



MINNESOTA STATE

REQUEST FOR INFORMATION (RFI)

Minnesota State

RFI for Applicant Tracking Solutions

November 2018

DUE: 3:00 PM CST on Monday, December 17, 2018

Background

Minnesota State Colleges and Universities (Minnesota State) is the fifth-largest system of higher education in the United States. It comprises 37 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities and serves approximately 430,000 students each year. The Minnesota State Colleges and Universities is an independent state entity that is governed by a 15-member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, other than the University of Minnesota campuses.

The Minnesota State Colleges and Universities play an essential role in growing Minnesota's economy and opening the doors of educational opportunity to all Minnesotans. As part of the strategic framework, the following core commitments have been identified.

- Ensure access to an extraordinary education for all Minnesotans
- Be the partner of choice to meet Minnesota's workforce and community needs
- Deliver to students, employers, communities and taxpayers the highest value/most affordable higher education option

Minnesota State is requesting information from vendors who can provide a system-wide applicant tracking program for use by colleges and universities for hiring unclassified staff. There are currently @11,000 unclassified staff throughout Minnesota State, with over 1,200 unclassified positions posted annually. The System Office will be creating a master contract for applicant tracking system on behalf of its colleges and universities. Under the desired contract, each college and university and the system office will set up, work in, and maintains its own separate production environment. College and university staff will have varying levels of expertise in use of the system, and make different decisions about the use of the functionality.

For more information about Minnesota State Colleges and Universities, please view its website at www.minnstate.edu.

Nature of RFI

This RFI is intended to identify up to four software vendors who will be invited to demonstrate their applicant tracking system (ATS) solutions in a virtual showcase. The vendor showcase will consist of a one-hour recorded webinar using a virtual/video platform of the vendor's choice. (See Appendix A Presentation Schedule/Acceptance). The webinar is to be a broadcast-format only; no chats or questions from participants will be allowed.

The format for the webinar is open, and vendors may include demos, mock-ups, PowerPoint presentations, or any format that will best demonstrate the solution. The objective for the showcase is to provide an opportunity for Minnesota State participants to gain a perspective on ATS solutions, in terms of their look and feel and capabilities. **This is neither a solicitation notice nor a Request for Proposal, and no vendor discovery will be permitted.**

Responses to the RFI are not offers and cannot be accepted by Minnesota State to form a binding contract. No contract will result from any response to this RFI. This RFI shall not limit any rights of Minnesota State, and Minnesota State reserves all its rights including but not limited to its right to elect not to procure the goods and/or services that are the subject of this RFI and its right to procure them from a vendor that has not responded to this RFI.

General Information

General information sought includes, but is not limited to:

- Automated features for job posting, navigation and editing options for employers and applicants
 - Authentication
 - Requisitions
 - Automation of process steps
 - Customization (e.g., ability to attach multiple documents in various file formats; option to alter or customize forms, views, templates as needed after initial set-up)
 - Notifications (e.g., ability to tie-in with existing systems such as Outlook)
 - Search capability (e.g., with view/share/borrow features and components across different users/campuses)
 - Archiving
 - Ability to build data libraries (i.e. job posting questions or minimum qualifications)
 - Applicant tracking
- Reporting capability, including:
 - System-wide reporting
 - Campus-specific reporting
 - Standard, or ad hoc reports
 - Affirmative action and recruitment source data
 - Data summarization
- Suitability of the system to serve a large network higher education professionals

- Estimate of staffing needed to establish, update, maintain and administer the system
- Ongoing technical support and a description of service that outlines:
 - Service guarantees
 - Site preparation
 - Installation processes
 - Vendor responsibilities
 - User responsibilities
 - Accessible (free) system upgrades
- Available training for Minnesota State users that includes:
 - A system manual
 - Start-up/New user training
 - Training on upgrades
- System reliability and data security as it relates to:
 - Network access and security
 - Restricted, or varied user access
- A description of technical components that answers the following;
 - Can your system house full application on your server?
 - Can you provide data files to the System Office regularly?
 - What technical issues can you anticipate and how can they be resolved?
 - What are the ongoing requirements for IT staff from the System Office or on campuses?
 - What are the downtime issues related to ongoing maintenance?
- Accessibility features, which may include software and accessories
- Exposure of postings on electronic job boards
- Pricing structure
- Reference list of current customers

