



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

## Request for Proposal

## Human Resources Information System (HRIS) & Applicant Tracking System (ATS) - RFP# PB001-17

**Release Date:** April 19, 2017

**Proposal Deadline:** 5:00PM CDT on May 5, 2017

Personnel Board of Jefferson County  
2121 Reverend Abraham Woods, Jr. Blvd.; Suite 100  
Birmingham, Alabama 35203

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- Equal Employment Opportunity Certification Form
- Acknowledgement of Addenda
- Signature Page

## Introduction

The Personnel Board of Jefferson County (henceforth referred to as the "Personnel Board") has issued a Request for Proposal (RFP) #PB001-17 to obtain responses from qualified vendors for the purchase, implementation, and setup of a Human Resources Information System (HRIS) and/or Applicant Tracking System (ATS).

**Sealed proposals marked "RFP PB001-17: Human Resources Information System & Applicant Tracking System" will be received by the Personnel Board Business Office at the address provided below through May 8, 2017 at 5:00PM CDT.**

Personnel Board of Jefferson County  
Attention: Business Office - Cynthia Holiness  
2121 Reverend Abraham Woods, Jr. Blvd.; Suite 100  
Birmingham, Alabama 35203

Submissions may be withdrawn, modified, and resubmitted prior to the formal proposal due date and time. The Personnel Board reserves the right to accept or reject any or all responses, or any part of any response, and to waive any informalities or irregularities in the response.

All costs incurred by the company to respond to this solicitation will be wholly the responsibility of the vendor. All copies and contents of the proposals, attachments, and explanations thereto submitted in response to this RFP, except copyrighted material, shall become the property of the Personnel Board regardless of the vendor selected. Any materials submitted in response to this solicitation shall not be returned. Response to this solicitation does not constitute an agreement between the vendor and the Personnel Board or the County.

The Personnel Board is not responsible for delays occasioned by the U.S. Postal Service, commercial delivery service, or any other means of delivery employed by the vendor. Similarly, the Personnel Board is not responsible for, and will not open, any bid responses which are received later than the date and time indicated above. Late bids/proposals will be retained in the bid/proposal file, unopened.

By submitting a response, you are affirming that you (in the case of individuals) and/or your organization are interested in contracting with the Personnel Board to provide services covered herein. **Proposals submitted prior to the stated deadline will be publicly opened on May 8, 2017 at 9:00AM CDT in the Personnel Board Hearing Room located on the 2<sup>nd</sup> floor of the 2121 Building located at 2121 Reverend Abraham Woods, Jr. Blvd.; Birmingham, Alabama 35203.**

## Terminology

References to the "Personnel Board" refer to the Personnel Board of Jefferson County; references to the "Three-Member Board" refer to the Board of Directors for the Personnel Board of Jefferson County; references to "the County" or "Jefferson County" refer to the Jefferson County Commission. References to the "vendor" refer to the individual/company/business/organization submitting (or that has submitted) a proposal in response to this RFP.

## Questions & Inquiries

Questions about this RFP should be directed in writing, via e-mail to Theresa Martin at [theresa@HRMasap.com](mailto:theresa@HRMasap.com) with copy to Cynthia Holiness at [cynthia.holiness@pbjcal.org](mailto:cynthia.holiness@pbjcal.org), no later than 5:00PM CDT on April 24, 2017. Correspondence with individuals other than those listed herein will not be allowed. Telephone inquiries (or other means of inquiring other than the above stated email) regarding this RFP will not be accepted. The Personnel Board will make an effort to answer all reasonable questions, but may, at its own discretion, combine several questions into one, or decline to answer a question. All questions received and any responses will be made in provided through an addendum to this RFP.

## Acknowledgment of Addenda

No interpretation or modification made to any respondent as to the meaning of the RFP shall be binding on the Personnel Board unless submitted in writing and distributed as an addendum by the Personnel Board. Verbal information obtained will not be considered in awarding of contract. Any publicly posted addenda shall become part of the RFP. The Personnel Board will make good faith efforts to ensure that interested vendors are notified of any addenda to this RFP, however the **vendor has the affirmative duty and responsibility to ensure she/he/it is aware of any addenda by visiting the Personnel Board website for any publicly posted addenda. The vendor's understanding of this responsibility must be acknowledged through the submission of a signed Acknowledgement of Addenda Responsibility Form with the submitted proposal.**

## RFP Schedule

The anticipated proposal process milestones are noted in the table below. The Personnel Board will issue an Addendum to this RFP if it is necessary to change any of these dates or times.

RFP Process Milestones*	Dates
Request for Proposal Issued	April 19, 2017
Closing Date for Written Questions	April 24, 2017 5:00PM CDT
Responses to Questions and Any Other Addenda Posted	April 25, 2017 5:00PM CDT
Proposals Due	May 8, 2017 5:00PM CDT
Proposals Opened	May 9, 2017 9:00AM CDT
Short List Vendors Notified	By May 12, 2017
Live Demonstration Provided by Vendors	Week of May 15, 2017
Final Vendor Selections**	By June 2, 2017

\* RFP Process Milestones may be modified or eliminated at the sole discretion of the Personnel Board. Any change in milestones prior to the Proposal Due date will be communicated via an addendum to the RFP. Any change in milestones after the Proposal Due date will be communicated via email to vendors who have submitted a responsive proposal.

\*\* At its sole discretion, the Personnel Board may elect not to finalize a vendor selection and not engage in a contract stemming from this RFP.

## About the Personnel Board of Jefferson County

The Personnel Board of Jefferson County, is an independent, public sector human resources agency responsible for administering the Merit System (i.e., civil service system) in Jefferson County, Alabama. The Personnel Board employs approximately 65 individuals and provides personnel-related services to 22 separate municipal and government agencies. These agencies are referred collectively as the "Merit System agencies" within this proposal. These Merit System agencies include 18 municipalities throughout Jefferson County, Alabama, as well as four countywide entities including the Jefferson County Department of Health, the Jefferson County Emergency Management Agency, the Jefferson County General Retirement System, and the Jefferson County Commission. Although the Personnel Board serves these municipalities and government agencies, it is a *distinct and separate legal entity* from the Jefferson County Commission and all other municipalities and agencies served. Approximately 8000 Merit System employees are employed within the 22 Merit System agencies served by the Personnel Board. The Personnel Board is the central employment record keeping agency for these approximately 8000 Merit System employees.

## Scope of Services

The Personnel Board is requesting proposals from qualified vendors to provide and implement a Human Resources Information System & Applicant Tracking System. The Personnel Board understands and appreciates the value of one integrated system providing both the needed HRIS and ATS; however, the Personnel Board will view each properly submitted proposal based on its ability to meet the Personnel Board's HRIS needs and ATS needs separately. Vendors may submit a proposal providing solely an HRIS or an ATS solution, or vendors may submit a proposal providing both an HRIS and ATS solution. Vendors submitting a proposal for only an HRIS or only an ATS must be willing and able to provide a system that can exchange data with another system (i.e., ATS or HRIS depending upon which system is proposed) through appropriate data transfer mechanisms (e.g., through an interface file). Vendors proposing both an HRIS and ATS must indicate whether they are willing and able to allow the Personnel Board to select *either* the HRIS *or* the ATS, if so desired, or whether the HRIS and ATS can only be selected together. In cases where the systems can be selected individually or together, the vendors should provide pricing if only the proposed HRIS is selected, pricing if only the proposed ATS is selected, and pricing if both proposed HRIS and ATS are selected.

