



Request for Quotations (RFQ) for Applicant Tracking/Talent Management System
Questions Submitted with Answers
Updated 2/16/2023

1) *Is there a current system in use?
Is it possible to share the budget spent on the current system?*

We don't currently have a job matching technology system.

2) *Any idea on the volume of users?
Business Posting Jobs?
Potential Job seekers*

There can potentially be approximately 500 job postings and 2,000 resumes at any one time.

3) *I wanted to ask what range of budget NovaWorks was looking to stay within, and roughly the size of the data received would be greatly appreciated.*

We are not providing a budget for this RFQ and are asking prospective bidders to identify the cost to deliver the system, as outlined in the RFQ. There can potentially be approximately 500 job postings and 2,000 resumes at any one time.

4) *I assume the jobs you will post in order to attract applicants are NOT NOVAWorks jobs -- they're client company jobs, right? If yes, you are considered a job board and Indeed (and other boards) will not honor your postings.*

For any ATS to work for you, job seekers must apply to your organization's job postings to be an employee of your organization. I do not seem to understand precisely how you intend to use this ATS. Can you please clarify?

Jobs posted will include NOVAworks business customers' job postings and will not be specific to NOVAworks jobs. Resumes will come from NOVAworks job seeker customers. The Applicant Tracking/Talent Management System will facilitate the matching of job seeker's workforce skills, credentials, and qualifications with an employer's skill/job specifications. Features of the system would include career page hosting to display open positions, receiving, sorting, and screening applications, and resume storage. Please refer to the RFQ for more details about the desired features.

5) *How many participants did you serve in the previous years?*

Last year, NOVAworks enrolled about 1,430 job seekers. The volume of users could potentially be approximately 500 jobs postings and 2,000 resumes at any one time.

6) *When will you anticipate awarding the contract if the system is due to go live June 30th, 2023?*

While the City reserves the right to reject any and all quotations, it is anticipated that a decision may be made by March 30 or earlier. However, this estimated date could change based on a variety of factors.

7) *Do you anticipate having internal / external partners, providers, or community organizations to access the system to take on training and referrals?*

No external partners would be accessing the system. Access to the system will be only for in-house staff.

8) *In this new system, would you like to have a one way or bi directional connection to your current case management system?*

There should only be a one-way direction/connection to the NOVAworks case management system.

9) *How many internal staff members do you anticipate needing access to the system?*

Potentially, at least five people internally would need access to the system.

10) *Would you request SMS, Mass Emails, or any multi-communication tools / features to be used by clients?*

We would consider additional recommended features. However, any communication tools embedded in the product should be available to NOVAworks staff to use to communicate with customers.

11) *Where are you currently pulling in available jobs? Indeed, JobsEQ, Monster, or direct from Employment specialist / business services team members?*

Jobs posted will include NOVAworks business customers' job postings.

***Reminder: Please submit your questions to rfprelease@novaworks.org.
Deadline to submit proposals is February 27, 2023, by 5:00 p.m. PST***