



## **Request for Quotes: 2017-008 Applicant Tracking System**

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors of Applicant Tracking Systems.

### Background

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests \$17 million in public, private and philanthropic funds for both youth and adults annually.

### Applicant Tracking System: Project Scope and Specifications

EmployIndy is looking for a fully functional system to streamline and add efficiencies to the existing applicant tracking process. EmployIndy currently partners with employers to assist with recruitment to meet hiring needs across Marion County.

EmployIndy is seeking quotes from qualified vendors of applicant tracking systems with the following functionalities:

- Ability to integrate with Salesforce CRM, Outlook and Gmail
- Resume parsing technology with input options, producing accurate results with no manual work
- Editable email templates
- Advanced candidate search options and candidate matching to historical positions
- Tracking of candidate source from community partners
- Multiple levels of user access and reporting
- Attaching positions to employer accounts in Salesforce CRM
- Adding application questions to template
- Ability to have multiple business units with various access levels for both internal and external users
- Approval processes for internal hiring
- Gather approvals, create, send, and receive signed offer letters
- EEO and OFCCP compliance tracking and reporting tools
- Ability to track the following data indicators:
  - Number of candidates reviewed
  - Number of candidates submitted for interview
  - Number of candidates interviewed
  - Number of candidates obtaining employment (with filters)
  - Number of candidates obtaining internships (with filters)
  - Average wage at employment entry (with filters)
  - Number of candidates retaining employment

- Wage gains monthly, quarterly or at other retention milestones
- Number of employers hiring candidates (with filters)
- Number of hires by a given employers (with filters)
- Additional functionality that has not been requested
- Timeline and project plan for implementation and conversion from current system

Vendors should identify whether or not they can meet each of the above functionality and if so, how.

### Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above stated required functionalities. Proposals must include applicant tracking functionality and synopsis of overall system process.
2. Proposals must include a clear description of the applicant's plan to complete all the components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).
3. Bidding agencies may be asked to provide a demonstration of their system.
4. It is expected that the point of contact of the selected vendor will provide the agency with ongoing guidance and technical support.

### Application Process & Procedures

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 15 single-sided pages.

The following information should be included in the quote:

1. Company Overview:
  - a. Provide a brief organizational history, including year organized.
  - b. Experience working with federal/state funded nonprofit entities.
  - c. Examples of other projects and organizations for which you have provided these services.
  - d. Additional on-going services provided after execution of contract.
  - e. Any other unique qualifications.
2. Personnel:
  - a. Describe the organization's top executive and management structure.
  - b. Describe how your projects are prioritized to meet deadlines and deliverables. Do you have dedicated staff? Are there representatives located in Indiana?
  - c. Provide an organizational chart and resumes describing the experience of key staff.
3. Fee Schedule:
  - a. Demonstrate fees based on providing these services.
  - b. Include a timeline and any additional fees for transitioning to your services.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All quotes should be submitted no later than 4:00 p.m. EST, Thursday, December 21, 2017 to Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org).

Any questions should be submitted via email to Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org) no later than 5:00 p.m. on Friday, December 15, 2017. Answers to submitted questions will be made available on the EmployIndy website by close of business December 18, 2017.