For both the HRIS and ATS, it is the desire of the Personnel Board for the vendor to provide for hosting of their proposed system(s). The vendor should also provide maintenance and support of the system and all relevant equipment involved in the hosting of the system(s). The Personnel Board reserves the right to request to review the facility designated for hosting. Within the submitted proposal, the vendor should provide an overview of security of the hosting facility and servers.

This RFP may result in a single contract to one vendor providing and implementing both an HRIS and ATS or two contracts with separate vendors each supplying the ATS or the HRIS. A three-year contract may be established with the selected successful vendor(s) outlining the

scope of services to be provided. The exact start date of the contract will be determined through discussion and negotiation between the Personnel Board and the selected vendor(s).

## HRIS

As previously mentioned, the Personnel Board is the central employment record keeping agency for the approximately 8,000 Merit System employees within the 22 agencies served. However, the Personnel Board's HRIS is *not* the primary information system used by the Merit System agencies or the 8,000 individuals employed with the Merit System. Each of the 22 agencies served by the Personnel Board manage their own HRIS or other record-keeping system and process payroll separate and distinct from the Personnel Board's HRIS. The Personnel Board's HRIS will NOT produce any payroll data or net checks. The Personnel Board would have no more than 200 total defined users of the system. For contextual purposes, a high level overview of the Personnel Board's general HRIS functionality needs are outlined in the following paragraphs. A detailed breakdown of the functionality sought for the HRIS is presented as Appendix A-1.

The Personnel Board maintains employment records within the HRIS through one of two means – direct entry into the system or data import through an interface file. The Personnel Board maintains employment records on Merit System employees for some of the smaller Merit System agencies by designating a defined user(s) within each of those agencies to key personnel actions/record personnel changes directly into the Personnel Board's HRIS. The Personnel Board maintains employment records on Merit System employees for the larger Merit System agencies through interface files received from these agencies (generated by their HRIS) via an ftp site and imported into the Personnel Board's HRIS. Any proposed HRIS must allow for both of the above mechanisms for updating and maintaining employment records within the HRIS. The selected HRIS will be used for reporting and validation of employment actions only.

As previously mentioned, the 22 agencies for which the Personnel Board maintains records are separate legal entities from the Personnel Board and separate legal entities from one another. In order to ensure security of data and records, the HRIS must allow for role-based security. More specifically, the ability to restrict access based on user-defined roles (e.g., position of the user, location of the user, etc.) at the field, screen and menu level. Such role-based security must apply not only in restricting certain users in processing certain personnel actions or record changes, but also in restricting users from generating reports on data they would otherwise not have rights to access. The role-based security must also allow for establishing and defining approval workflow for personnel actions or record changes. It is the strong desire of the Personnel Board to manage the administration of the security roles by designated super users within the Personnel Board instead of managing the administration of the security roles through the system vendor.

The Personnel Board's Merit System is subject to laws and rules that preclude certain personnel actions or record changes from being taken in certain circumstances or requiring certain steps to be taken in order to execute certain personnel actions or record changes. To ensure compliance with such laws and rules, the Personnel Board has established business rules that must be able to be implemented within the proposed HRIS. Such business rules must be able to

be set to automatically stop or reject actions (i.e., not requiring manual review and rejection) attempted to be taken by a user that are not in compliance with those established business rules. Personnel actions submitted via direct entry and interface files that comply with the established business rules must then go through a designated approval workflow where the approver can approve, reject, or modify (route the action back to the originator with comments) the action.

As previously mentioned, the Personnel Board does not process payroll for any Merit System employee and no payroll module is being sought under this RFP. However, the HRIS proposed must be able to house pay grade and step associated with each position and must be able to house pay rates associated with established pay grades. The Merit System agencies served by the Personnel Board utilize a common pay grade and step *structure*; however, the actual pay *rates* for those pay grades and steps differs across agencies (these pay rate tables are referred to by the Personnel Board as salary table or salary schedules). For example, the pay grade for Police Officer is grade 17, with 10 steps within that grade, for every Merit System agency. However, the pay range (and rates for each of those tens steps) are different from agency to agency. There are approximately 50 different salary schedules within the Personnel Board Merit System. Thus, the HRIS must be able to house those different pay rates for the grade structure by agency/location.

If the submitted proposal provides only an HRIS solution or provides an HRIS that can be selected without the inclusion of the proposed ATS, then the HRIS must be able to exchange data with another ATS through appropriate data transfer mechanisms (e.g., through an interface file).

The scope of services sought through this RFP for the HRIS are outlined in detail in Appendix A-1.

## ATS

The Personnel Board is the gateway for employment into the Merit System. The Personnel Board advertises/posts job openings and accepts applications for Merit System positions within each of the aforementioned Merit System agencies. For contextual purposes, a high level overview of the Personnel Board's process and general ATS needs are outlined in the following paragraphs. A detailed breakdown of the functionality sought for the ATS is presented as Appendix A-2.

For most Merit System jobs and their corresponding positions, the Personnel Board accepts applications through one advertisement/posting (with defined opening and closing dates) and maintains the resulting list of qualified applications for a designated period of time to be used to fill current and future vacancies within positions assigned to that job class. For example, the Personnel Board advertises and accepts applications for the job of Firefighter during a defined time period (e.g., during the month of January) each year. The applications received in response to that Firefighter job advertisement/posting are maintained as active by the Personnel Board within the ATS for a defined period (approximately one year). The proposed ATS must allow for such job advertisements/postings to be created and available to the general public and allow submissions of applications online during the defined period of application acceptance. The



ATS must also allow for those applications to be maintained as active for a defined period and made inactive after said defined period has closed or upon manual inactivation by a designated user.

To fill current or anticipated employment vacancies, Merit System agencies submit requests/requisitions to the Personnel Board. The proposed ATS must allow for defined users within these agencies to electronically submit such a request/requisition and route the request/requisition through defined workflow approval patterns to the Personnel Board. Once the Personnel Board receives the request/requisition, the Personnel Board will either advertise/post the job for application acceptance or copy active applications from a previous job advertisement/posting and attach those applications to the submitted request/requisition. For example, if the Personnel Board receives a request/requisition to fill a vacant Firefighter position in April, then the Personnel Board copies and attaches select active applications (based on certain criteria) from the applications submitted in response to the aforementioned January job advertisement/posting. Thus, the proposed ATS must be able to allow for applications submitted in response to an advertisement/posting to be copied and attached to other requests/requisitions. Once the applications are attached to the request/requisition, the Personnel Board must be able to electronically route the request/requisition and the associated applications back to the requesting Merit System agency for further employment consideration.

Because the Personnel Board must select applications to attach to a given request/requisition, the ATS must allow for the adding and defining of fields to house application/applicant specific data. Such fields may be populated with data from applicant responses on the application (e.g., agencies in which s/he is interested in working), data entered by administrative users (e.g., whether the applicant is eligible or not eligible), or data from administrative user file uploads (e.g., multiple test scores and rank data). The ATS must allow for downloading any defined applicant/application fields into a delimited file and allow for uploading of data into defined fields through upload from a delimited file.

