

**CITY OF HOUSTON**  
**HUMAN RESOURCES DEPARTMENT**  
**S66- Q25315**

**NOTICE OF REQUEST FOR INFORMATION**

**STRATEGIC  
PROCUREMENT  
DIVISION**

901 Bagby, Concourse  
Level, Houston TX

**APPLICANT TRACKING SYSTEM**

The City of Houston Human Resources Department is considering soliciting proposals from Consultants(s)/Contractor(s) specializing in a consolidated and integrated system to track recruiting and onboarding activities for internal and external candidates. Please review the basic overview of the intended Scope of Services below. If you believe your firm can provide a recommendation to enhance the overall RFP development, please submit your information via **Six (6) Hard Copies and Six (6) Thumb Drives**. All information provided and expenses incurred shall be at **"NO COST"** to the City of Houston.

Please submit your information to Shannon Pleasant, Senior Procurement Specialist by **2:00 p.m. CST, Friday, February 6, 2015** to the following address:

Mail: Shannon Pleasant  
City of Houston  
City Hall - Strategic Procurement Division  
901 Bagby, Suite 500, Basement  
Houston, TX 77002

**BACKGROUND**

The City of Houston seeks a consolidated and integrated system to track recruiting and onboarding activities for internal and external candidates. The vendor services currently being provided are rendered via multiple applications that are not tightly integrated.

Current metrics related to the City of Houston's processing of applications and requisitions appear below.

Number of applications received annually *	303,992
Peak number of applications received in a given month *	27,850
Number of requisitions received from departments annually *	4,771
Number of new hire and promotions filled last fiscal year *	3,161

\*Represents an approximate value

## Statement of Work for Applicant Tracking System

### OVERVIEW AND OBJECTIVES

The City of Houston's Human Resources Department (HR) needs an integrated cloud-based (hosted) solution that will handle the end-to-end process from recruiting thru onboarding. The Applicant Tracking System (ATS) solution must include software, configuration and installation, integration, testing, implementation, training, ongoing software maintenance and technical support.

The City of Houston requires a system that is user-friendly and intuitive to efficiently manage its applications and for tracking its processes. The system should allow job openings to be easily posted and managed. The system should also provide easy to use search and report capabilities for hiring managers and HR staff. This system will be used to manage both external and internal hires activity. All data transmitted in the system, by applicants, employees, hiring managers, and/or HR staff must be secure.

In order to keep up with current demands, the Human Resources Department wants to/a:

- advertise and post directly to job boards;
- communicate and post through social media interfaces;
- receive, filter, source and refer applications;
- import resumes from social media channels such as LinkedIn;
- maintain timelines and interview documentation;
- collaborative hiring process with input collected via the application;
- video interviewing with video conferencing capabilities (including recording);
- automatic email notifications throughout the application lifecycle;
- provide electronic completion of required documents for employment;
- transmit confidential and secure data to SAP;
- fully feature mobile recruiting application (e-signature capabilities);
- attach documents and transmit to the document management system; and
- ensure data integrity is maintained consistently during collection and transmission.

Vendors must be qualified and experienced in providing a software and implementation solution that is capable of meeting the following requirements:

- 1) The system must operate on a stand-alone basis. There must be no requirement to purchase and install software that is intended, for other purposes, in order to support the Applicant Tracking System.
- 2) The vendor will continually enhance the software solution, via provision of upgrades and new version releases throughout the duration of use of the purchased system to continually reflect industry best practices and governmental requirements.
- 3) The system must be an integrated, full-functioning recruiting and onboarding platform; supported and implemented by a single supplier. As opposed to a solution that is pieced together with components produced by different firms or the same supplier on different platforms.
- 4) The system must completely replace an existing solution and requires sufficient support during the implementation to prevent compromising ongoing operations.
- 5) The system vendor will establish and implement training programs to teach the skills and knowledge necessary to effectively use the proposed system. The vendor will have primary responsibility to ensure that all required technical and user knowledge is transferred to the appropriate City of Houston employees during implementation.
- 6) The system must be capable of managing the significant volume of hiring driven by steady growth and average rates of turnover, therefore we need a robust system capable of handling thousands of applicants, hundreds of hiring managers and a continuous cycle of new positions and organizational change.
- 7) The system must include intuitive, powerful reporting tools that do not require the end-user to be dependent on constant technical/programmer support.

