PRINCE GEORGE'S
COMMUNITY COLLEGE

DATE: November 7, 2022

TO: All Prospective Proposers

FROM: Nena Charity
            Procurement Manager, Office of Procurement
            301-546-0025

RE: **Addendum 1: RFP 23-10 – Applicant Tracking System Services**

The following amends the above referenced RFP documents. Receipt of this addendum one is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. **Questions and Responses**

    Attached to this Addendum 1 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was October 26, 2022 at 10:00 AM ET

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.:   23-10

TECHNICAL AND FEE PROPOSAL DUE DATE: Friday November 17, 2022, on or before 4:00 PM ET

RFP FOR: **RFP 23-10 – Applicant Tracking System Services**

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. __1__   dated <u>11-7-2022</u>

Addendum No. _____   dated _____

Addendum No. _____   dated _____

 Addendum No. _____   dated _____

Addendum No. _____   dated _____

As stated in the RFP documents, this form is included in our Technical Proposal.

_____

Signature

_____

Name Printed

_____

Title

_____

Date

END OF FORM

RFP 23-10 Applicant Tracking System Services Q&A

No.	Addendum No.	Solicitation Section/Reference	Question	PGCC Response
1	1		Could you please elaborate by what you mean by compatibility? In the SOW it mentions that the vendor must have a "compatibility with Ellucian platform". By compatibility do you mean the ability for vendors applications/software to integrate or interface with Ellucian?	By compatibility PGCC mean the ability for vendors applications/software to integrate or interface with Ellucian.
2	1		Can you describe how Ellucian is used currently?	It is our ERP System (most importantly, it is our HRIS).
3	1		Is there an existing/incumbent background vendor and if so, who are they? (Page 8)	People Admin/HireRight
4	1		Can you provide an example of the required report format for Colleague?	We would want to be able to report on all information related to our applicants and postings. We can not provide an example of a report for Colleague without seeing a product and identifying how the two can sync with one another.
5	1		For MBE Participation, if an	If the Prime Contractor

RFP 23-10 Applicant Tracking System Services Q&A

				MBE decides to prime do they still need to subcontract 15% to another MBE? If an MBE Primes the bid does that fulfill MBE participation and thus they can do 100% of the work?	submitting a bid is a 100% MBE firm, it is not required to subcontract 15% to another MBE. The MBE Prime can do 100% of the work.
6	1			Do you have any technology preference for this RFP?	In addition to what was put in the technical specs for the RFP, we are looking for a system that is Cloud-based and integrates seamlessly with Ellucian Colleague
7	1			Are you already using a single sign-on system for your existing LMS, Payroll and other systems that we need to integrate with application tracking system?	Yes, we are using Single Sign-on (SAML) authentication.
8	1			Are you already working with any specific preferred cloud provider?	The cloud provider is required to provide an HECVAT or Soc2 report.
9	1			Are all the licenses and agreements in place to utilize data from Ellucian, Colleague, Image now, HireRight and any other	Yes, we have Ellucian licenses and ImageNow licenses in place for integrating with an applications tracking system.

			systems that this application tracking system will be integrated with?	
10	1		What is your existing document storage system and how will an individual apply for a job or submit their resume in current practice at PGCC?	Our existing document storage system is Hyland Perceptive Content (ImageNow). We currently use PeopleAdmin for individuals to submit their application/resume for positions at PGCC.
11	1		Is PGCC already using any CRM solutions like salesforce or any other technologies. Is there any preference for PGCC with respect to CRM technology?	We currently use Ellucian Recruit CRM which is on a Microsoft Dynamics CRM platform. We would prefer to stay on a Microsoft Dynamics CRM platform, if possible.
12	1		Is there an existing call center and chat system in place or does it needs to be built from scratch along with the resources?	The college does have a Call Center in place. We also utilize chat bots.
13	1		Any existing software or preference for PGCC with respect to analytics?	We currently use Business Objects.