



October 3, 2019

ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) # SN1903 – Performance Management, Development and Talent Acquisition

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All responses shall be addressed and returned to this location by the due date listed below:

City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609

Attention: Steve Nash, Contract Administrator

*Responses must be received no later than 10:00 a.m. local Chicago time, on
Friday, October 18, 2019*

Addendum Item No. 1

Questions, Responses and Clarification of Information

Q1. Please describe CCC's current onboarding process. Will CCC want to integrate with an I9 and background check provider?

Response: Currently there's a "Pre-Hire" and "on-boarding" process that candidate and HR representatives complete through our current system.

The E-offer process is where new-hire enters:

- offer e-signature
- offer response (acceptance)
- Personal Data (demographics information)
- Emergency Information
- Acknowledges: IL Loan Default, Policies and Manuals, Resident Statement, Social Security Form SSA-1945, SURS Pension Information, Mandated Reporter of Child Abuse and Neglect, Disclosure of Employee Indebtedness, Affidavit of Child Support Obligations.
- Downloads I9 and W4 forms to email back to CCC.

Pre-Hire steps include:

- New-hire eConsent of employment at CCC and its guidelines
- Authorization for Release of Information
- EBI- Check – Where the HR Representative marks if person passed background/drug test to continue to move forward in the process.
- Contingent Offer – HR Rep marks that they've sent offer via ATS
- Software – Equipment – Phone: HR Representative inputs what technology new hire will need and des or office number.
- Notification to IT – An email is sent to the designated IT dept. via the ATS (college or district office) to request the technology.
- Personnel Action Form – Filled out by recruiter that includes information needed of who is going to be designated as this new-hires manager in our system. This for is then sent for approval via the ATS for the Leadership of the college or District.
- Final IT Notification – Email sent to the IT dept. via the ATS letting them know everything has been finalized and to have technology ready for new hire.
- Final Notifications – Emails sent via ATS to Hiring Manager and Security Department letting them know the new employee will be starting on set date.
- Employee Records – Staffing Department receives all the forms the new-hire has filled out in order to execute and migrate the information to PeopleSoft.

We are currently using EBI as our background/drug test vendor. We need the new ATS to be able to communicate with EBI so we can request this order from the ATS and ideally the results will somehow show on the new ATS and not have to log into the EBI website to view results. We are partnering with EBI to have them start requesting our I-9. If that doesn't happen, ideally candidate fills them out and sends them back to us through the ATS.

Q2. Will CCC be looking to purchase an existing competency library or leverage (and expand) the existing five competencies?

Response: A combination of both would fit CCC needs as we continue to grow with Performance Management. An existing competency library will be instrumental as we initiate and roll-out to employees. We may expand the existing twelve competencies as well.

Q3. Will CCC want to load historical applicant and performance data into the new system?

Response: No, CCC does not have performance historical data to load.

Q4. Please provide CCC's desired timeline for selecting a vendor and making an award.

Response: The Evaluation Committee for this RFP is slated to recommend a vendor to the CCC Board in December, 2019.

Q5. What is CCC's desired "go live" date with the new system?

Response: ATS, by May 2020; Performance Management, April/May 2020.

- Q6. Will CCC want a phased implementation? Will one module be implemented first or will they be implemented simultaneously?
Response: ATS will take priority and be phased in first. Performance Management being a new initiative at CCC can roll-out once employee data is loaded. The roll-out for Performance Management will not be for the entire CCC community. All non-bargained for (non-unionized) employees will be the first employee population to utilize the system. Subsequent unionized employees will utilize the system by fall (or earlier) in 2020.
- Q7. For integrations, will CCC prefer API/Webservices integrations or scheduled batch updates?
Response: CCC currently utilizes a number of schedule interfaces with SFTP protocol. API can be considered for integration.
- Q8. Please list the job boards that CCC will use to advertise open positions.
Response: Inside Higher Ed, LinkedIn and the Chronicle of Higher Education.
- Q9. On page 4, Section B, 1(h), please describe CCC's vision for benefits enrollment being part of the talent management system.
Response: New Hires will not be doing any of the benefits selection on the new ATS. We would just include one of the notifications they receive during the "On-Boarding" tasks explaining what benefits they qualify for and a tutorial on how to sign up. This notification can be sent as an email via the ATS with a PDF attachment.
- Q10. On Page 31, Exhibit A – Functional Interrogatories of the RFP, there is a section titled "Compensation." However, all ten of the items detailed in this section deal with competencies, not compensation. Is this section labeled incorrectly? Are there requisites or specifications related to compensation?
Response: For the correction, please see Item No. 2 of this Addendum.
- Q11. Benefits – CCC has asked for Benefits enrollment; what is CCC using now for Benefits? It is possible to continue with your current system?
Response: We are currently using PeopleSoft to sign-up for benefits and we will continue to use this platform as way to elect benefits. We want to send instructions on how to sign up as part of the on-boarding notifications they get.
- Q12. Questions #14-18 of Exhibit A – Functional Interrogatories reference both goals and objectives. How does CCC define the difference?
Response: Goals and objectives are used interchangeably, but the main difference comes in their level of concreteness. Objectives are very concrete, whereas goals are less structured. Performance goals are short-term objectives set for specific duties or tasks in an employees' current job position.