## Statement of Work for Applicant Tracking System

- 8) The system must be capable of applying different processes/rules to distinct groups of applicants including the ability to deploy multiple application types with different required data elements.
- 9) The system vendor must be experienced in importing scoring values from third-party assessment providers and agencies such as criminal background checks.
- 10) The system should be highly configurable so that the City of Houston can make changes as the need arises to such elements as the content, sequence, and functionality of the product.
- 11) The system must include applicant manager view options allowing hiring managers to configure their own viewing options.
- 12) The system must be able to integrate with electronic document management system such OnBase.

## PROPOSAL FORMAT

To simplify the review process, the response must follow the outline as set below and, at a minimum, contain the information as requested. Documentation should be provided that is descriptive of the functional areas. Existing product literature and prepared marketing materials may be included. However, this information is typically less useful than more detailed user and technical documentation. A follow-up demonstration of the system may be requested.

### **Part I Vendor Information**

Company name  
Address  
Contact person  
Email address  
Phone number

### **Part II Company Information**

Number of years in business  
Company history  
Ratio of support staff to clients

### **Part III Description of Work**

Description of work to be done  
Detail maintenance options  
Completion of Attachment A  
Provide sample of an implementation plan

- Priorities
- Sequence of events
- Roles and responsibilities

### **Part IV Description of Technical Architecture**

Hardware requirements  
Operating system; software environment  
Network requirements and protocols  
Database environment and storage requirements  
Description of the user interface, including graphical-based and/or browser-based screens  
Description of the installation and/or professional services  
Description of security and auditing features

**Statement of Work for Applicant Tracking System**

Capability to configure and customize the application, including reference tables, screen displays and ad hoc reporting  
Technical approach to system interfaces  
Application scalability

**Part V Description of Product Support and Maintenance**

Manuals  
Online documentation and/or help  
On-site and off-site training  
Help desk operations including staffing and hours of availability  
Frequency of upgrades and acquisition of upgrades  
User feedback procedures

**Part VI Costs**

Detail all initial costs to the City of Houston  
Provide yearly maintenance, recurring, and support costs for the first 5 years  
Implementation and training cost estimates  
Completion of Attachment B

**Part VII References**

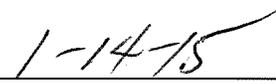
Provide three references of contracts of similar size and scope performed in the last 3 years. Include company name, contact name, job title, phone number, and email address.

Please address any questions to:

Shannon Pleasant, Senior Procurement Specialist  
Strategic Procurement Division  
901 Bagby  
Houston, TX 77002  
Email: [Shannon.Pleasant@houstontx.gov](mailto:Shannon.Pleasant@houstontx.gov)

Thank you. We look forward to reviewing your information and learning more about your system.

  
\_\_\_\_\_  
City Purchasing Agent

  
\_\_\_\_\_  
Date

## Statement of Work for Applicant Tracking System

### ATTACHMENT A

#### City of Houston ATS System Requirements and Availability Checklist

**NOTE:**

- **Standard** means feature/capability comes standard (out-of-the-box) in the proposed system
- **Custom** means proposed system can be customized to include feature/capability
- **N/A** means feature/capability is not available in system

