

RFP ALSDE 2023-06 - Applicant Tracking System

Questions & Responses

1. The front page says the due date is June 20th, but page 4, section 1.2 seems to indicate two due dates, June 16th, and June 20th. Can you please confirm which is correct? **This RFP was amended, and it now closes June 20th @4PM and Opens June 21 @ 9AM.**
2. The question deadline is June 14th. Do you know when you anticipate issuing an addendum with the answers? Given frequent shipping issues, we would like to be conservative and ship our proposal by June 15th, so it arrives at your office by June 16th. However, I want to make sure we have enough time to review the addendum and make any necessary changes. **Please see attached amended RFP.**
3. Section 3.1 Requirements indicates that we are supposed to submit E-verify information for all employees. Typically, we provide our E-verify enrollment number and date of authorization. Is that sufficient? **E-Verify Appendix A must be signed, dated, and notarized with each copy of the proposal.**
4. Pg. 7, Section 2.1g references Attachment 1, ATS Technical and Functional Requirements Checklist. I don't see that document in the RFP packet. Will it be posted separately on the website? **Attachment sent on request.**
5. Are vendors supposed to respond, point by point, to all sections in 2.1 - Scope of Vendor's Work and Responsibilities? If yes, in which part of the proposal should we include this information? The RFP instructions outline the following parts:
 - Part I - Cover Letter
 - Part II - Vendor Qualification and Experience
 - Part III - Vendor Organization, References, and Executive Summary
 - Part IV - Cost Proposal - **Section 2.1 can be included as part of your cost proposal. For example, you may have a base price of the ATS which includes the certain features - list those features. You may have optional features that have additional cost - list those features. This way we can cross-reference the features that your company can provide with what we are requesting.**
6. Aside from Appendix, are vendors required to submit any other forms? **Just the requested information within the RFP.**
7. Is this ATS to be used only internally for Alabama State Department of Education only or will individual districts also use it? **The applicant tracking system will be used for all Charter and Public schools in Alabama.**
8. Will the ATS be used to hire teachers, or most Alabama State Department of Education central employees? **The applicant tracking system will be used to post jobs and review/screen all employees within each school district from Administrative, Certified, Certified Substitutes, and Classified positions.**

9. What is the average number of hires per year? Based on our current system and how our LEAs update information, we cannot provide an accurate number of "average hires per year".
10. How many applications does the ALSDE typically receive on an annual basis? The reports that we currently have access to do not allow us to pull this information.
11. What is the average number of job postings per year for the ALSDE? The reports that we currently have access to do not allow us to pull this information.
12. How many users are anticipated to access the system? Based on the current number of employees (96,000+), they could potentially access the ATS and any new applicants looking for employment.
13. Who is the current provider/recruiting management software service? Not able to disclose the requested information.
14. What is the current spend on the existing solution? Not able to disclose the requested information.