REQUEST FOR INFORMATION
RFI # 20-DS-044
Talent Acquisition, Absence Tracking and Substitute Management Systems

Issue Date: 3/10/2020
Questions Due: 3/27/2020
Due Date and Time: 04/14/2020 2:30PM (EST)
General Information

Introduction/Background
The Human Resources Department of Harford County Public Schools (HCPS) is seeking information to assist in the analysis and determination for HCPS to consider a solicitation for Talent Acquisition and Absence Tracking/Reporting and Substitute Management software. Currently HCPS owns and operates fifty-four (54) schools and several administrative facilities. HCPS has approximately 5,000 employees and 38,000 students. The current HCPS Talent Acquisition software solution and Absence Reporting/Substitute Management software solution are independent programs provided by the same vendor.

Purpose of RFI
This is a Request for Information (RFI) and not a formal solicitation. This RFI seeks responses from interested firms who are qualified to supply, implement and provide services for a Talent Acquisition (e.g., recruitment, job postings, applications, selection, onboarding form management) and Absence Tracking/Reporting and Substitute Management Systems (preferably one integrated solution) to support the Human Resources Department functions of HCPS.

Scope of Services
Talent acquisition (e.g., recruitment, online applications, candidate selection, onboarding form management) vendor needs to provide software that meets and/or exceeds the functionality of our current product. Features are not limited to but should include functionality and capability for:

- Customizable applications, forms and reference checks
- Customizable and sharable saved searches and views
- Candidate contact/communication log
- Integrated video interviewing option
- Custom ad hoc reporting functionality
- Security for users and job posting level security
- Be integrated into other systems such as Infor Lawson, the transmittal database (a Microsoft Access ODBC compliant database of personnel actions), and Eclipse (digital document management and storage)
- The capability for job postings to be shared with other job search sites such as SchoolSpring and HCPS.org (self-hosted district website)
- Automated process for candidate and collection of Maryland House Bill 486 information, including the ability to secure an electronic signature
- Electronic onboarding functionality for hires
- Ability to collect candidate information at job fairs, which then can be easily imported at time of full application submission

Absence reporting substitute teacher management system features should meet and ideally exceed functionality of current product such as:

- Absence reporting for different types of employees; substitute eligible or not
- Accommodate different work schedules and hours
- Accommodate different workdays/calendars for both 10- and 12-month employees
- Provide automated substitute finder features including mobile app, texting, email capability

The ideal solution will have integration with:

- Talent acquisition online applications
- Have the capability for automated integration with a comprehensive enterprise business management suite such as Infor Lawson for human capital management functional areas including employee and substitute records (primary employee record of employment, position, salary, and work history) information updates including employee and schedule info, and also be able to be integrated with other areas functional areas within the suite such as applicant, payroll, and leave modules
- School-based attendance or directly into Infor Lawson leave and payroll
- Capable of migrating data from our existing systems

The ideal absence reporting substitute management solution will have the following additional features:

- Be configurable and customizable
- Have a reporting feature containing basic reports with the functionality for custom reports, including a perfect attendance report, in different formats (ex. pdf, xls) that can be scheduled, shared, and emailed.
- The solution should be capable of:
  - data imports and exports
  - have a way of integrating substitute job info for active directory accounts
  - have automation for reasonable assurance process
  - have tools that can be used for analysis and improvement of fill rates

Current platform requirements:

- ERP platform is Infor Lawson S3 version 10, utilizing the Human Resources Process Suite
- Infor Lawson is currently hosted in-house on a Microsoft SQL Server 2012 SP4 Standard Edition (64-bit) on a Microsoft Windows Server 2012 R2

RFI Coordinator/Communications

Upon release of this RFI, all communications should be directed in email to the RFI Coordinator listed below. Unauthorized contact regarding this RFI with other HCPS employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the School District.

  RFI Coordinator for this RFI will be:
  Name: Denise Semenkow
  Address: 102 S. Hickory Ave
           Bel Air, MD 21014
  E-mail: denise.semenkow@hcps.org

Required Schedule

These dates are estimates and are subject to change.
### Event Log

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release RFI</td>
<td>3/10/2020</td>
</tr>
<tr>
<td>Questions Due</td>
<td>3/27/2020</td>
</tr>
<tr>
<td>Requests for Information Due</td>
<td>4/14/2020</td>
</tr>
<tr>
<td>Review of RFI complete/Decision made to do RFP (estimate)</td>
<td>5/15/2020</td>
</tr>
</tbody>
</table>

### Response Format

Requests for Information should be prepared simply and provide the information requested.

### Submittal Response Date and Location

Submittals must be submitted to the Purchasing Department or emailed to denise.semenkow@hcps.org no later than April 14, 2020 at 2:30pm (EST). The Official Clock for submissions is within the purchasing office. All submittals and accompanying documentation will become the property of HCPS and will not be returned. Faxed submittals will not be accepted. The submitting party accepts all risks of late delivery of mailed submittal regardless of fault.

### Submittal Format

Seven (7) electronic copies of the Request for Information must be received by the RFI deadline. The School District, at its discretion, may make additional copies of the Requests for Information for the purpose of evaluation only.

### Vendor’s Cost to Develop Request for Information

Costs for developing responses to this RFI are entirely the obligation of the vendor and shall not be chargeable in any manner to HCPS.

### No Obligation

This RFI imposes no contractual obligation whatsoever on the part of the HCPS or Vendor.

### Submittal Requirements

Responses to this Request for Information should include the following:

1. **Company Background**: Provide general background information regarding your company including a summary of previous experiences with the implementation of similar solutions of the same scope and size.

2. **Specific listing of services provided**: Please identify the following:
   - Details of the proposed Talent Acquisition and Absence Reporting/Substitute Management System and the functionality of each area
   - Implementation Methodology (e.g. confirmation of detailed requirements, hardware/software installation, software testing)
- Type of training provided to HCPS (e.g. remote, knee to knee, train the trainer)
- Type of support after go-live and for what length of time
- Specifically state the capabilities to integrate with Infor Lawson, include any existing Application Programming Interface(s) (API) offered
- Specifically state the systems import/export capabilities, include acceptable file formats
- Provide a list of standard reports available as well as details describing the ability to create custom reports
- Specifically state the capabilities for migrating existing data from our existing systems as part of the startup and integration phase of the implementation
- Additional features available

3. **Costs:** (Any cost estimates requested are for budgeting purposes only. Responders will not be held to price estimates provided as part of the RFI should HCPS later decide to issue a competitive solicitation.)

Please list rough estimated costs for Harford County Public Schools. This would include the following:

- Fixed price for Talent Acquisition and Absence Reporting/Substitute Management System (to include data migration, implementation, initial training)
- Upfront costs (e.g. software and user licenses, consultant day rates)
- Ongoing costs (e.g. support, upgrade, annual maintenance, renewals)
- Any additional costs

4. **Project Timeline:** Please provide an estimated timeline for supply, delivery and complete implementation from Purchase Order to Go-Live, of a fully functional system.

5. **Requirements expected of HCPS:** Please provide any requirements/responsibilities of HCPS and its staff (e.g. Lawson ERP, Microsoft Server, updates, upgrades, personnel for data entry, etc.)