Once the request/requisition and the associated applications are received by the requesting Merit System agency, the defined users must be able to view and print selected applications. The user must also be able to update statuses (using pre-established status codes/options) within the ATS of the applications on the request/requisition to reflect various employment activities or steps (e.g., candidate interviewed, candidate declined offer, candidate hired, etc.). Once the Merit System agency has completed its employment activities related to the given request/requisition, the ATS must allow for the user to route the completed request/requisition through defined workflow approval patterns to the Personnel Board. In some cases the Merit System agency may route the request/requisition back to the Personnel Board requesting additional applications be provided. In such instances, the Personnel Board may add applications and send the request/requisition back to the Merit System agency. When this occurs, the ATS must be able to maintain records, for reporting purposes, of the applications included in each iteration of the filled request/requisition sent to the Merit System agency. For example, Personnel Board should be able to produce reports that show the makeup (i.e. the applications) of the initial/original requisition and the makeup of any subsequently issued versions of that same requisition.

In order to ensure security of data and records, the ATS must allow for role-based security. More specifically, the ability to restrict access based on user-defined roles (e.g., position of the user, location of the user, etc.) at the field, screen and menu level. Such role-based security must apply not only in restricting certain users in processing certain actions, but also in restricting users from generating reports on data they would otherwise not have rights to access. The role-based security must also allow for establishing and defining approval workflow for requisitions and any actions taken upon them. It is the strong desire of the Personnel Board to manage the administration of the security roles by designated super users within the Personnel Board instead of managing the administration of the security roles through the system vendor.

If the submitted proposal provides only an ATS or provides an ATS that can be selected without the inclusion of the proposed HRIS, then the ATS must be able to exchange data with another HRIS through appropriate data transfer mechanisms (e.g., through an interface file).

The Personnel Board has averaged approximately 21,000 applications received annually since 2010 and averaged approximately 950 hires each year within the Merit System agencies during that same time period. The Personnel Board would have no more than 200 defined users of the ATS.

The scope of services sought through this RFP for the ATS are outlined in detail in Appendix A-2.

### System Implementation

To ensure an appropriate and effective transition, the Personnel Board is seeking assistance with the implementation of any selected system(s). To aid in the Personnel Board's decision-making process, submissions should outline the vendor's approach to implementation. The proposed implementation approach must include, but not necessarily limited to, the following:

- Complete due diligence pre implementation to understand all services to be provided.
- Ensure that the data interfaces and exports are specified and coded.
- Document data conversion and create translation tables.
- Conduct due diligence meetings to ensure that all data, interface, functionality and process issues as they relate to the application and implementation are addressed and resolved.
- Perform comprehensive specification, coding and testing of all calculations, letters, forms and administrative processes/workflows.
- Set up administration and management reports.
- Perform parallel runs to ensure system functionality meets requirements (a minimum of two successful sequential parallel runs).
- Perform a pre go live demonstration (dry run) of all required functionality to verify that all fulfillment functionality has been accurately specified, coded and fully tested prior to the "go-live" date.
- Reconcile all conversion data with the current database, prior to transfer of responsibility.
- Create formal documentation to support all administrative processing including requirements and process maps prior to placing system in production status.
- Provide comprehensive training to ensure full preparation of the client team. Also train client personnel on access capabilities, reporting, etc.

- Ensure services are available to all users in accordance with defined requirements and establish agreed upon go-live date.

Legacy data will apply during implementation. The Personnel Board anticipates bringing in approximately 5-10 years of data from its current human resources system and approximately 1 year from its current applicant tracking system. Please provide billing structure for transition of legacy data with parameters specifically noted (i.e., number of records or number of years).

## Minimum Vendor Requirements

In order for bid proposals to be considered, the vendor must meet the following minimum requirements:

- Proven ability to provide all the products as listed in and required by this RFP through documented corporate/government experience and a good reputation for reliability and successful completion of similar projects.
- Provide a minimum of five references indicating successful completion of similar projects, including organization name and address, contact name, position and phone number, modules or applications implemented, and length of time in production.
- Employ sufficient personnel qualified in training and service to satisfy any problems that may arise during the entire course of the engagement listed herein.
- Demonstrated ability to provide ongoing maintenance/support of the product offered.
- Possess all necessary business licenses as required by the State of Alabama and Jefferson County.

## Selection Criteria

Vendors that are deemed to meet the outlined minimum requirements will be fully and independently evaluated by designated Personnel Board staff and/or project managers with detailed knowledge of required scope of services. Incomplete proposals will be rejected. Award criteria will be based on the evaluation of:

- Functionality of the system – 40%
- Vendor's experience – 20%
- Services and support – 20%
- Cost/Price – 20%

The determination of services to be provided by the selected vendor shall be at the sole discretion of the Personnel Board. Any contract(s) resulting from this solicitation will be executed upon approval of the Personnel Board.

Failure of any vendor to receive or examine any form, instrument, addendum or other document shall in no way relieve any vendor from any obligation with respect to their proposal or any contract resulting from this proposal. The submission of a proposal shall be taken as conclusive evidence of compliance with this condition. Failure to meet this condition may result in rejection of any offering in response to this RFP.

If deemed necessary, the Personnel Board may ask for additional information about a vendor or its proposal. Vendors may choose not to submit information in reply to the Personnel Board's request; however, failure on the part of the vendor to submit information may lead the Personnel Board to discontinue further consideration of the proposal.

Vendors whose proposed products and/or services are of significant interest to the Personnel Board may be invited to participate in a live scripted demonstration at the Personnel Board offices at no cost to the Personnel Board. The targeted dates for the live demonstrations for selected vendors is provided in the section titled "RFP Schedule." Details on the scripted live demonstrations will be provided to selected vendors at a later date. The results of any live demonstrations, discussions, and the information provided in the proposal may be used to evaluate the product fit, completeness of the solution, and the vendor qualifications.

## Submission Instructions

Submissions should include one hard copy original proposal (marked "original") and one electronic copy provided on CD/DVD arranged in the following format:

**Tab 1: Executive Summary** – Provide a brief summary of the proposal contents.

**Tab 2: Experience** – Provide a statement of vendor's qualifications and profile of experiences as related to the Scope of Services and the Minimum Vendor Requirements outlined within this RFP. Please include examples of services provided on similar projects. Also, the vendor should disclose any and all information with regard to any relationships or circumstances that might create actual or potential conflicts of interest.

**Tab 3: Staffing** – Provide information on the offer's staffing, including their ability to handle the responsibilities necessary to effectively carry out the scope of services, as well as the resources the vendor has to support the system and its use. Include resumes and certifications of staff who will be specifically assigned to support for the Personnel Board in its implementation and use of the system.

**Tab 4: System Functionality** – Provide a detailed description of the system and its ability to fulfill the requirements as described in the Scope of Services in this RFP. As part of this section, vendors should complete and submit the HRIS and/or ATS Functional Needs Sheets (see Appendices A-1 and A-2) for the system(s) being proposed.

**Tab 5: Implementation Approach** – Provide a detailed description of your approach to implementation of the system(s) proposed.

**Tab 6: References** – Provide contact information for five references for successful completion of similar projects, including organization name and address, contact name, position and phone number, modules or applications implemented, and length of time in production.

**Tab 7: Costs** – Provide a thorough and complete cost proposal itemized to provide a detailed cost breakdown of all of the proposed services. The cost proposal should also include a detailed payment schedule (i.e., intended invoicing periods for various deliverables

throughout the process). No reimbursement will be made for any expenses incurred by the vendor, except for expenses specifically described in the vendor proposal. *If you propose both and ATS and HRIS that can be selected together or individually by the Personnel Board, then you must include a cost breakdown if both the ATS and HRIS are selected together, a cost breakdown if only the ATS is selected, and a cost breakdown if only the HRIS is selected.*

**Tab 8: Required Forms** – To be considered complete, proposals must include the following completed and signed required forms (these forms can be found in Appendix B “Required Forms” section of this RFP):

- a. Affidavit of Compliance with Alabama Code Section 31-13-9
- b. Non-Collusion Affidavit (signed)
- c. Equal Employment Opportunity Certification Form (signed)
- d. Acknowledgment of Addenda Responsibility (signed)
- e. Signature Page (signed)

Any supporting electronic documents included with the submission must be submitted on a CD or DVD in .pdf format and sealed in accordance with the instructions in this RFP along with other documents as required.

