



May 7, 2020

ADDENDUM NO. 2

RFP #SN2005 – Applicant Tracking System (ATS)

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

**All bid 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**

***Proposals must be received no later than 10:00 a.m. local Chicago time, on***

***Tuesday, May 12, 2020***

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**Addendum Item No. 1**

**Questions, Responses and Clarification of Information**

- Q1. Do you want one instance for the entire system or do you want each site to have their own unique instance of PeopleAdmin?  
**Response: OIT's preference would be one system. This assures ease of usability, maintenance and support. It should be one system but allow for multiple portals for each campus to be able to recruit their own requisitions.**
- Q2. Do you want us to roll up data using our panoramic view where each satellite campus is connected to a main office but each campus can maintain its: autonomy on rules engine and workflows account branding, hiring systems and processes analytics?  
**Response: It should allow for the data to roll up to the district office (main) but each campus should be allowed to maintain its own. Campuses should not be allowed to view each other's data unless district office permits for visibility across campuses. For example, when a requisition is a pooled position where hiring is at all City Colleges locations.**
- Q3. If you want individual set up can we get the names of each campus and satellite location and the number of faculty/staff at each?

Response: Satellite roll-up under each campus, which are:

- Richard J. Daley College
- Harold Washington College
- Kennedy-King College
- Malcolm X College
- Olive-Harvey College
- Harry S. Truman College
- Wilbur Wright College
- District Office

Q4. If each site has its own instance do all sites use PeopleSoft? Would they want individual connections at each site? Or is there a master PeopleSoft instance where all locations roll into one?

Response: CCC has one instance of PeopleSoft Human Capital Management, which all campuses and satellites utilize. One centralized solution would be preferable. It should be one system but allow for multiple portals for each campus to be able to recruit their own requisitions. When a requisition is filled, the applicant should be hired and an interface should go to the PeopleSoft system to complete the hire.

Q5. Please describe and detail all of the integrations that will need to be developed, i.e. job boards, background screening, etc.

Response:

- PeopleSoft HCM
- Job Boards (Indeed, Glassdoor, Monster, etc.)
- Background Check vendor
- I-9 vendor
- Student system (CCC will bring students in from a separate system initially)
- CCC Network – single sign-on

Q6. In regards to Exhibit A, Question 9, please describe what you mean by “predictive recruiting tools.”

Response: System should allow for mining tool or reporting that analyze recruiting trends such as time to hire, job board usage, applicants’ numbers, etc. that would allow CCC to:

- Standardized set of criteria to assess all applicants
- The ability to track all candidates through each stage in the process
- Interview scorecards to help gather objective data
- The ability to manage all communication in a centralized place

This tool isn't a must-have, but we would prefer a solution with some predictive tool to allow CCC to analyze historical data to make future predictions intended to inform future recruiting strategies, hiring decisions and workforce planning.

Q7. Is the requirement for our subcontractors to submit an EDS form necessary? Due to the sensitive nature of the form, most subcontractors do not want to share that information with primes.

Response: In reference to Section V, Item B, 16, Economic Disclosure Statements are required from all primes and subcontractors listed in all proposals.

Q8. Can we submit proposals electronically?

Response: As of now, our legal department has not given us full clearance to accept proposals electronically. Please submit one (1) hard copy and two (2) USB drives of all proposals.

Q9. What are the main pain points with the existing system?

Response:

- Application is too long and not user friendly
- It takes too long to post positions because we have to copy and paste job descriptions from a word document and reformat/edit the font to have it look how we want it when it goes live on our job board.
- Our current ATS is not connected to outlook, therefore all of our calendar invites have to be created manually for candidates and hiring managers.
- Creating reports is not user friendly
- Too many steps and clicks to update applicant's status
- Preview capability doesn't always work to quickly review resumes
- We cannot preview background check results on ATS
- Duplicate applicant accounts
- Applicant not able to reset account due to lost email information
- Inability to see internal vs external applicants
- Ability to track PeopleSoft HCM ID in ATS
- Ability to control level of security of requisitions
- File storage is limited
- Ability to restart a process flow when it is terminated

Q10. Are 25% MBE and 7% WBE minimum participation goals?

Response: According to Section 4.1 of Appendix 1 – Minority and Women Business Enterprise Participation Commitment, 25% MBE and 7% WBE are minimum goals.

Q11. What are other technical integrations are needed beyond PeopleSoft?

Response:

- PeopleSoft HCM
- Job Boards (Indeed, Glassdoor, Monster, etc.)
- Background Check vendor
- I-9 vendor
- Student system (CCC will bring students in from a separate system initially)
- CCC Network – single sign-on

Q12 How does this RFP [SN2005 – Applicant Tracking System (ATS)] differ from the October RFP (SN1903 – Performance Management and Talent Acquisition)?

Response: Request for Proposals #SN1903 – Performance Management and Talent Acquisition asked prospective proposers to provide a combined solution for performance management metrics as well as an applicant tracking system; RFP #SN2005 – Applicant Tracking System (ATS) is asking proposers to provide an applicant tracking system only.

**END OF ADDENDUM**

**Please acknowledge receipt of all Addenda in your bid responses.**