



Optional Pre-Proposal Conference Agenda

January 6, 2023 at 2:00 PM EST

RFP #016-0-2023/SB Applicant Tracking and Employee Onboarding Software

Location: Zoom Virtual Meeting

Introductions:

Shannon Bailey, Director of Procurement (facilitator)

Nina Farrish, Director of Human Resources

Catherine Westphal, Employment Supervisor

Alvin Wilson, HR Support Staff Substitute Teachers

Tawane Hill, HR Support Staff

Aimee McNichols, HR Support Staff Finger Printing

James Moreland, Supervisor Technology Operations (non-voting member)

Prospective Offerors on the Zoom Call:

Mark Davies – Oracle

Charles Solis – Frontline

John Guzak - Keldair HR

Adam Murr – Powerschool

Liam Bowley – Coastal Cloud

Dan Tanner - UKG

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attending is not mandatory, but it is advisable.

- 1. Purpose:** The purpose of this RFP is to solicit sealed proposals from qualified offerors to provide an Internet-based Applicant Tracking and Employee Onboarding solution that will increase the effectiveness, efficiency, and consistency of the NNPS recruiting and hiring processes. The intent is to allow applicants to easily apply and monitor their applications electronically and successfully provide a paperless employee onboarding process that also integrates into the current employee management and financial system, Tyler MUNIS. Other purposes of the solution will be to provide accurate position control, onboarding, contract management, and reporting and analytic features. The solution is expected to eliminate the use of paper in the process and will provide an easy-to-use system that increases the access to application and onboarding materials for all school district employees who are involved in the recruiting, selection, hiring, and onboarding processes.
- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent. All questions and communication shall only be made with the Procurement Officer facilitating the RFP.



3. **RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due Thursday, January 26, 2023 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**

4. **Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at Shannon.bailey1@nn.k12.va.us no later than **January 12, 2023 at 2:00 pm EST**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.

5. **RFP Submission:** Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's item number and the name and address of the Offeror. Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted. **Submit the one (1) original, five (5) hard copies and one (1) electronic copy (CD or USB drive) of the proposal. Refer to the RFP, Special Terms and Conditions, Section G for further detail. If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."**

Only physical copies will be accepted.

6. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.

7. **Take questions from Prospective Offerors**