

ESD 113 Applicant Tracking System, Onboarding System, and Substitute Tracking System RFP Addendum #1

To: Interested Vendors

From: Carrie Harper-Kitzmilller, ESD 113

Date: 05/17/2023

Re: ESD 113 Applicant Tracking System, Onboarding System, and Substitute Tracking System RFP

Below are clarifications and answers to vendor questions to date:

Clarification

Appendix B has been revised to allow for vendor responses. Please get the updated Appendix B and respond via that document.

Questions/Answers

1. Is there any flexibility with a December 2023 go-live?
 - a. We may be able to push the date to mid-January but that would be the latest we would consider.
2. What languages are required for the system?
 - a. English, Spanish, [ANSWER]
3. Number of users for the system? Types of users?
 - a. Active Applications – 10,198
HR Admin – 135
Hiring Managers – 413
4. Do you allow the system licensing provider and implementation partner to have separate contracts?
 - a. Yes
5. Is it required for the vendor and implementation partner to have current Help Desk ticketing systems in K-12 School Districts in Washington?
 - a. The selected vendor's product should have a help desk/ticketing system to allow EdJobsNW staff to reach out for assistance when needed.
6. How many years of data are you wanting to convert? Are you willing to do less and if so what is your minimum?

- a. We have approximately 4 years of data in our current system.
We believe 4 years is well within the ability of any vendor to accommodate.
7. How many data areas and tables are you expecting to migrate/convert into the environment?
 - a. ESD 113 is open to suggestions and best practices from vendors.
8. How many HR users are there?
 - a. 135
9. What are your ideal reporting capabilities?
 - a. System allows user to generate reports from user-defined fields.
System allows standard reports to have user-defined or user-friendly names.
System supports Washington new hire reporting in state-required format (name, addr, city, zip, SSN).
System supports custom report writing
System can accurately report on the following:
 - Number of open positions (by school district)
 - Number of applications per job opening
 - Number of views per job opening
 - FTE Counts
 - Affirmative Action data
10. How many systems are you looking to integrate, and do they have open APIs?
 - a. Skyward and Qmlativ ERP
11. Does Skyward have an open API with documentation?
 - a. Yes, it is available here (login required): <https://partners.skyward.com/docs>.
12. Do you have a subject matter expert that will assist the vendor with system integrations?
 - a. Yes, we have staff that can assist in this area if you are referring to Skyward and or Qmlativ.
13. Will the applicant tracking system need to be integrated with Skyward endpoints?
 - a. Yes
14. How many job applications are received per year?
 - a. Approximately 4,000
15. Within the applicant tracking system, how many different:
 - Paths or applicant types/categories?
 - Varying application templates/forms?
 - Pre-employment forms to be filled out on the system?

- a. **Types** – We post jobs for Administrator, Certificated, Classified, Coaching, Early Learning and Substitutes. We do not want applicants to have to select the type of position(s) in which they want to apply, but rather just be able to select the job so there is no confusion on their part. However for reporting purposes, positions could be attached to a type on the back end of the system that applicants do not have to deal with.

Multiple Templates/forms – One basic template that works for all types of positions

Pre-employment forms – 10 20 forms depending on position/department

16. Do you require knockout questions?

- a. Screening questions and the ability to tag applicants who answer “incorrectly” would be a plus.

17. Average number of job postings? Is there a busy season?

- a. The busy season is generally from February/March through August.

18. How many new hire onboardings do you typically have in a year?

- a. Below is the number of new hires for ESD 113 and our substitute services.

2020-2021 – 109 ESD 113 new hires

2021-2022 – 168 ESD 113 new hires

2022-2023 – 122 ESD 113 with three months to go

2020-2021 – 83 Substitute Services new hires

2021-2022 – 237 Substitute Services new hires

2022-2023 – 275 Substitute Services new hires with one month to go

19. How critical are the requirements for document management, resume parsing, and document generation to the overall project? Are they considered deal-breakers?

- a. There are no deal-breakers identified in the Document Management tab of Appendix B. The district’s priorities around document management are clearly defined.

20. How many hiring officials will use the system?

- a. 135

21. Is ESD 113 open to using an already-integrated background check provider? If keeping your existing provider, does that system need to be integrated?

- a. No. Our applicants/candidates must be electronically fingerprinted through the Fingerprinting department at ESD 113. The data is then sent to the Office of Superintendent of Public Instruction (OSPI) where a WSP and FBI background check is performed.

22. Can you provide an overview of your substitute dispatching process?
- a. An employee enters an absence into the system. The system would first check to see if there is a preferred substitute list attached to the employee and reach out to that substitute(s) first. If no preferred substitute list or if the preferred substitute doesn't respond timely or rejects the job, the job goes out to the general pool of substitutes based on the skill description. Substitutes can access the system via internet or phone, search for a job, and accept a job. Currently, the system calls substitutes only if the job is not filled within two days of the scheduled start time.
23. Can you provide an overview of the current schedule management process?
- a. Please reach out to Carrie Harper-Kitzmilller at charper@esd113.org to discuss further.
24. Can you provide an example of matching criteria used for Substitute matching?
- a. Certificated employees and certificated substitutes would have the same skill description of Certificated Teacher. Paraeducator employees and paraeducator substitutes would have the same skill description of Paraeducator., etc.
25. For the substitute mobile app, are you looking for a Capital Region-branded mobile app that substitutes can install on their mobile device? Or mobile-accessible without an installed app?
- a. We need a fully functional mobile app. It does not need to be a Capital Region branded app.