RFI Response Format Process

For purposes of this RFI, Minnesota State is requesting a maximum submission of 10 pages total, including Appendix A. All vendors interested in providing information regarding ATS solutions and related services are invited to submit a response containing the following information:

- Provide a brief description of vendor profile, history and general business strategy for the ATS solution. Include dominant trends in your product demand that you perceive would serve an organization as diverse as Minnesota State (based on the background provided).
- Briefly describe how the solution will accommodate a multi-institution environment.
- Briefly describe and/or provide samples that would indicate the user experience that would result from using the proposed solution. Include information/graphics related to the user interface and mobile options.
- Provide general information sought in section above.
- Complete the information request in Appendix A regarding the virtual showcase:
 - Indicate willingness to participate in the vendor showcase
 - Ability to provide the virtual conference solution to be used

- Indicate willingness and ability to record and share the demo
- Provide approval for Minnesota State to post and share the recorded demo with students, faculty and staff
- **Acknowledge availability for any of the demo days, indicating preference of dates. (Listed in the Targeted Schedule of Events table)**

Review of RFI Responses

All responses received by the deadline will be reviewed by representatives of Minnesota State. Because of the nature of an RFI, there will be no response rating or formal determination of solution. The selection of any vendors to participate in the vendor showcase remains the exclusive right of Minnesota State.

NOTE: This RFI does not obligate Minnesota State to purchase any goods or services or any consideration in any future Requests for Proposals (RFP).

Minnesota State is not liable for any costs incurred by Responders in developing the responses directly or indirectly related to this RFI. Respondent is responsible for all costs associated with creation of a response or any follow-up requests. All responses submitted become the property of Minnesota State and will be public information. Minnesota State reserves the right to incorporate in a RFP solicitation, if issued, any recommendations presented in the response to this RFI.

Targeted Schedule of Events

Description	Date
RFI Issue Date	November 7, 2018
RFI Due Date/Time	December 17, 2018
RFI Selection Notification	December 28, 2018
Planned Vendor Showcase Dates:	January 14, 2019 January 16, 2019 January 18, 2019 January 22, 2019

RFI Submission & Point of Contact

Any questions regarding this RFI should be sent via email no later than Friday, December 7, 2018 to: Anita Rios, Talent Management, Human Resources, 651-201-1846, anita.rios@minnstate.edu

RFI responses shall be submitted via email no later than **3:00 PM CST on Monday, December 17** to: anita.rios@minnstate.edu

APPENDIX A: PRESENTATION SCHEDULE/ACCEPTANCE

The following schedule has been developed for use during the individual vendor webinars. The format for the webinar is open, and vendors may include demos, mock-ups, PowerPoint presentations, or any format that will best showcase the ATS solution. Please include the following in your webinar:

- Introduction
- Automated features for job posting, navigation, editing options and process steps for employers and applicants
- Customization options for campuses, including: forms, views, attachments
- Search capability
- Reporting capabilities for standard and ad hoc reports, campus and systemwide reports
- Estimate of staffing needed to establish, update, maintain and administer the system
- Ongoing technical support and training
- Data security
- Accessibility features
- Exposure of postings on electronic job boards
- Pricing structure
- Conclusion

Please indicate acceptance of the following items related to the virtual presentation (circle your response):

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| We are willing to participate in the vendor showcase for Minnesota State. | Yes | No |
| <ul style="list-style-type: none"> • We will provide a virtual/video conference solution for our demo. | Yes | No |
| ➤ Virtual/Video Solution Name: _____ | | |
| <ul style="list-style-type: none"> • We will record the demo and share a copy with Minnesota State. | Yes | No |
| <ul style="list-style-type: none"> • We approve Minnesota State posting and sharing the recorded demo on their public site for staff to view. | Yes | No |
| <ul style="list-style-type: none"> • We are available for the demo days listed below (please indicate order of preference): | Yes | No |

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| <p style="text-align: center; margin: 0;">Dates Available:</p> <ul style="list-style-type: none"> ▪ Line 1 ▪ Line 2 ▪ Line 3 ▪ Line 4 | <p style="text-align: center; margin: 0;">Order of Preference:</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> |
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