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	<b>EMPLOYMENT LIFECYCLE</b>				
	<b>Requisition &amp; Position Control</b>				
1.	Hiring managers, as well as HR, can create a requisition				
2.	Help fields are provided for all users that may need help to create a requisition				
3.	Hiring managers can delegate responsibility to another hiring manager (i.e. in the event they are on vacation or duties change)				
4.	A requisition can be created for internal positions with separate/different steps than outside recruitments and ability to design/change those steps				
5.	A requisition can be created for external candidates with ability to design/change workflow and steps of the process				
6.	Requisitions can be electronically routed for approvals				
7.	Requisition can be approved by HR if the requisition is stalled in the approval process so that it can be moved forward, even if approvals are pending				
8.	System has email workflow capability and template capability				
9.	System allows for a hiring manager, recruiter, department, location, etc. to be changed once a requisition is approved or open				
10.	System tracks (audits) the above change				
11.	System tracks budgeted, authorized, filled and open positions				
12.	System supports various types of employment (i.e. FT, PT, Temps, Agency temps, contractors, consultants, interns, etc.)				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	<b>Job Posting</b>				
13.	System provides an automated process for job posting				
14.	Hiring manager or HR can create a job posting from a requisition or job description				
15.	System has templates for posting similar jobs as opposed to posting from scratch				
16.	Hiring manager or HR can choose or select posting choices (i.e. internal only, internal & external at the same time, promo opportunities & inter-departmental opportunities)				
17.	Hiring manager or HR can choose or select posting choices for outside advertising (i.e. Monster, CareerBuilder)				
18.	Employees can apply for posted openings via the Intranet (our internal website) and external applicants can apply for posted openings via the Internet				
19.	Postings can have automatic close dates				
20.	Closed postings can be re-posted and edited by Super Admins ONLY				
21.	System has a resume builder as well as the "cut and paste" feature for resume entry. Both options are available to both internal and external applicants				
22.	Import and parse resumes from social networks (i.e. LinkedIn and Monster)				
23.	System allows for different document types for uploading resumes (i.e. .pdf, .doc, .docx)				
24.	Hiring manager or HR can search on a candidate's skills and competencies to determine if they are qualified for the posted position (internal or external candidate)				
25.	Applicants can set criteria for emailing recently posted jobs that fit their interest				
26.	Time zone of where system servers are located does not affect the hour the postings are automatically removed (automatic				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	closing)				
27.	System differentiates internal staff versus external candidates				
28.	System differentiates all types of applicants (i.e. internal, external, temporary workers on site, agency temps on site, contractors, consultants, etc.)				
29.	Information is saved for applicants applying for a job or editing their profile and they can save and finish later without losing information				
30.	System provides advertising capabilities directly from the ATS and integrates with job boards				
31.	Job postings have consistent formatting defined at a system level				
32.	Classifications and job titles may be easily maintained for use (i.e. master classification list changes)				
	<b>Applicant Tracking</b>				
33.	Applicants can apply in various ways, including web-based or paper applications templates, HR keying applicant data, attached resumes, etc.				
34.	Applicants can view their application status (i.e. reviewed, not reviewed, does not meet minimum qualifications, etc.)				
35.	Applicants can sign up for a free web-based e-mail account and link to their Google or Yahoo mail when creating their user account				
36.	Applicants can choose language (English or Spanish, etc.)				
37.	Applicants can get online assistance when applying or creating their profile				
38.	Applicants can be tagged for response letters, system generates appropriate and timely letters, notifications or emails				
39.	Flexibility to have automatic email notifications at various stages throughout the application process				
40.	Flexibility to have automatic application dispositioning at various stages throughout the application process				
41.	System has interview scheduling,				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	video conferencing, and email notifications to applicants				
42.	System has applicant search capabilities: by name, search by skills, experience, education, wild cards, etc.				
43.	Track application received date				
44.	Track correspondence sent date				
45.	Track screening results options				
46.	Track if selected for interview				
47.	Track background check dates				
48.	Track reference check dates				
49.	Track reference check contact person				
50.	Track if selected for hire				
51.	Track if offer was declined				
52.	Track reason why offer was declined				
53.	Track results of pre-employment test scores				
54.	Track physicals				
55.	Track drug testing results				
56.	Track multiple drug test results				
57.	System has capability to do "keyword search" for applicants with a certain skill set				
58.	Super Admin has the ability to tie late applicants to a closed position for history purposes				
59.	Candidates can check on their application (i.e. status or email request)				
60.	Applicant can withdraw from particular positions for which they applied				
61.	Applicant process allows for storage of resumes, questionnaires, assessments and other supporting documents				
62.	Each applicant's job application history is stored and able to be reviewed				
63.	Multiple profiles can be merged				
64.	Name changes are supported and can be searched upon				
65.	External applicants who apply, and are hired, show as internal employee for future opportunities. System updates the profile, but does not destroy history				
66.	An employee who has been terminated gets changed in the system and is tagged				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
67.	System allows for applicant status updates to hiring managers or reverse to recruiters within the system				
68.	Applicants can store multiple resumes and recruiters and hiring managers only see the one that has been submitted by the applicant for a particular position				
69.	Administrator has flexibility to set "required" fields to be completed prior to application submission				
70.	System verifies that dispositioning has been completed prior to the requisition being closed				
<b>Employee Referrals</b>					
71.	System keeps track when employees refer a friend or relative for employment. Employee can enter on the person's behalf				
72.	Referrals who are hired can be brought over into our current HRIS System and be flagged for payment of referral bonuses automatically				
73.	The system distinguishes employee referrals from regular applicants				
74.	Referrals time and date stamped (Assists in determining who referred who first, and who gets the referral bonus if multiple referrals)				
75.	Resume key word search that will allow search across all system uploaded resumes				
76.	Automatic candidate disposition when candidate is placed in specific category				
77.	Automatic candidate notification when applicant is placed in specific category				
<b>Vendor Relationship Management</b>					
78.	Recruiters can interact with temporary agencies in the system regarding temporary-to-fill positions				
79.	Temporary applicant/employee data is stored in the system and temporary applicants/employees can be tracked and reported on				
<b>ADMINISTRATION</b>					

