties jobs within category groups).
23. Allow for design of group-based security to control applicant and/or application visibility by different types of internal users.
24. ATS will provide Admins/HR/Hiring Managers/HR staff multiple view options to simplify the review of specific type of information (i.e., contact information, education, experience, certification, submitted documents), including the ability to sort and filter by provided data fields.
25. Allow Admins/HR/Hiring Managers/HR staff to manage interview schedules within system.
26. Optional: Ability to schedule interview with the applicant and team (Exchange integration).
27. Optional: School Admins/Hiring managers will be able to select a candidate, recommend the candidate to a vacant position, and notify Human Resources of the selection within the System.
28. Optional: Provide automatic email applicant notifications throughout the application lifecycle (i.e., application being reviewed, interviews being scheduled, position is filled, and position is closed).
29. Ability to filter recipients of group notifications.
30. Admins/HR/Hiring Managers/HR staff will be able to communicate individually or in mass to applicants who apply for a position at their site.
31. Optional: Resume parsing.
32. Optional: Ability to automate onboarding (new employee paperwork) process by providing the ability to complete all required employee induction documentation including but not limited to Personal Information, emergency contacts, Federal Tax W4, State Tax G4, and Direct Deposit Bank information.
33. Optional: Ability to export Onboarding forms data daily into GHR.
34. Optional: Ability to provide electronic documents from application and/or onboarding module, including transfer of files into existing document image warehousing system.
35. Ability to notify applicants of job openings.
36. Ability for applicant to subscribe/unsubscribe from notifications.
37. Ability for ALSDE to block applicants from applying for jobs due to insufficient background checks.
38. Ability to attach a distinct/separate cover letter or artifacts to each job application if desired.
39. Ability to manually post jobs outside the requisition process.
40. Ability to select multiple resumes/attachments and print all with one action.
41. Ability to rank and screen candidates based on job requirements.
42. Optional: Ability to enter the interview results (i.e., by entering the interview results what is the value added to the applicant selection process).
43. Ability to attach details regarding job openings.
44. Ability to query data from the ATS.
45. Ability to run reports i.e., number of openings, length of job postings, time to fill, open positions for the ATS.
46. Ability to search on jobs postings.
47. Ability to search on applicants.
48. Ability to assist schools with job posting accuracy, clarity, and the features that limit or reduce the interaction needed.
49. Ability to assist schools with applicant hiring, and the features that limit or reduce the interaction needed.
50. The ability to meet legal compliance for staffing and EEO requirements of applicant tracking.

51. Ability to register perspective candidates during job fairs.
52. Ability to track job fair attendees for notification and reporting (i.e., how many filled out application)?
53. Ability to track referral source and report on it.
54. Ability to create custom forms to distribute to specific applicant groups.
55. Ability to customize application according to applicant type and job type (transfer forms, summer school, additional job, job requirements, required information, required attachments, etc.).
56. Ability for job postings to be grouped by categories.
57. Ability for Admins/HR/Hiring Managers/HR staff to create groups/priorities/favorites for job consideration.
58. Ability to 'auto archive' based on criteria or hiring status.
59. Ability to identify filled positions based on certification (i.e., certified, provisional, and emergency)

60. Ability to create customized workflow for each school based on organization's process for screening and reviewing candidates.
61. Ability to further customize workflow based on type of job or for specific job listing.
62. Ability for workflow to accommodate a multitiered approval process.
63. ATS includes template email responses to applicant that can be customized as needed (interview invitations, thank you, updates, etc.)
64. ATS will store job posting templates to simplify the job creation process for Admins/HR/Hiring Managers/HR staff.
65. ATS has dashboard view that can be customized based on roles/responsibilities. The dashboard can house all content associated with hiring lifespan from evaluation, e-forms, jobs, data/reports, search, administration, content management, scheduling, help, etc.
66. Ability to add custom demographic fields.
67. Ability to view/print various forms, documents, training materials, etc., throughout the ATS platform by various devices.
68. Optional: Provide online video interviewing platform that enables ALSDE schools on an as-needed basis to coordinate and conduct interviews virtually.

