

CAPITOL REGION COUNCIL OF GOVERNMENTS

**Addendum #1
Regional Municipal Employment Applicant Tracking Portal RFP
November 21, 2016**

Consultant Questions

The following pages contain questions submitted to CRCOG from consultants interested in the RFP and our responses.

Please note that all terms and conditions appearing in the original Request for Proposals remain unchanged.

Respondents are asked to sign, date, and return this sheet (not the entire addendum), along with their response package, in order to verify their receipt of this addendum prior to the specified submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name _____

Title _____

Company _____

Address _____

(City) (State) (Zip)

Telephone _____

Signature _____

Date _____

CONSULTANT QUESTIONS

The following questions were submitted regarding this Request for Proposals:

1. Can companies from outside the USA apply for this (like, from India or Canada)?

There is no requirement that the selected firm be U.S. based. However, per Section IV., Minimum Qualifications, individuals and firms must have all required licensures, registrations and certifications to do business in the State of Connecticut in order to be considered for a contract award.

2. Do we need to come over there for meetings?

In person meetings are not a requirement. However, the respondent must demonstrate capacity to work with and understand the work flows and associated roles and responsibilities of all participating municipalities in order to successfully implement the software.

3. Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?

Again, there is no requirement that the tasks be performed inside the United States.

4. Can we submit the proposals via email?

Per Section V., Submission Requirements, sealed proposals are to be addressed to Hedy Ayers, Special Projects Manager, Capitol Region Council of Governments, 241 Main Street, 4th Floor, Hartford, Connecticut, 06106 and shall include one complete hard copy of a proposal with original signatures, and three additional hardcopies. In addition, the applicant should submit an electronic version of the proposal on CD or flash drive.

5. I see that this is a combination of CRCOG and CCM and the Pilot Towns of 9 different towns. How many employees would this be in whole? Between the towns and CRCOG and CCM.

To clarify, this project is not a combined venture with CCM. As the RFP states, it is anticipated that a pilot applicant tracking group will be established that will be comprised of a subset of the current HR Portal Demonstration Project pilot communities. After a successful applicant tracking pilot, any Connecticut municipality will be eligible to join.

Currently, the potential pilot towns are as follows (the actual pilot towns for the applicant tracking portal will be determined at a later date):

Municipality	Full Time	Part Time	Seasonal
Columbia	16	23	22
Hebron	44	96	3
Prospect	26	86	59
Windsor Locks	80	8	4
South Windsor	174	51	392
Southington	259	10	113
Milford	487	2	67
Manchester	487	161	212
Danbury	600	175	85
Totals:	2173	612	957

CRCOG as an agency, which currently has 21 full-time and 6 part-time employees, may also avail itself of the applicant tracking portal's services.

- When the RFP is awarded, which organization will be the buyer? I know that CRCOG is a Council of Governments that initiates different programs for the benefit of the regional municipalities. So I was wondering if the funds are pooled from the participating municipalities or how that works.

It is envisioned that a master contract will be signed between the selected vendor and CRCOG, and that participating municipalities will sign a side letter of agreement to access the award. Whether funds will be provided by CRCOG and/or the participating municipalities will be determined at a program level. CRCOG will weigh multiple factors, including initial and on-going costs, in determining the best funding structure for the program currently and over time.

- How many employees would be accessing this Applicant Tracking Portal?

Please see our response to question #5, above.

- How many employees do you have total?

Please see our response to question #5, above.

9. How many users do you anticipate using the ATS?

Please see our response to question #5, above.

10. I see where you are looking for Employee Performance Management (EPM) automation as well. Are you wanting a cost breakout for this module as well or for just the ATS initially?

Only costs related to the Applicant Tracking Portal should be reflected on Attachment D. Per Attachment C, if your firm offers additional modules like onboarding, employee performance management or HRIS, please attach additional information, including spec sheets, marketing materials and **approximate pricing** on the available modules.

11. Who (if any) is the current ATS incumbent?

There is no current regional municipal employment applicant tracking portal incumbent for CRCOG. This is a new proposed initiative in support of the agency's broader HR Portal Demonstration Project to address the pilot towns' interest in exploring automation tools to make their operations more efficient. Connecticut municipalities use a number of different solutions, and some are entirely paper based in their applicant tracking.