## Additional Terms and Conditions

### Assignment (Contractual)

No portion of the proposal or resulting project contract may be sold, assigned, transferred or conveyed to a third party without the express written consent of the Executive Director of the Personnel Board. Should the Executive Director of the Personnel Board authorize the successful vendor to subcontract (assign) any portion of this contract, the vendor will maintain the ultimate legal responsibility for all services according to contract specifications. In the event of a subcontract, the successful vendor must maintain a continuous effective business relationship with the sub-contractor(s) including, but not limited to, regular payment of all monies owed to any subcontractor. Failure to comply with these requirements, in whole or part, will result in termination of the contract and/or legal ramifications, due to nonperformance.

### Assignment (Staffing)

Upon award and during the contract period, if the vendor chooses to assign different personnel to the project, the vendor must submit their names and qualification (i.e., resumes) to the Personnel Board for approval before they begin work. Services provided under this RFP shall not be assigned, performed by, or delegated to any person or entity other than the contractor without written authorization from the Executive Director of the Personnel Board.

### Confidential or Proprietary Information

If a vendor’s proposal contains material noted or marked as confidential and/or proprietary that, in the Personnel Board’s sole opinion, meets the disclosure exemption requirements of the Alabama Public Records Law, than that information will not be disclosed pursuant to a request

for public documents. If the Personnel Board does not consider such material to be exempt from disclosure under the Alabama Public Records Law, the material will be made available to the public, regardless of the notations or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the Alabama Public Records Law, then it should not include such information in the proposal.

### **Conflict of Interest**

The vendor declares that, as of the date of any ensuing contract, neither the Personnel Board, the Three-Member Board, nor any other Personnel Board employee or official, or Jefferson County employee or official is directly or indirectly interested in this contract or any contract with the Firm for which compensation will be sought during the period of time this contract is being performed. Furthermore, the vendor pledges to notify the Personnel Board Executive Director in writing should it come to knowledge that any Personnel Board or Jefferson County employee or official becomes directly or indirectly interested in the contract resulting from this RFP or any contract of the vendor for which compensation will be sought during the aforesaid period. In addition, the vendor declares that, as of the date of this contract, neither she/he/it nor any of her/his/its officers or employees have given or donated or promised to give or donate, either directly or indirectly, to any official or employees of the Personnel Board or Jefferson County, or to anyone else for the Personnel Board or Jefferson County's benefit, any sum of money or other thing of value for aid or assistance in obtaining any contract (or any contract amendment) with the Personnel Board.

### **Disclaimer of Liability**

The Personnel Board and the County will not hold harmless or indemnify any successful vendor for any liability whatsoever.

### **Equal Opportunity**

Each vendor submitting a proposal agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified because of race, age, disability, genetic information, national origin, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), or veteran status.

### **General**

The Personnel Board expressly reserves the right to reject any or all proposals, or parts of proposals, or to re-issue the RFP and to make the award or awards in the best interest of the Personnel Board.

### **Guarantee**

Vendor certifies by submitting a proposal, that she/he/it is fully aware of the conditions of service and purpose for which services included in this RFP are to be purchased, and that the proposal and any resulting contract will meet the requirements of service and purpose to the satisfaction of the Personnel Board.

### Hold Harmless Agreement

Vendor agrees to protect, defend, indemnify and hold harmless the Personnel Board, the Three-Member Board, and Jefferson County and its commissioners and employees from any and all costs, claims, and damages of every kind and nature made, including attorneys' fees, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the vendor, its employees, sub-contractors or any independent contractor working under the direction of either the vendor or subcontractor in the performance of this contract.

### Independent Contractor

The vendor acknowledges and understands that the performance of any resulting contract is an independent contracting individual and/or agency and, as such, the vendor is obligated for all applicable taxes (i.e., FICA taxes, Occupational taxes, all Federal, State, and Local taxes) and neither the Personnel Board nor the County will be obligated for same under this contract.

### Insurance

The successful vendor will maintain such insurance as will protect him/her and the Personnel Board and the County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death, which may arise from operations under this contract. Insurance will be written by companies authorized to do business in Jefferson County, Alabama and shall include the Personnel Board as Added Additional Insured by Endorsement including a thirty (30) day(s) written cancellation notice. Evidence of insurance will be furnished to the Personnel Board not later than seven (7) day(s) after Purchase Order/contract date. The successful vendor is also required to include the RFP number of the evidence of insurance.

Contracting party shall file the following insurance coverage and limits of liability with the Personnel Board, the County's Risk Management Office and Purchasing Department before beginning work with the Personnel Board.

#### General Liability:

\$1,000,000.00 – Bodily injury and property damage combined occurrence

\$1,000,000.00 – Bodily injury and property damage combined aggregate

\$1,000,000.00 – Personal injury aggregate

Comprehensive Form including Premises/Operation, Products/Completed Operations, Contractual, Independent Contractors, Broad Form property damage and personal injury.

#### Automobile Liability:

\$1,000,000.00 – Bodily injury and property damage combined coverage

Any automobile including hired and non-owned vehicles

#### Worker's Compensation and Employer's Liability:

\$100,000.00 – Limit each occurrence

#### Umbrella Coverage:

\$1,000,000.00 –Each occurrence

\$1,000,000.00 – Aggregate

Added Additional Insured by Endorsement:

Personnel Board of Jefferson County  
30 day(s) written cancellation notice

Under Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions enter the RFP Number, Project Number or Purchase Order Number Covered by the Certificate of Insurance.

### Invoicing

All invoices must agree with the purchase order in description and price and include the following information:

- 1) Purchase Order Number/Contract Number
- 2) Ship-to department name and address

In order to ensure prompt payment, all original invoices\* must be sent to:

**Personnel Board of Jefferson County**

Attention: Cynthia Holiness

2121 Reverend Abraham Woods, Jr. Boulevard, Suite 100  
Birmingham, AL 35203

**COPY TO:**

**Jefferson County Commission**

Finance Department

Room 820 County Courthouse

716 Richard Arrington, Jr. Boulevard, North  
Birmingham, AL 35203

\* If a submitted invoice does not agree with purchase order/contract, credits or a corrected invoice will be required in order to process payment. **Invoices that do not reference authorized Purchase Order/Contract will be returned to the vendor.**

### Laws and Regulations

All applicable State of Alabama and federal laws, ordinances, licenses and regulations of a governmental body having jurisdiction shall apply to the award throughout as the case may be, and are incorporated here by reference. **A Jefferson County business license is required.** Any contract executed based on award of this RFP must stipulate that governing law will be the State of Alabama.

### Modification of Agreement/Contract Changes

The Personnel Board, without invalidating any resulting Contract, may order changes in the items within the general scope of this RFP consisting of additions, deletions, or other revisions. The contract price and time begin adjusted accordingly, providing pricing for such additions/changes is included in the vendor's proposal response. All such changes in the



contract shall be authorized by a written change order to the contract, and shall be reviewed and approved by the Executive Director of the Personnel Board, and then executed under the applicable terms and conditions of the Jefferson County Commission. No claim for additional work or change in price will be considered valid unless submitted in writing to and approved in writing by the Executive Director of the Personnel Board.