B. Technical Requirements (see Attachment 1, ATS Technical and Functional Requirements Checklist):

1. Ability for Admins/HR/Hiring Managers/HR staff to query or report on previous (hiring/recommendations) actions.
2. Optional: Ability for Admins/HR/Hiring Managers/HR staff to view interview history from other locations.
3. Ability for Admins/HR/Hiring Managers/HR staff to flag/track previous application/applicant review in progress.
4. The System is designed for the ATS.
5. The system has the **optional** ability to interface with GHR.
6. ATS will allow administrator to set up user access to system functionality by group type (i.e., Hiring Manager, recruiter, approver) through WORKFLOW management.
7. Allow users or groups to be assigned more than one role.
8. ATS will allow administrator to set up user access to only information that pertains to their specific location. ATS allows role-based security to control applicant and/or application visibility by different type of internal users.
9. ATS will interface (Federal Secured Methods and API) and provide information from 3rd party vendors.
10. Ability to display, search and sort third-party data and allow to filter results and user access based on data from third party.
11. Optional: ATS will have the ability to receive job requisitions placed via GHR with job and position information to be used in job vacancy.
12. Optional: The ATS will be able to interface with HRMS (i.e., GHR) to notify Human Resources when candidate has been recommended.
13. The System will be housed and supported 24 hours per day, 7 days per week, by the Vendor.

14. ATS will store job posting templates simplify the job creation process.
15. The System will allow the Admins/HR/Hiring Managers/HR staff to develop, track and monitor recruitment and applicant statistics based on both standard and ad hoc reports generated from the system.
16. Ability to integrate with external systems for single sign-on functionality.

2.1 h. Installation and Support

1. The solution will be a cloud-based (hosted) system that will handle the end-to-end employment process from recruiting to **optional** onboarding process.
2. The ATS Vendor is expected to provide timely response for functional troubleshooting and problem resolution.
3. The vendor must provide reasonable turn-around time for different levels of severity – provide SLA terms.
4. Optional: The new system will interface seamlessly through the GHR Portal.
5. The Admins/Human Resources office will provide local administration of the ATS post implementation.
6. The Admins/Human Resources Office is also able to provide first-level user support.

2.1 i. Critical Success Factors

1. Proper communication of data requirements between the ALSDE and school systems HR, and ATS vendor.
2. Optional: Ability to communicate properly with GHR to support automation of Job Vacancy process as well as the GHR Pre Hire process.
3. Ability for HR to create ad-hoc reports (as needed) based on requests and system use.
4. Ability for ATS to simplify the prescreening process based on identification of minimum requirements.
5. Ability for Admins/HR/Hiring Managers/HR staff to source and filter applicant lists.

2.1 j. Specific System Requirements

1. The ATS will require specific data from users, which it will store in a database.
2. ALSDE Administrators/Supervisors and Human Resources will manage the data using the chosen solution.

2.1 k. Functional and Data Requirements

1. The ATS will allow users interested in employment submit a web form, which will initiate an employment application to be managed by the HR office.
2. The Admins/HR office will have the ability to review the data in order to screen the qualifications of the applicant. Via system controls, Admins/HR will be able to change status of the applicant's profile and/or application in order to control access of information viewable by School Admins/Hiring managers.
3. School Admins/Hiring managers will have the ability to review the data released to them by Admins/HR.
4. School Admins/Hiring managers will have the ability to make hiring recommendations to Admins/HR.
5. Optional: Once an applicant has been selected and have accepted an employment offer, applicant will have the ability to complete all employment forms via the system's onboarding capabilities.
6. Business Process/Data Flow Model—New Hire Process Flow Chart.
7. Ability to provide and collaborate with ALSDE use case descriptions.

2.1 l. Design Requirements

Vendor must build the following modules in order for this project to be complete:

1. Applicant Tracking & Recruitment System.
2. Optional: Onboarding System/Capabilities.
3. Optional: GHR interface (import/export), if not currently available.

2.1 m. User Interface

1. All tools must be accessed by a common web browser program (i.e., Edge, Safari, Firefox, and Chrome, etc.).
2. The online application must be mobile device friendly.

2.1 n. Software Interface

1. Optional: The ATS will be integrated as part of the existing GHR suite.
2. The ATS will require integrating with ALSDE Identity Management (AIM).
3. Optional: Forms requiring data already obtained by the ALSDE, either via online application or other, should be pre-filled for employee (GHR).