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
80.	System provides a "note" field under the requisition for recruiters notes				
81.	Recruiter's workbench can be customized per individual				
82.	Hiring manager's workbench can be customized per individual				
83.	System allows for set-up and change of departments and divisions for posting purposes				
84.	System has capability for the creation and use of applicant questionnaires and scoring plans. Emails can be triggered based on knock out or no fit of applicants				
85.	Job descriptions can be uploaded into the system for job postings				
86.	System allows HR to "inactivate" an external applicant who is not eligible for re-hire or any position				
87.	System allows for the use of the Online Consent Agreement and EEO voluntary entries for AA reporting				
88.	System capabilities include online pre-employment screening forms to be completed by applicant and there is storage of these forms				
89.	System capabilities include online offer letters and new hire forms for completion and storage				
90.	System supports or integrates with pre-screening background service companies				
91.	System utilizes online e-signatures				
92.	System has default time out period for applicant entry, but time frame for timing out can be changed				
	<b>REPORTING</b>				
	<b>Affirmative Action</b>				
93.	System assists with new OFCCP Internet applicant regulations by showing field(s) to identify applicant as an "Internet Applicant"				
94.	System tracks where applicants fall out of the process with reason codes why (i.e. did not meet basic qualifications, did not respond to repeated phone calls, took another position, etc.)				
95.	System automatically saves				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	previous versions of applicant's data (if they change or edit application/profile) to comply with new recordkeeping requirements				
96.	System automatically tracks and saves all searches in database including date, criteria used to search, HR staff/manager's name, and results of search to comply with new Internet applicant recordkeeping requirements				
97.	System capabilities include automated way to determine if applicant meets "basic qualifications" such as online questionnaires where applicant can self-qualify				
98.	Applicants who meet basic qualifications based on this system can be flagged as "Internet Applicant" in order to do reporting for adverse impact testing				
99.	System supports hiring of temporary and contract workers, etc. and these applicants/employees are automatically taken out of AA/EEO reports				
100.	System supports Affirmative Action Plan preparations				
101.	System has automatic VETS-100 and AAP reports				
102.	Reports can be customized				
	<b>Recruiting Metrics</b>				
103.	System has standard metric reports such as time to fill, cost per hire, etc. (Provide a list of your out-of-the-box-reports)				
104.	System has turnover reports from across the City of Houston down to department, division and hiring manager				
105.	System has workflow reporting for requisition approvals (shows where the delay may be occurring)				
106.	System has reports for temp usage and costs				
107.	System has reports for referral source including advertising effectiveness				
	<b>General</b>				

