Personnel Board of Jefferson County

The Foundation of Your Merit System Career

Request for Proposal - <u>ADDENDUM</u>

Human Resources Information System (HRIS) & Applicant Tracking System (ATS) Addendum to RFP# PB001-17

Date Issued: April 25, 2017

Personnel Board of Jefferson County
2121 Reverend Abraham Woods, Jr. Blvd.; Suite 100
Birmingham, Alabama 35203

Responses to Questions & Inquiries

The Personnel Board of Jefferson County (henceforth referred to as the "Personnel Board") has issued a Request for Proposal (RFP) #PB001-17 to obtain responses from qualified vendors for the purchase, implementation, and setup of a Human Resources Information System (HRIS) and/or Applicant Tracking System (ATS). Questions about this RFP were to be directed in writing, via e-mail to Theresa Martin at theresa@HRMasap.com with copy to Cynthia Holiness at cynthia.holiness@pbjcal.org, no later than 5:00PM CDT on April 24, 2017. This addendum is presented to provide responses to all questions received within the timeframe listed above.

Presented below are the questions received and the Personnel Board's responses to those questions.

1. The proposals are due on April 8, 2017. This gives our team less than 8 business days to respond to the RFP when you take into account the need to print and ship the hard copy to your offices. We respectfully request for the Personnel Board to extend the due date of the submission. Would the board extend the due date to April 16, 2017?

   RESPONSE: As presented in the RFP, <u>proposals are due on May 8, 2017</u> (the submitted question incorrectly indicated April 8, 2017). No extensions will be given at this time.

2. Will the Personnel Board outline the current budget for this project?

   RESPONSE: The Personnel Board has funds set aside for the project from the current fiscal year and is currently working to establish its budget for the upcoming fiscal year. The amount budgeted will be contingent on the cost of the project provided in the response to the RFP by the selected vendor.

3. Can the Personnel Board inform us of the project cost to implement the current Lawson and PeopleAdmin system for HR and ATS?

   RESPONSE: The Personnel Board no longer has financial records associated with the implementation of its current HRIS and ATS.

4. Please provide the current maintenance costs for HR and ATS systems, include hardware, software maintenance and other cost factored into support of these systems.

   RESPONSE: Current maintenance costs for Infor (Lawson) is $202,128.00 per year and for People Admin is $37,485.00 per year.

5. When do you expect to start the deployment process/project?

   RESPONSE: Immediately after the contracts are signed. We are targeting mid-June to have contracts executed.

6. When do you expect to Go Live with your system?

RESPONSE: The Personnel Board will seek an aggressive, yet realistic implementation schedule. The Personnel Board would anticipate a "Go Live" date within six months of the execution of the contract with the selected vendor(s). However, the targeted "Go Live" will be determined through discussions and in conjunction with the selected vendor(s).

7. Has this project been budgeted for?

RESPONSE: See response to Question #2.

8. What functions or tasks do the 65 individuals perform for the 22 agencies? Are they the same functions for all 22 agencies or do they vary? If they vary can please outline how they vary and for what agencies?

RESPONSE: The Personnel Board provides a variety of HR-related services for the 22 agencies with the Merit System, such as advertising job opportunities, accepting applications, screening applications, developing and administering employment tests, providing lists of candidates eligible for hire, processing employment actions and maintaining employment records, among other services. The Personnel Board provides the same services to all 22 agencies and any rules, policies and/or guidelines pertaining to those services are the same and are applied consistently across all agencies.

9. Do all agencies follow the same business processes outlined by the board?

RESPONSE: Yes.

10. We are proposing an HCM and Recruiting (ATS) solution. What expectations does the Board have for the 22 agencies to be able to do in the systems? (i.e. Allow Agencies to update Job Profiles, Compensation, etc…., as well as allow Agencies to request a requisition and view status of requisitions etc….)

RESPONSE: Individual agencies will request personnel changes with workflow approvals to be completed in the new system. They will also submit requests to fill vacancies.

11. How many external career sites do you have?

RESPONSE: The Personnel Board operates a single employment site – www.jobsquest.org.

