



DATE: April 26, 2017

TO: Prospective Respondents

FROM: Joseph Lastrina, Purchasing Agent II

RE: Addendum #1 to RFP # JL041217, Employee Recruiting and Onboarding Software Solution

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

Item # 1: Proposal Due Date & Time

The due date of proposals submitted in response to this RFP has been extended to May 10, 2017. The time and location remain unchanged.

Item # 2: Responses to Inquiries

Below are responses to inquiries received prior to the deadline established in section 4.1 of the original RFP document.

THE INQUIRY PERIOD FOR THIS RFP IS NOW CLOSED.

- Q1. Within the 'Technical' tab of the Appendix A Excel file, you indicate a variety of tech stack requirements (Requirements 15 – 23). Related to those, can you please expand upon: What type of .net development you are trying to do in conjunction with the selected vendor's solution? What Sharepoint will be used for in related to the selected vendor's solution?
- A1. This requirement was written to the current technology platform(s) at the University. At this time, the University does not have specific requirements that necessitate integration with .net or Sharepoint, however the intent is to make Respondents aware of what technology exists should the University identify a solution that could be benefit from the technology currently in place.
- Q2. Within the same tab, Requirement 63 indicates, 'Post-Interview'. Will you please expand upon what would occur at that step? Is it a repeat of the OIE review that occurs during the Pre-Interview stage listed as Requirement 62?
- A2. Prior to interviewing candidates, hiring departments are required to provide the Office of Institutional Equity with dispositions for each candidate. Dispositions include status such as unqualified, qualified, and selected for interview. As part of the process, hiring departments must complete a grid that identifies all applicants and clearly documents the qualifications that each applicant does or does not have.

Following approval to interview from the Office of Institutional Equity, hiring departments conduct interviews. Following the interviews, hiring departments must provide the Office of Institutional Equity with a written (text-based) disposition for each candidate. These dispositions include identification of the chosen candidate, an explanation documenting the

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reason the chosen candidate was selected, and the reasons why the other candidates were not selected.

- Q3. In Appendix A, within the 'Functional Rec & Onb' tab, Requirement 21 is, 'Ability to add new job boards'. Will you please clarify by what is meant by 'job boards' in this context?
- A3. Currently, the University has interfaces with identified job boards, including but not limited to Inside Higher Ed, Diverse, HERC, Recruit Military, etc. These job boards are recruiting sources where the University posts all positions. The requirements specifically identify the job boards UConn currently has relationships with and as a result, requires the flexibility to leverage additional job boards in the future.
- Q4. Within the same tab, Requirement 86 indicates a desire to track spending at the applicant/candidate level. Are you hoping to track spending for every candidate, or only those who are hired?
- A4. It is the University's interest to track expenses for all candidates, including those not selected. This will allow us the ability to track the total cost of recruiting for each job opening.
- Q5. Regarding RFP section 5.5.7.8, Vendor Code of Conduct Acknowledgement of Receipt (see Section 6.20): Would a statement that vendors acknowledge receipt and compliance with the Vendor Code of Conduct be sufficient in fulfilling the RFP requirement? If not, is there a specific form that vendors must sign to show compliance?
- A5. This acknowledgement can be in the form of answering "Yes" in the pertinent area of the Vendor's response to Appendix C, Company Profile.
- Q6. Regarding RFP section 5.5.7.13, Governor Jodi M. Rell Ethics Memo Acknowledgement of Receipt (see Section 5.6.10): Would a statement that vendors acknowledge receipt and compliance with the Appendix G be sufficient in fulfilling the RFP requirement? If not, is there a specific form that vendors must sign to show compliance?
- A6. The actual memorandum can be signed and submitted.
- Q7. Regarding RFP section 6.27, Exceptions to RFP Specifications and Terms and/or Contract Terms and Conditions: According to this paragraph, exceptions are to be included as a separate document that is included in the proposal. Format-wise, should it be included in the "5.5.7 Appendices/Required Forms Folder"?
- A7. Yes, please.
- Q8. Regarding RFP section 11.0 Appendix C - Company Profile: According to this paragraph, responses to Appendix F (which is the sample contract form) must be submitted in Excel format. Did UCONN intend to mention "Appendix C" for this paragraph instead?
- A8. Yes.
- Q9. Regarding RFP section 14.0 Appendix E – References: According to this paragraph, "Respondents seeking awards in both Category I and II must provide a separate responses to Appendix E for each category." However, the RFP does not explain or make a distinction on what "Category I and II" entail. Can UCONN please clarify how to proceed with this requirement?
- A9. Please disregard the last sentence of the first paragraph of section 14.0, Appendix E.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, **PROVIDING IT IS RECEIVED BY PROCUREMENT SERVICES BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT.**

Name	Company	Date
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