



REQUEST FOR QUOTATIONS (RFQ) for APPLICANT TRACKING/TALENT MANAGEMENT SYSTEM

DATE RFQ ISSUED: February 6, 2023

CONTACT: Luther Jackson, NOVAworks Program Manager,
ljackson@novaworks.org (No phone calls, please)

FOR QUESTIONS: Please Email Questions to rfprelease@novaworks.org

PROPOSALS DUE: February 27, 2023, 5:00 p.m. PST

SUBMIT ELECTRONICALLY TO: Luther Jackson at ljackson@novaworks.org

Please Note: There is a 25MB limit to the size of the email. Please keep this limitation in mind if including graphics and/or charts. In addition, please do not submit via a document/file sharing platform.

This Request for Quotations (RFQ) and any questions received about the RFQ, with corresponding responses, will be posted on the NOVAworks website at <https://novaworks.org/about/rfp>.

Introduction

The NOVAworks Workforce Board (NOVAworks) is a federally chartered workforce development board serving the Silicon Valley cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale, and the County of San Mateo. It helps individuals find and access employment and helps businesses find qualified candidates. Addressing the region's economic turbulence and frequent spasms of layoffs and hiring sprees, NOVAworks is seeking an Applicant Tracking System/Talent Management System tool enabling it to quickly match the skills and credentials of job seekers with employing hiring demands. (NOVAworks is a department of the City of Sunnyvale, CA)

Project Purpose and Description

NOVAworks is seeking a small-scale ATS to facilitate the matching of a job seeker's workforce skills, credentials, and qualifications with an employer's skill/job specifications. The system must include the following features: career page hosting to display open positions, receiving, sorting, and screening applications, and resumé storage. NOVAworks issues this Request for Quotations (RFQ) to solicit a response and detailed quotation from qualified vendors to provide a job match technology system, according to the features outlined below.

Desired Features of Applicant Tracking/Talent Management System

- Job seekers can easily upload multiple resumes without having to recreate a new profile each time. In addition, job seekers will have the option, if applicable, to complete a job application and provide additional information about qualifications in this portal. Job seekers' search for jobs are seamless and based on key words.
- The system is skills-based, and automatically records the skills identified by job seekers. This enables future job searches to be more effective.
- Employers can easily upload their job specifications and highlight specific skills required.
- The system will feature NOVAworks branding.
- The projected date for the system to be fully operational is by June 30, 2023.

Proposal Submission Instructions

Bidders should provide NOVAworks with the following information.

- Contact information:
 - Print Name:
 - Title:
 - Company Name:
 - Address:
 - Phone:
 - Email Address:
 - Authorized Signature:
 - Name and Title of Authorized Signature (if different from above):
 - Date:

- Quotation: A detailed and itemized estimated costs to deliver the system as outlined above. The quote should also include a breakdown of the costs for system development and installation.

The proposal should be submitted electronically to Luther Jackson, ljackson@novaworks.org, by February 27, 2023, 5:00 p.m. PST. Proposals received after the stated timeframe will be rejected. The City reserves the right to reject any and all quotations.

Contract award will be made to the lowest responsive and responsible bidder (s). The City is not obligated to compensate any bidder for goods delivered or services performed prior to completion of a contract between the City and the selected bidder.

The attached City of Sunnyvale Standard Terms and Conditions apply to this transaction. It is the bidder's responsibility to review these Terms and Conditions prior to submitting a quotation.