- Q13. Questions #37 & 40 of Exhibit A – Functional Interrogatories mention Competency Library and Competency Bank. How does CCC define the difference?
Response: The use of Competency Library and Bank are used interchangeably. Each simply mean a place where competencies are stored in any system.
- Q14. Question #152 of Exhibit A – Functional Interrogatories mentions the ability to toggle between languages. How many languages does CCC anticipate needing? Which ones?
Response: English would be the primary language, but if a system has Spanish it would be a bonus. However, this will not be a determining factor in the selection of a system if not available.
- Q15. MBE/WBE specific question: Both our Canadian and US companies are woman-run. Presently we are only WBE certified in Canada. The WBE Canada certification is built on the Women Business Enterprise National Council model. Will that work in the reciprocal you mentioned?
Response: Appendix 1 Section 5.1C Letters of Certification & Certification Determination reads: Certifications will also be considered from conferring governmental agencies in other states and major metropolitan cities on a case by cases basis. If available, companies should provide the basis for their certification designation. Information provided will be reviewed as CCC validates whether certification is comparable to list of five certifying agencies in Appendix 1.
- Q16. Is there a preference for a single system or will two systems be considered?
Response: A single system is preferred; however, the proposal with the best fit for CCC will be considered which may turn out to be two systems.
- Q17. Is there an intention to develop a plan based on existing competency evaluations?
Response: Yes, as Performance Management is at the infancy stage at CCC, our intention will be to develop further based on existing competency evaluations.
- Q18. What are the Competency expectations for the library?
Response: CCC defines a competency as a set of associated knowledge, skills, and abilities necessary to successfully perform job related tasks. CCC has identified five core competencies for all employees, eight manager competencies for those in supervisory roles and twelve for senior leadership roles. Managerial employee will use the competency library to aid with performance reviews in that competencies are the combination of skills, knowledge, characteristics and behaviors that contribute to an employee's performance in a particular role or function. Specifying which competencies are most valued in the team or unit can guide employees' performance and help them to be successful in their job. Each competency in the library should have definitions and a table of common behaviors. Supervisors will use this resource to help them specifically describe the desired behaviors for each competency they identify as important for their team.
- Q19. What LMS do you currently use? What integrations to it are desired?

Response: Brightspace is CCC's current Learning Management System; and there are some HR integrations in place to track course for employees (e.g. Ethics). At this point we are uncertain if we need an interface directly to LMS from the selected solution.

Addendum Item No. 2**EXHIBIT A – FUNCTIONAL INTERROGATORIES, PAGE 31, HEADING OVER ITEM #160****Currently reads:****Compensation**

- 160. Support a custom competency library and taxonomy
- 161. Support 3rd party competency library integration
- 162. Enable modifications to 3rd party competency libraries in system
- 163. Enable custom competency model development (Example: Leadership, Career Paths, Job Families)
- 164. Support behavioral anchors/attributes for each competency and competency model
- 165. Share anchors within a competency library
- 166. Support competency banks for shared competencies and behavioral anchors
- 167. Enable editing of competencies and behavioral anchors when copying and reusing from a competence bank
- 168. Support multiple levels of competencies, or 'building block' approach, for a single competency area, such as project management levels 1, 2 and 3.
- 169. Support multiple proficiency scales

CHANGE TO:**Compensation**

- 160. Supports multiple pay and incentive models (i.e. salary, hourly, commission, merit)
- 161. Supports creation of salary structures by job and set minimum, mid-point and maximum salary levels
- 162. Supports designing internal pay structures and analyzing the organization's pay practices.
- 163. Supports indexing of salary ranges to reflect local labor market compensation practices
- 164. Supports salary structure rules utilizing market rate or percentage of market
- 165. Supports comparison of an organization's pay structures and practices to the external market
- 166. Enables administrators to identify benchmark jobs for market surveys.
- 167. Support integration with market rate data
- 168. Provides fast and easy access to detailed job and compensation data
- 169. Enables administrators to easily access employee/talent profile information from the compensation worksheet including performance history, potential, special competencies & skills, succession plan information, flight risk information, and mobility.

END OF ADDENDUM

Please acknowledge receipt of all Addenda in your proposal responses.