12. What is your peak active externally posted requisition volume?

RESPONSE: The Personnel Board does not create an external posting for every requisition received from the 22 agencies served. Positions in many of our job classes are filled by a single job advertisement/posting and then requisitions received for that job are filled by copying eligible applications from that single job advertisement/posting to the given

requisition. The number of externally posted jobs varies, but the peak number externally posted at any given time is approximately 40.

13. How many open requisitions do you want to convert into the new system as part of your deployment?

    RESPONSE: Our goal is to close most of the current requisitions before converting to the new system. The exact number of requisitions to convert to the new system will be impacted by the time in which the transition occurs.

14. What is the expected peak daily job application volume?

    RESPONSE: The number of applications received in a single day can vary greatly depending on the number and type of jobs posted. For the past five years the annual application submissions have ranged from 15,500 to 27,700; with an average annual total of approximately 21,000 applications. The peak daily volume would be approximately 250 applications.

15. How many active candidates (linked to jobs) do you plan to convert to the new system?

    RESPONSE: See Response to Question #14.

16. How many unique hiring selection processes are in place today?

    RESPONSE: Each job within the Personnel Board system has a unique selection procedures (i.e., job-specific minimum qualifications, screening criteria, and employment testing); however the structure of the selection process and approach is generally consistent across all jobs.

17. Do you use candidate screening questions or a 3rd party assessment vendor?

    RESPONSE: The Personnel Board incorporates candidate screening questions into most of its job advertisements/postings. The Personnel Board does not use 3rd party assessment vendors in its application process.

18. Does your existing system(s) integrate to job boards, background checking, or other 3rd parties?

    RESPONSE: No.

19. How many offer letter templates would you like configured as part of your deployment?

    RESPONSE: The Personnel Board does not anticipate configuring any offer letter templates into the initial deployment of the system.

20. What are your projected peak daily hires?

RESPONSE: The number of hires in a single day can vary substantially. For the past five years the annual number of hires across all 22 agencies have ranged from approximately 650 to 1200; with an average annual total of approximately 880 hires. The peak daily number of hires would be approximately 35.

21. How many integrations do you anticipate having to/from recruiting to other systems besides the 22 agencies you will be integrating with?

RESPONSE: If separate vendors are selected to provide the ATS and the HRIS, then the Personnel Board will need integrations between those two systems. If a single vendor who supplies the entire HR and ATS is selected, then the Personnel Board would not anticipate any additional integrations beyond our agencies served.

22. Can you share what your existing integration structure looks like today to service these 22 agencies?

RESPONSE: We currently have an integration designed to share applicant data from our ATS to our HRIS, as well as provide employment data from our HRIS to our ATS. Defined users within the agencies we serve access our ATS directly in order to view applications associated with submitted requisitions. Defined users within most agencies we serve also directly access our HRIS to process employment actions; however, we also receive electronic files from five of the agencies we serve that contain personnel actions for each payroll period run. The electronic personnel files are uploaded and validated against the recruiting data and information in our current HRIS .

23. Is your data housed all in one location or what is referred to one source? This question is important to understand the data conversion efforts for both current and historic data.

RESPONSE: No, our ATS data is housed in People Admin, our employee profile data is housed in Lawson/Infor.

24. How many basic compensation (pay) grade(s) do you need defined in the new system?

RESPONSE: The Personnel Board uses a pay grade and step structure. The pay grades range from a grade 4 to grade 48. Each grade has 10 steps, with each successive step being a 5% increase over the preceding step. The minimum and maximum pay for each successive grade is 5% higher than the minimum and maximum pay of the preceding grade. For example, a Grade 4, Step 2 is equal to a Grade 5, Step 1. This relational pay structure is maintained across all 22 agencies; however, the rate of pay for each grade varies from agency to agency. The Personnel Board refers to the agencies' pay rates applied to the set of pay grades as pay schedules or pay tables. In addition to each agency having a different pay schedule, some agencies have multiple pay schedules with certain jobs being assigned to a defined pay schedule. There are currently 40 separate pay schedules within the Personnel Board system.

25. How many of the following Job, Position, and Staffing Elements will you need defined in the new system?
    a. Job Profiles

    RESPONSE: Approximately 700 job classes or profiles.

    b. Employee Types

    RESPONSE: Approximately 5 employee types.

    c. Contingent Worker Types

    RESPONSE: Approximately 7 contingent worker types.