2.1 o. Security Requirements

1. Online Application is to be accessed by applicants (approved via system security) over the Internet over a secured login portal.
2. Once the data is entered, only the applicant and system support admins will be able to make changes to the application.
3. Admins/HR/Hiring Managers/HR staff (as authorized) can view the Employee's data with access to the ATS Portal.
4. The Admins/HR/Hiring Managers/HR staff will have access to the report creating feature, accessible via internet, and/or access to the database to create ad-hoc reports.

2.1 p. Integrity Requirements

1. The ATS will control which fields are required before any forms or information is submitted.
2. All forms (electronic or scanned) are required to be stored in the correct applicant or job vacancy file.

2.1 q. Documentation Requirements

All user documentation will be provided by vendor before training is complete. User documentation should be provided in hard copy and electronic format.

2.1 r. Training Requirements (Implementation and Ongoing Support)

1. All user training will be provided by vendor, which will include HR Staff, and other potential users (per Project definitions).
2. Must provide broad range of implementation resources, project management services, assistance with transition from current system to your solution.
3. The HR Functional Manager will coordinate to provide post-implementation training to internal ALSDE/School Districts staff, as needed.
4. ATS provides ongoing training sessions during months of January and July each year.

2.1 s. ATS Technology Requirements

1. The ALSDE requires that the proposed system be compatible with multiple browsers and device responsive. The system must be compatible with, but not limited to:
   a. Edge
   b. Safari
   c. Firefox
   d. Chrome
2. The ALSDE requires that all data collected, analyzed, and/or disseminated by the ATS, remain the sole property of and for the exclusive use of the ALSDE.

3. The ALSDE requires availability to systems throughout the year every day, 24 hours/week, except during scheduled maintenance periods.
4. Report availability shall be 24 hours/day, except during scheduled maintenance periods.
5. ALSDE requires that the system can support a data refresh nightly with access to transmitted data within 24 hours.
6. The system must provide for HTTPS support in all functions where usernames and/or passwords are transmitted.
7. The vendor must **demonstrate** its abilities to the ALSDE and will be assessed for concurrence with features described within its proposal response, including bandwidth usage.
8. The system demonstration must be an actual available to license product and not a representation of a customized or future upgraded version.
9. The vendor will provide the ALSDE with a **test site and log-in information** with bid submittal to allow for independent testing for compatibility.
10. Provides multiple printing options such as printing to local or network printers, printing to a screen/monitor, printing to a disk file, or printing to nowhere for value-setting purposes.

2.1 t. Conformance to Section 508 Accessibility Guidelines

1. Section 508 is the section of the *1998 Rehabilitation Act* that states that all electronic and Information technology procured, used, or developed by the federal government after June 25, 2001, must be accessible to people with disabilities. Allow ALSDE 508 compliance tool to run against site and report deficiencies that would need to be corrected before launch.
2. Affected technology includes hardware such as copiers, fax machines, telephones, and other.

2.1 u. As a Cloud-Based Solution, it Should Meet the Following Requirements.

1. SAS70 SASE16 or SASE 18 requirement.
2. Security Assertion Markup Language (SAML) authentication if used by more than 100 people.
3. The solution should be web-based with no proprietary software required on the users' workstation.

2.1 v. Other Requirements

1. Migration of data from existing ATS (ATE: PowerSchool).
2. Reports: Include ad-hoc capability for detail reporting on use of system, applicant, and vacancy data.

2.1 w. Timeline for the Project

1. The **anticipated** building interface for this project should begin on **TBD.**
2. The **anticipated** start date for this project is **TBD**.

2.2 Scope of Alabama State Department of Education's Work and Responsibilities

ALSDE will provide:
API access to data in PowerSchool to allow for integration into application dashboard.

<div align="center">**Section 3.00 General Requirements**</div>

3.1 Requirements of Proposal

The vendor must provide the following mandatory information. **Failure to provide this information may be cause for the proposal to be rejected.** Qualifications, experience, and cost will be evaluated for contract award. The proposal may be submitted under the same cover with Vendor Requirements and Cost Proposal in two distinct sections. E-Verify information is required to be submitted for all employees to include contractors of the vendors if necessary and applicable.

Part I
Signed Cover Letter:

The cover letter shall serve as the first page of the vendor's proposal. The vendor shall complete the cover letter and attach it to the proposal in response to the RFP. The cover letter must be signed by an official authorized to legally bind the vendor. It will state that the vendor is a legal entity that will meet the specifications. The cover letter must accompany the submitted proposal. The letter accompanying the proposal must have original signatures and must include contact numbers and email addresses for the authorized official signing the letters.

