

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

To: Interested Vendors

From: Carrie Harper-Kitzmilller, ESD 113

Date: 08/18/2023

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. Are proposal extensions been accepted?
 - a. August 25 at noon is the deadline.
2. 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.
3. What languages are required for the system?
 - a. English, Spanish
4. Number of users for the system? Types of users?
 - a. Active Applications – 10,198
HR Admin (hiring officials)– 135
Hiring Managers – 413
5. Do you allow the system licensing provider and implementation partner to have separate contracts?
 - a. Yes
6. 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.
- 7. 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.
- 8. 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.
- 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, yes
- 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? (answer above) 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. 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.

21. 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.
22. Can you provide an overview of the current schedule management process?
 - a. Please reach out to Carrie Harper-Kitzmiller at charper@esd113.org to discuss further.
23. 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.
24. 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.
25. In section 1.1 the RFP states ESD 113 "serves over 77,461 students in 44 school districts, one tribal compact school, and more than 20 private schools in 5 counties." Of those districts and schools, how many will be utilizing the proposed solution? And do you have a student count for those districts/schools?
 - a. **Districts (with student count) utilizing solution – Applicant Tracking System**
Adna-616, Boistfort-75, Centralia-3,316, Chehalis-2,765, Cosmopolis-177, Crescent-337, Dieringer-1,421, Eatonville-1,878, Elma-1,603, Evaline-58, Grapeview-238, Griffin-585, Hood Canal-328, Hoquiam-1,602, Lake Quinault-201, Mary M. Knight-169, McCleary-309, Montesano-1,330, Mossyrock-592, Napavine-777, North Beach-628, North River-76, Oakville-329, Ocosta-555, Olympia-9,064, Onalaska-814, Pe Ell-261, Pioneer-746, Queets Clearwater-33, Rainier-866, Raymond-476, Rochester-2,034, Satsop-54, South Bend-541, Southside-196, Taholah-166, Tenino-1,234, Tumwater-6,437, Wa He Lut-136, White Pass-357, Willapa Valley-326, Winlock-773, Wishkah Valley-152, Yelm-5,452, ESD 113-500
 - b. **Districts (with student count) utilizing solution – Absence Management System**
Chehalis-2,765, Grapeview-238, Griffin-585, Hood Canal-328, Mary M. Knight-169, McCleary-309, Olympia-9,064, Rochester-2,034, Tenino-1,234, Tumwater-6,437, Yelm-5,452, ESD 113-500
26. Is your PowerSchool current system of records for HR? Do you perform the Hire to retire processes for your teachers and other staff in PowerSchool?

- a. No. PowerSchool is not an HR records system.
 - b. No. Each school district is responsible for the full employment lifecycle of their employee.
27. Are there any specific pain points that are on the wish list to be addressed as a part of this project?
- a. Our pain point are listed in Addendum B. A few of them are lack of useable reports, unfriendly interface and application system, and the application system is difficult for HR staff to use: there is not an easy way to find new applicants for jobs, no place to make comments, and no lifecycle process.
28. What is the middleware (Dell Boomi, Azure, CPI, Gentran) used to integrate various systems? Do you have any preference between using your own middleware if you have one already or adopting another middleware for the project?
- a. Currently, we do not integrate with any other software.
29. What is the current employee count?
- a. Full-time -
 - b. Part-time -
 - c. Substitute -
 - d. Hourly -
 - e. Seasonal –
 - f. Temporary -
- a. We do not have employee information for our districts broken down by the categories listed above. There are approximately 6,407.302 FTE employees within all districts combined.
30. If the vendor has K12 clients only outside of Washington area, is that grounds for disqualification or is it more from an experience perspective?
- a. We are looking for experience. It does not have to be within Washington State.
31. Are there any restrictions to how the vendor chooses to staff the project (Visa requirements, Clearances, residency requirements etc.)?
- a. Employees/staff should be eligible to work in the United States.
32. Is there any reservation to include offshore team members as a part of the vendor's project team for the implementation?
- a. Employees/staff should be residents of the United States.

33. Which are the systems that are currently integrated with PowerSchool, VectorSolutions and other systems for Payroll, Benefits, Time, Background checks, Applicant Assessment etc?
- a. Skyward and Qmlativ – They are not integrated, but CSV report are ran and given to a few of our districts and then they upload the information.
34. Is there a current system and integration schematic that can be shared?
- a. No
35. What are the current payroll and Benefits systems used and is expectation to build integrations with these systems in scope for this project?
- a. Skyward and Qmlativ ERP
36. Which systems mentioned in the RFQ would retire after this project goes live and which systems will need to be integrated with the new solution?
- a. PowerSchool, applicant tracking system, and or Frontline Education, absence management system.
37. Is the expectation that all modules like ATS Onboarding and Substitute tracking are implemented simultaneously? Or a phased approach can be proposed?
- a. We would most likely use a phased approach.