### **Negotiations**

The Personnel Board reserves the right to enter into contract negotiations with the selected vendor. If the Personnel Board and the selected vendor cannot negotiate a successful contract, the Personnel Board may terminate negotiations and begin negotiation with the next selected vendor. This process will continue until a contract has been executed or all proposals have been rejected. No vendor shall have any rights against the Personnel Board arising from such negotiations.

### **Non-Discrimination Policy**

The Personnel Board is strongly committed to equal opportunity in solicitation of ITBs and RFPs. The Personnel Board encourages vendors and proposers to share this commitment. Each vendor submitting a proposal agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate against any person otherwise qualified solely based on race, creed, sex, national origin or disability.

### **Permits and Licenses**

The vendor shall observe and comply with all federal, state, city and county laws, rules, and regulations affecting services under any resulting Agreement from this solicitation. The vendor shall procure and keep in full force and effect during the term of any ensuing Agreement, all permits and licenses necessary to accomplish the work contemplated from this solicitation for the State of Alabama as required by law.

### **Public Disclosure**

Subject to applicable law or regulations, the content of each vendor's proposal shall become public information upon the effective date of any resulting contract.

### **Sole Contractor/Implementer**

The Personnel Board intends to award the contract to a sole contractor. The successful vendor shall assume total responsibility for all deliverables, whether a sub-contractor or third-party produces them in whole or in part. Further, the Personnel Board will consider the successful vendor to be the sole point-of-contact with regard to contractual matters, including payment of all charges resulting from the Contract. The successful vendor will be fully responsible for any default by a sub-contractor, just as if the successful vendor itself had defaulted. No sub-contractor will be paid directly by the Personnel Board or Jefferson County. The successful vendor will be solely responsible for the success of the entire Project.

**Tax**

The Personnel Board and Jefferson County are exempt from all tax. Provided however, the vendor shall be responsible for payment of all sales, use lease, ad valorem and any other tax that may be levied or assessed by reason of this transaction.

**Termination of Contract**

Any contract resulting from this solicitation may be terminated by the Personnel Board with a thirty (30) day written notice to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Upon such breach, the Personnel Board will have the right to immediately terminate the contract and withhold further payments. Such termination will not relieve the vendor of any liability to the Personnel Board and the County for damages sustained by virtue of a breach by the vendor.

**Third-Party "Remit-To"**

If the vendor has a third-party "remit-to" company, that information must appear on the vendor's response. The Personnel Board and Jefferson County will send payment to the company designated by the vendor on its response, but will not be responsible for resolving payment issues, should the vendor change payment processing companies after a payment has been mailed or without 45-day written notification to the Personnel Board and the Purchasing and Accounting divisions of Jefferson County.

**Statement of Compliance with Alabama Code Section 31-13-9**

By submitting a proposal, the vendor affirms, for the duration of any resulting agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**Statement of Compliance with Act 2016-312 Prohibition against Boycotting**

By submitting a proposal, the vendor certifies that it is not currently engaged in, and for the duration of this agreement will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state enjoys open trade.

## Appendix A: System Functional Needs

## Appendix A-1: HRIS Functional Needs Sheet

Activity	Requirements Definition	System Capability (Yes/No)
New Hire Processing	Ability to accept applicant data from ATS through interface file.	
New Hire Processing	Ability to allow future dating of "hire" action.	
New Hire Processing	Ability to automatically assign employee numbers (allowing for manual override) after the processing of Hire action and processing in HRIS.	
New Hire Processing	Ability to establish appropriate employee categories (FLSA exemption status, compensation type, schedule)	
New Hire Processing	Ability to monitor and track required actions (work flow process) to setup a new hire in the application.	
Employment Data	Ability to maintain personnel action history and effective date for all employment changes.	
Employment Data	Ability to maintain history and effective date for job codes.	
Employment Data	Ability to maintain history and effective date on all personal data, including name changes, addresses, etc.	
Employment Data	Ability to maintain history and effective date for positions. Ability to modify/change position data.	
Employment Data	Ability to add user defined fields without field format restrictions. If there is a limit to the number of fields that can be added, then please specify.	
Employment Data	Ability to house, store, and easily access historical data on each employee and link historical data to a re-hired former employee.	
Employment Data	Ability to track employment status - Active, Terminated, Retired - with ability to add additional categories, as well as delete or modify existing categories.	
Termination Processing	Ability to maintain history and effective date for termination data.	
Termination Processing	Ability to automatically generate notifications to specific employees upon termination with workflow options.	
Termination Processing	Ability to record actual last day paid through as well as period end date.	
Employment Actions	Ability to transfer employees between multiple pay companies without creating a new record.	
Employment Actions	Ability to define personnel actions and associated business rules for each action.	

Employment Actions	Ability to automatically preclude action from being taken if it does not conform with business rules.	
Employment Actions	Ability to alert user to specific issue when action does not comply with associated business rules.	
Employment Actions	Personnel action Form with workflow functionality including web based (and mobile) access for internal and external users to aid in the creation and approval of personnel action forms.	
Employment Actions	Ability to set trigger(s) and notification(s) for personnel actions and workflow.	
Employment Actions	Ability to track and maintain required actions upon termination via workflow.	
Employment Actions	Ability to make mass changes on selected records	
Compensation Administration	Ability to attach workflow on all areas of compensation management	
Compensation Administration	Accommodate ad-hoc merit increases for groups.	
Compensation Administration	Ability to make changes to pay grids on mass action format	
Compensation Administration	Ability to accommodate reason codes for salary change actions.	
Compensation Administration	Ability to accommodate special handling of employees paid outside of pay grade.	
Compensation Administration	Ability to accommodate the classification of employees and salaries - hourly / salaried, exempt / nonexempt, etc.	
Compensation Administration	Ability to accommodate compensation rates expressed in various terms (e.g., hourly, weekly, annual, etc.).	
Compensation Administration	Ability to define, generate and maintain multiple salary structures (Step and Grade Schedules) for each agency.	
Compensation Administration	Ability to enter effective date and maintain history for all pay rate changes.	
Compensation Administration	Ability to maintain unlimited employee compensation history.	
Compensation Administration	Ability to provide automatic reminders / notices for pending merit increases.	
Compensation Administration	Ability to record compensation changes in terms of dollars and percent change to base salary.	
Reporting	Ability to build and automatically update organizational charts based upon systematically captured information/personnel actions	

Reporting	Ability to maintain protected class (race, ethnic, veteran, handicap, etc.) designations in accordance with government requirements with flexibility to update quickly.	
Reporting	Ability to monitor missing EEO data and generate alerts for required information.	
Reporting	Ability to support DOL requirements for coding on AA / EEO information.	
Reporting	Allow for automatic scheduling and distribution of reports.	
Reporting	Allow users to create ad hoc reports through easy to use online reporting tools with access to help / functionality tools.	
Reporting	Ability to have read only access to connect to database tables for reporting - access to execute queries on the database outside regular program reporting capabilities; ability to hit data through API or other access.	
Reporting	Ability to create, update and maintain standard reports library to be run upon demand of end user.	
Reporting	Allow users to create own library of standard reports as well as share capabilities.	
Reporting	Ability to report on any system field, even client added fields	
Data Import/Export	Allow for a minimum of 20 inbound and outbound interfaces to third parties and internal financial systems.	
Data Import/Export	Ability to create regular interfaces ad hoc and set as scheduled export/import	
Data Import/Export	Ability to import/write to database files	
Audit	Ability to provide reports of data downloads by user, date / time.	
Audit	Ability to provide the results of penetration testing reports and enterprise risk assessments.	
Audit	Ability to run reports that specify unauthorized user attempts.	
Audit	Ability to run security reports for inactive users.	
Audit	Ability to run security reports of user capabilities by function, including a history of who changed the security, the change and date/time of the change.	
Audit	Ability to audit changes to any data element in the application.	
Audit	Ability to produce audit reports that are time / date stamped and provide user ID.	