Part II
Vendor Qualification and Experience:

Vendor shall provide satisfactory evidence of the vendor's capability to coordinate the types of activities and to provide the services described in the RFP in a timely manner. Special attention should be given to the discussion of qualifications. The discussion shall include a description of the vendor's background and relevant experience as related to the required activities in the RFP with **a minimum of three (3) years' operating experience**.

Part III

Vendor shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The description shall encompass the requirements of this RFP. The response must be prepared and organized in a clear and concise manner that is easily understandable.

Vendor Organization:

Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP.

References:

The vendor shall provide a **minimum of three (3) references** that can support and validate training and/or projects and outcomes, including names or persons who may be contacted, position of person, addresses, and phone numbers where similar training and/or projects to that described in this RFP have been conducted.

Executive Summary:

An executive summary is **required**. This summary will condense and highlight the contents of the vendor's proposal.

Part IV
Cost Proposal:

Vendor shall include the fee structure and pricing for the training sessions/program. The vendor shall submit an **itemized cost proposal identifying standard ATS features and ad-features/optional items** in addition to other required information.

Flat rates for half and/or whole day training sessions should be inclusive of travel and/or supplies and materials costs and identify if the training is in person or virtual, and the proposed number of participants. Flat rates for consulting, coaching, and/or professional services should stipulate the cost per hour and the proposed number of hours. Project costs must include all proposed necessary charges to be made by the grantee in accomplishing the objectives of the grant during the specified grant period (initial grants are generally for a one-year period unless otherwise noted).

Subcontractor Disclosure:

If the execution of work to be performed requires the hiring of subcontractors, **you must clearly state this in the bid proposal and provide qualification for such individuals.** Subcontractors must be identified and the services they will provide or work they will perform must be clearly defined. The ALSDE will not refuse a proposal based upon use of a subcontractor; however, the ALSDE reserves the right to refuse the Sub- contractor you have selected. Contractor and associated personnel shall remain solely responsible for the performance of all work, including work that may be subcontracted.

Describe your rationale for utilizing subcontractors including relevant past experience partnering with stated subcontractor(s). Documents for E-verification of subcontractors are the sole responsibility of the contractor and must be available upon request to ensure compliance.

Section 4.00 General Terms and Conditions

4.1 Governance

This RFP and its terms shall be governed and construed according to the laws of the State of Alabama. Any dispute arising out of this RFP shall be brought in the State of Alabama, with venue in Montgomery County, Alabama. Vendors agree to comply with all applicable federal and state laws and regulations.

4.2 Immigration

The proposal must contain a statement that the firm is aware of and in compliance with the requirements of the *Beason-Hammon Alabama Taxpayer and Citizen Protection Act*; a statement that the vendor is enrolled in the E-Verify as required by Section 31-13-9 (b), *Code of Alabama 1975*, as amended:

BEASON -HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT

COMPLIANCE

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (31-13-1 et seq, Code of Alabama, 1975 as amended by Act 2012-491) regulates illegal immigration in the State of Alabama. All contracts with the State or political subdivision thereof must fully comply with each provision as provided by law.

A proposal must include a statement that the vendor has knowledge of this law and is in compliance. Before a contract is signed, the vendor awarded the contract must submit a Certificate of Compliance using the form at Appendix A. E-Verify enrollment can be accomplished at the website of the United States Department of Homeland Security at https://www.uscis.gov.

See Section 10 for additional language required by Section 10(k) of the Act to be included in the contract.

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4.3 Conflict of Interest

The vendor attests that no employee, officer, or agent of the vendor shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest may be involved. A conflict would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in the organization selected for an award. The officers, employees, and agents of the vendor, if selected as the career planning system vendor, shall neither award nor offer gratuities, favors, nor anything of monetary value from vendors or subcontractors.

4.4 Discrimination

Alabama Non-Discrimination Statement:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age, genetic information, or any other category protected under the law. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008. Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101, or call (334) 694-4717.

APPENDIX "A"

State of _____)

County of _____)

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by ACT 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____by and between

_____(Contractor/Grantee) and

_____(State Agency, Department or Public Entity

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _ with the Contractor/Grantee named above and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by ACT 2012-491) which is described herein as "the Act."

2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

    BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit.

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

    EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, the Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;

4. The Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20_____ .

_____
Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on this _
_____ day of _____ 20_____ .

WITNESS: _____

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