Security/Controls	Access control management systems located in a secured equipment room with all activity fully logged and audited.	
Security/Controls	Access to critical computing and information systems and peripherals restricted with additional compensating controls in place such as restrictions based on specific Network Segments or VLANs.	
Security/Controls	Appropriate Internal / Batch processing controls in place, including: a) session or batch controls, to reconcile data file balances after transaction updates; b) balancing controls, to check opening balances against previous closing balances, namely: 1) run-to-run controls; 2) file update totals; 3) program-to-program controls; c) validation of system-generated data; d) checks on the integrity of data or software downloaded, or uploaded, between central and remote computers; e) hash totals of records and files; f) checks to ensure that application programs are run at the correct time; g) checks to ensure that programs are run in the correct order and terminate in case of a failure, and that further processing is halted until the problem is resolved	
Security/Controls	Have procedures in place for responding to validation errors.	
Security/Controls	Ability to display last successful login date and time to the user, including a message to contact their User Administrator if this does not correspond to when they thought they last accessed the system.	
Security/Controls	Ensure transmission of critical data employs protective mechanisms to ensure the integrity of the data against unauthorized modification or access.	
Security/Controls	Filtering controls implemented to scan and block e-mail containing: a) viruses (including VBScript, worms, virus hoaxes, etc) b) profanity c) racial abuse d) SPAM e) encrypted mail (as the ability to virus scan and filter encrypted mail is lost) f) executables, sound and video files (inbound only) g) *PPS, *EML, *VBS, **VBS, *SCR, *COM, *BAT, *PIF files (inbound only)	
Security/Controls	Identify exceptions such as: 1) out-of-range values; 2) invalid characters in data fields; 3) missing or incomplete data; 4) exceeding upper and lower data volume limits; 5) unauthorized or inconsistent control data;	

Security/Controls	Intrusion Detection deployed at the perimeter, and internally where critical public-facing infrastructure is deployed.	
Security/Controls	Provide access to resources on the network which is strictly controlled to prevent unauthorized access.	
Security/Controls	Lock ID after 3 unsuccessful attempts to log in to system.	
Security/Controls	Maintain documented process for Security Incident Management.	
Security/Controls	Protect, by local HIDS and NIDS systems, all machines that are required to access the internet.	
Security/Controls	Separate all Public-facing systems and Third Party connections from all internal services through the use of separate network segments ('zones').	
Security/Controls	Software releases / updates that include: a) system / unit test plans available for review b) user acceptance testing prior to release c) full documentation for end-users f) supporting data archival to allow for comparison between previous and new version results	
Security/Controls	Restrict Third Party and Remote access users to required components.	
Security/Controls	Install uninterruptible Power Supplies to ensure the continuity of services during power outages.	
Security/Controls	Use a 2-level firewall architecture where External and Internal firewalls are represented by separate physical devices.	
Security/Controls	Use an Intrusion Detection System (IDS) product for all network and host sensors and management facilities.	
Security/Controls	Utilize defined Internet / Intranet firewall standards with data encryption.	
Security/Controls	Provide ability for users to reset own passwords.	
Security/Controls	Provide ability to allow organization to configure and maintain security roles or permissions.	
Security/Controls	Allow security definition by role, function, screen and field value and organization level, both online and in batch.	
Security/Controls	Ability to add unlimited fields with customer defined limits without restriction (alpha-numeric, etc) which are not confined or specific module/profile in the system.	
Security/Controls	Ability to accommodate current employee numbers (8-digit number) and continue generating employee numbers based on numbers already issued.	
Security/Controls	Possess ability to reuse employee identifier for rehire.	



Security/Controls	Possess ability to run reports detailing user web trend utilization information as necessary to review usage patterns.	
Security/Controls	Create online menus and screens to support user-defined data elements.	
Security/Controls	Create user-defined data elements.	
Security/Controls	Define data element edits and error messages.	
Security/Controls	Generate reports that can access user-defined data.	
Security/Controls	Ensure that appropriate data recovery and system back up procedures are in place	

## Appendix A-2: ATS Functional Needs Sheet

Activity	Requirements Definition	System Capability (Yes/No)
Applicant Experience	Ability to provide automatic push notifications and manual notifications to applicants as necessary based upon applicant status changes	
Applicant Experience	Ability for an applicant to amend a current application for a specific position upon "indication" from Company (ideal for appeal process)	
Applicant Experience	Ability to validate the format of specific types of data in the fields (i.e. phone, email) within the application	
Applicant Experience	Ability to easily complete application on mobile device	
Applicant Experience	Ability to parse resume into relevant application sections and fields	
Applicant Experience	Inclusion of an applicant portal or dashboard that allows applicants to check application status, receive notifications, etc.	
Applicant Experience	Ability for candidate/applicant to upload attachments (resumes, certificates etc.), as well as ability to require specific attachment uploads based upon requisition / job.	
Applicant Experience	Ability to gather voluntary EEO identification information (i.e. race, gender, ethnicity, veteran status, source, etc.) and set security parameters to protect this information.	
Applicant Experience	Ability to alert user when required fields are not populated and not permit the system to update the record without complete data	
Candidate Management	Ability to archive and un-archive applicant profiles/attachments and information	
Candidate Management	Ability to purge applicant information based on client specifications manually or automatically	
Candidate Management	Ability to easily access archived candidate/applicant information	
Candidate Management	Ability for interested individuals sign up for to receive alerts (email and/or text) of future job postings that meet selected preferences	
Candidate Management	Ability for recruiters to reassign applicants to alternate job posting with retaining applicant data and attachment from previous posting	
Candidate Management	Ability for the company to merge applicant data when duplicate profiles are created	
Candidate Management	Ability to store and push emails (100+ templates), manually or automatically, and notifications based upon dispositions (incl. testing, change in status, appeal process, etc.). Email templates should allow the merge of system fields (even added by the client) from applicant/requisition profiles.	

Activity	Requirements Definition	System Capability (Yes/No)
Candidate Management	Ability to track workflow process - view candidate status at various stages of hiring process (i.e. application, interview, testing, offer extension, etc.)	
Candidate Management	Ability to identify and capture who viewed the candidate/applicant profiles, and applications	
Candidate Management	Ability to assign disposition statuses (and enter unique statuses in addition to those in table) with the added ability to mass disposition applicants.	
Candidate Management	Ability to auto-respond to acknowledge either receipt of application with unique confirmation number, or incomplete application (not yet submitted)	
Candidate Management	Ability to restrict applicants from submitting job application based upon administrator "indication" for a defined time period.	
Candidate Management	Ability to automatically block an applicant from submitting multiple applications to the same posting.	
Candidate Management	Ability to set date upon which an individual application (or set of applications) will expire (i.e., go into an inactive status).	
Candidate Management	Ability to allow super user/admin user the ability to configure, add, delete, and/or rename applicant status/disposition codes.	
Candidate Management	Ability to search on applicant information by specified criteria / filter options based upon security roles	
Candidate Management	Ability to systematically prevent the duplication of candidate/applicant profiles	
Candidate Management	Ability to copy/attach applications received from one job posting to multiple requisitions.	
Candidate Management	Ability to programmatically select a set of applications based on user defined criteria (e.g., location preference, rank, etc.).	
Candidate Management	Ability for super/admin user to add and remove applications from job posting or requisition.	
Functionality	Ability to add fields to applicant and requisition profiles, as well as ability report on added fields. If there is a limit number of fields, please specify.	
Functionality	Ability to capture multiple location preferences in application process.	
Functionality	Ability to auto-generate requisition number based on Personnel Board defined data (e.g., location, Year, job code, etc.).	
Functionality	Ability to allow workflow approval routing of requisitions.	
Functionality	Ability to establish role-based security with additional functionality to expand to field level security.	

Activity	Requirements Definition	System Capability (Yes/No)
Functionality	Ability to search applicants based upon resumes, key words, KSAs and other defined criteria	
Functionality	Ability to add user defined questions to individual job postings.	
Functionality	Ability to autoscreen applicants based on responses to questions or fields in the application.	
Functionality	Ability for users (applications screeners) to indicate (yes or no) whether an application meets each individual qualification for the job.	
Functionality	Ability to create a job posting that is not viewable to public, but can be accessed through generated hyperlink. Limited term appointment.	
Functionality	Ability to record history of changes to job postings, requisitions, and applications (include date, time, status, user, etc.).	
Functionality	Ability to allow comment field for defined users within a job posting, requisition, and application.	
Functionality	Ability for super/admin user to generate a guest user name and password for a defined requisition that can be used by a guest to view applications associated with the requisition.	
Functionality	Ability to rank applicants based multiple applicant criteria as defined by user.	
Job Descriptions	Ability to allow for storage and updating of job description information (job code, title, pay grade, duties, KSAs, MQs, etc.).	
Job Descriptions	Ability to upload changes to job descriptions in batch.	
Job Descriptions	Ability to populate job posting information from stored job description data.	
New Hire Processing	Ability to transition applicant data to HRIS upon initiation by defined user of applicant hire.	
Sourcing	Ability to seamlessly integrate with existing client applicant portal branding for job postings.	
Sourcing	Ability to integrate with external job boards and professional networking sites (LinkedIn, etc.) for external postings directing applicants to client applicant portal	
Sourcing	Ability to hard code the applicant source into application	
Sourcing	Captcha or similar validation tool to prohibit auto-populated, robot or other similar web agent submittals	
Exam Scheduling	Ability to allow applicants to schedule test time from options inputted by system user and during timeframe inputted by system user.	

Activity	Requirements Definition	System Capability (Yes/No)
Requisition Management	Ability to identify open position as new or replacement position, or other position type.	
Reporting	Ability to track and report standard staffing metrics based on job postings and requisitions.	
Reporting	Ability to re-generate/capture applicant submission to a register and/or certification list at any point in time (normally using date and applicant status filters).	
Reporting	Ability to allow designated agency side users to access history of returned, completed, and cancelled certs from their agency.	
Reporting	Ability to provide statistical reports and information as to the number of applications received by each source (i.e., Monster, Intel.com, etc.)	
Reporting	Ability to allow for automatic scheduling and distribution of reports.	
Reporting	Ability to allow users to create ad hoc reports through easy to use online reporting tools with access to help / functionality tools.	
Reporting	Ability to create, update and maintain standard reports library to be run upon demand of end user.	
Reporting	Ability to allow users to create own library of standard reports as well as share capabilities.	
Reporting	Ability to report on any system field, even client added fields	
Reporting	Ability to have read only access to connect to database tables for reporting - access to execute queries on the database outside regular program reporting capabilities; ability to hit data through API or other access.	
Data Import/Export	Ability to export application/applicant data to delimited file without restriction on the number of records exported.	
Data Import/Export	Ability to create regular interfaces ad hoc and set as scheduled export/import.	
Data Import/Export	Ability to import test scores data (including but not limited to raw score, veteran points, re-scaled score, seniority points, final score, rank).	
Data Import/Export	Ability to import data to candidate disposition field (so long as the reason is available to user as mass disposition reason. (This will only be used by power user, if available).	
Data Import/Export	Ability to import/write to database files.	
Audit	Ability to generate reports of data downloads by user, date / time.	
Audit	Ability to provide the results of penetration testing reports and enterprise risk assessments.	

Activity	Requirements Definition	System Capability (Yes/No)
Audit	Ability to run reports that specify unauthorized user attempts.	
Audit	Ability to run security reports for inactive users.	
Audit	Ability to run security reports of user capabilities by function, including a history of who changed the security, the change and date/time of the change.	
Security/Controls	Access control management systems located in a secured equipment room with all activity fully logged and audited.	
Security/Controls	Access to critical computing and information systems and peripherals restricted with additional compensating controls in place such as restrictions based on specific Network Segments or VLANs.	
Security/Controls	Provide access to resources on the network which is strictly controlled to prevent unauthorized access.	
Security/Controls	Maintain documented process for Security Incident Management.	
Security/Controls	<p>Appropriate Internal / Batch processing controls in place, including:</p> <ul style="list-style-type: none"> <li>a) session or batch controls, to reconcile data file balances after transaction updates;</li> <li>b) balancing controls, to check opening balances against previous closing balances, namely: <ul style="list-style-type: none"> <li>1) run-to-run controls;</li> <li>2) file update totals;</li> <li>3) program-to-program controls;</li> </ul> </li> <li>c) validation of system-generated data;</li> <li>d) checks on the integrity of data or software downloaded, or uploaded, between central and remote computers;</li> <li>e) hash totals of records and files;</li> <li>f) checks to ensure that application programs are run at the correct time;</li> <li>g) checks to ensure that programs are run in the correct order and terminate in case of a failure, and that further processing is halted until the problem is resolved</li> </ul>	
Security/Controls	<p>Filtering controls implemented to scan and block e-mail containing:</p> <ul style="list-style-type: none"> <li>a) viruses (including VBScript, worms, virus hoaxes, etc)</li> <li>b) profanity</li> <li>c) racial abuse</li> <li>d) SPAM</li> <li>e) encrypted mail (as the ability to virus scan and filter encrypted mail is lost)</li> <li>f) executables, sound and video files (inbound only)</li> <li>g) *PPS, *EML, *VBS, **VBS, *SCR, *COM, *BAT, *PIF files (inbound only)</li> </ul>	

Activity	Requirements Definition	System Capability (Yes/No)
Security/Controls	Identify exceptions such as: 1) out-of-range values; 2) invalid characters in data fields; 3) missing or incomplete data; 4) exceeding upper and lower data volume limits; 5) unauthorized or inconsistent control data;	
Security/Controls	Lock ID after 3 unsuccessful attempts to log in to system.	
Security/Controls	Protect, by local HIDS and NIDS systems, all machines that are required to access the internet.	
Security/Controls	Separate all Public-facing systems and Third Party connections from all internal services through the use of separate network segments ('zones').	
Security/Controls	Software releases / updates that include: a) system / unit test plans available for review b) user acceptance testing prior to release c) full documentation for end-users f) supporting data archival to allow for comparison between previous and new version results	
Security/Controls	Restrict Third Party and Remote access users to required components.	
Security/Controls	Install uninterruptible Power Supplies to ensure the continuity of services during power outages.	
Security/Controls	Use a 2-level firewall architecture where External and Internal firewalls are represented by separate physical devices.	
Security/Controls	Use an Intrusion Detection System (IDS) product for all network and host sensors and management facilities.	
Security/Controls	Utilize defined Internet / Intranet firewall standards with data encryption.	
Security/Controls	Provide ability for users to reset own passwords.	
Security/Controls	Provide ability to allow organization to configure and maintain security roles or permissions.	
Security/Controls	Allow security definition by role, function, screen and field value and organization level, both online and in batch.	
Security/Controls	Ability to add unlimited fields with customer defined limits without restriction (alpha-numeric, etc) which are not confined or specific module/profile in the system.	
Security/Controls	Ability to accommodate current employee numbers (8-digit number) and continue generating employee numbers based on numbers already issued.	

Activity	Requirements Definition	System Capability (Yes/No)
Security/Controls	Possess ability to audit changes to any data element in the application.	
Security/Controls	Possess ability to produce audit reports that are time / date stamped and provide user ID.	
Security/Controls	Possess ability to reuse employee identifier for rehire.	
Security/Controls	Possess ability to run reports detailing user web trend utilization information as necessary to review usage patterns.	
Security/Controls	Create online menus and screens to support user-defined data elements.	
Security/Controls	Create user-defined data elements.	
Security/Controls	Define data element edits and error messages.	
Security/Controls	Generate reports that can access user-defined data.	
Security/Controls	Ensure that appropriate data recovery and system back up procedures are in place	



## Appendix B: Required Forms



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

RFP# PB001-17 Human Resources Information System &  
Applicant Tracking System

## Affidavit of Compliance with Alabama Code Section 31-13-9

Alabama Act 2011-535 - Statement of Compliance with Alabama Code Section 31-13-9.

By signing this form, the vendor affirms, for the duration of any agreement resulting from this RFP, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Subscribed and Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

BY: \_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Business/Company

\_\_\_\_\_  
Date



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

RFP# PB001-17 Human Resources Information System & Applicant Tracking System

## Non-Collusion Affidavit

By signing below I attest that the submitted proposal is not made in the interest of, or on behalf of an undisclosed person, partnership, company, association, organization, or cooperation; that the Proposal is genuine and not collusive or sham; that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived or agreed with any Offeror or anyone else to put in a sham RFP, or than anyone shall refrain from proposing; that the Offeror has not in any manner, directly or indirectly sought an agreement, communication or conference with anyone to fix the RFP of the Offeror or any other Offeror, to fix any overhead profit, or cost element of the RFP price or of that of any Offeror, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the RFP are true; and further, that the Offeror has not, directly or indirectly submitted his/her RFP price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham RFP.

I, the undersigned, hereby certify that I have read and understand this Non-Collusion Affidavit and guarantee complete compliance with all the terms, conditions, and stipulations.

Subscribed and Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Business/Company

\_\_\_\_\_  
Date



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

RFP# PB001-17 Human Resources Information System & Applicant Tracking System

## Equal Employment Opportunity Certification Form

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The vendor acknowledges receipt of Jefferson County's Equal Employment Opportunity (EEO) Contractor Compliance Administrative Order (attached hereto) and certifies that it is an equal opportunity employer and agrees to the requirements of the Policy and the EEO Clause therein. It further certifies that it will require all subcontractors to execute an EEO statement of compliance in accordance with Jefferson County Administrative Order 08-4 as follows:

1. The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability or veteran status pursuant to the provisions of Title VII of the Civil Rights Act of 1964, 42, U.S.C. §§ 1981, 1983, 1986 and all amendments thereto relative to discriminatory employment practices. The vendor will ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age disability or veteran status. Such action shall include, but not be limited to employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
2. In the event of vendor's non-compliance with the EEO clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Personnel Board or County contracts.
3. The vendor will include the provisions of paragraph (1) in every subcontract or purchase order.
4. The vendor shall certify to the Personnel Board its compliance with this policy prior to receipt of any contract or business with the Personnel Board.

The vendor will furnish to the Personnel Board, upon request, reports, notices, policies and/or information certifying compliance with this policy. In the event of the vendor's non-compliance with the EEO clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Personnel Board or County contracts.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**08- 4**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

**PURPOSE**

To give notice to potential contractors that Jefferson County is an equal opportunity employer in accordance with Title VII, Civil Rights Act of 1964, 42 U.S.C. §§ 1981, 1983, 1986 and amendments, and it is the policy of Jefferson County to require contractors, vendors and suppliers (hereinafter "Contractor") providing goods and services to the County to afford equal opportunity for employment to all individuals regardless of race, color, sex, age, religion, national origin, disability or veteran status.

I. **PROCEDURE**

The clause set forth below which requires Contractor compliance with federal law shall be incorporated in each bid or offer to do business with the County and in all contracts and subcontracts with the County as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability or veteran status pursuant to the provisions of Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 1981, 1983, 1986 and all amendments thereto relative to discriminatory employment practices. The Contractor will ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, disability or veteran status. Such action shall include, but not be

limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

2. In the event of the Contractor's non-compliance with the equal employment opportunity clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further County contracts.

3. The Contractor will include the provisions of paragraph (1) in every subcontract or purchase order.

4. The Contractor shall certify to the County its compliance with this policy prior to receipt of any contract or business with the County. (Form attached.)

II. EFFECTIVE DATE

This Administrative Order shall be effective upon adoption.

ORDERED at the Jefferson County Courthouse this 17 day of June,

2008.

  
BETTYEFINE COLLINS, President  
Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION  
DATE: 6-17-08  
MINUTE BOOK: 156  
PAGE(S): 128-129



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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RFP# PB001-17 Human Resources Information System &  
Applicant Tracking System

## **Acknowledgment of Addenda Responsibility**

Any addenda to this request for proposal shall be publicly noticed by the Personnel Board on or before the date specified in the RFP schedule through the Personnel Board of Jefferson County website ([www.pbjcal.org](http://www.pbjcal.org)). Any such publicly noticed addenda shall become an official part of the RFP. The vendor has the affirmative duty and responsibility to ensure she/he/it is aware of any addenda to this RFP by visiting the Personnel Board website for any publicly posted addenda. The Personnel Board is not responsible for any failure on the part of any vendor to access publicly posted addenda prior to the submission of a proposal. Proposals that fail to address or include any requirements outlined through any publicly posted addenda may be rejected at the discretion of the Personnel Board.

By signing this form, the vendor affirms that she/he/it understands her/his/its responsibility to access and review any publicly posted addenda associated with this RFP prior to submission of a proposal.

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Signature of Authorized Representative

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Printed Name of Authorized Representative

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Title

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Company Name

---

Date



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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RFP# PB001-17 Human Resources Information System &  
Applicant Tracking System

## Signature Page

The Personnel Board of Jefferson County shall have the right to waive any informality or irregularity. Under certain limited conditions, the Personnel Board of Jefferson County may apply a local preference option in determining the low bid for purchases of personal property.

All provisions of this RFP are accepted by vendor as part of any contract or purchasing resulting therefrom.

Please specify terms of payment below; otherwise, the terms will be Net 30.

Company/Vendor Name: \_\_\_\_\_

Terms: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

If Jefferson County Business License was issued to your firm for the past twelve (12) months, please list number(s). \_\_\_\_\_

I certify that the above named company  **has** /  **has not** been in operation for at least one year at location(s) zoned for the type of business conducted by my company at the address stated above.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date