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ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
108.	System has an easy-to-use reporting tool/software				
109.	Reports can be updated/saved and others can access these saved reports				
110.	Workflow approvals can be tracked and reported on				
	<b>Reports</b>				
111.	Track EEO and AA compliance				
112.	Traffic analytics (see who's coming to the site, how often, what keywords are being used)				
113.	Applicant source tracking from recruiting campaigns (i.e. LinkedIn)				
114.	Time-to-fill report greater than one year				
115.	System allows for user to choose fields to report/extract data for ad-hoc report				
116.	Standard report export formats are supported (CSV, XLS, PDF)				
117.	System allows for calculated fields and subtotaling				
118.	Share reports with others users				
119.	Subscribe to or subscribe others to a report				
120.	Standard and ad-hoc reports				
	<b>TECHNICAL REQUIREMENTS</b>				
121.	Ability to mark certain fields as HIPPA protected				
122.	HIPPA protected fields can only be seen by select administrators				
123.	Ability to integrate with scanning software so additional documents may be added new hire forms packet				
124.	Seamless integration to the City's backend SAP system				
125.	Support service levels that meet the business needs of end users				
126.	Ability to migrate to new technology and services				
127.	Advance notification of solution upgrades, patches, and revisions, especially as it relates to cloud hosted solutions				
128.	Environment secured against security violations and threats				
129.	Data redundancy, along with a backup and recovery for business continuity				
	<b>Data Conversion and Migration</b>				
130.	Provide an evaluation of the cost				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	associated with converting data into the new solution format				
131.	Provide timelines for data conversions identifying any delays in service to the City				
132.	Number of users and respective roles				
133.	Provide role based access and security				
134.	Provide details pertaining to user authentication and provisioning based on user type				
135.	Provide subscription model based				
	<b>Training</b>				
136.	Outline training program and approach for user adoption, providing details for on premise and remote training				
	<b>Support</b>				
137.	Provide the cost structure for solution support, along with an incident response matrix				
	<b>Data Storage</b>				
138.	The City will select and use a system by which all data is owned by The City. The respondent should explain how they will accommodate this requirement. Provide details relating to the calculation and cost structure for storage space, if any				
	<b>Exit Cost</b>				
139.	What, if any, costs will the City incur for terminating a contract? This should include the cost of exporting City owned data.				
	<b>Updates</b>				
140.	The City request advance notification of all updates. Validate when updates will be implemented and their associated costs, if any.				
	<b>Availability</b>				
141.	Vendors will guarantee the availability of your solution to various degrees depending on the robustness of their infrastructure and on the level of connectivity between the City and their servers (direct or indirect connection). Need to include the COH standard availability model.				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	When the service is up, can you make modifications at all times?				
	<b>Problem Resolution</b>				
142.	Provide service restoration structure, including defined SLAs and escalations.				
	<b>Back Up and Recovery</b>				
143.	What is the proposed backup and retention process, along with the associated cost?				
144.	How quickly can the data be restored in the event recovery is necessary? The minimum requirement is 4 hours.				
145.	What are the locations for the primary and backup data centers?				
	<b>Data Security &amp; Compliance</b>				
	<b>Security Requirement</b>				
146.	How is physical access to the data center(s) controlled?				
147.	Describe the written policies, procedures, and methods for ensuring security.				
148.	Explain how you maintain compliance with applicable rules & regulations (such as PCI, HIPPA, etc.).				
149.	Do you provide a written Service Level Agreement that covers security concerns, risks, and liability coverage?				
150.	Do you provide encryption of all stored data?				
151.	Who has access to the de-encryption keys?				
152.	What types of operating systems are running on the servers and how do you secure them from exploits?				
153.	What is in place to prevent device-level exploits? This should include any locally installed gateways, data-storage devices, etc.				
154.	What type of security exists within the applications to prevent abuse and malicious activities?				
155.	What security measures are in place to grant access to authorized COH staff that requires access to the system's management tools?				
156.	Do you have an incident				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	response plan and can you describe it? Any incident response history or examples are helpful.				
157.	Explain how you designate a customer contact in the event of a breach or security issue?				
158.	Do you use the customer data for any other purposes, whether metadata (in part) or whole for other services?				
159.	Provide a description of scheduled maintenance times and customer notification processes. Any maintenance history provided is helpful.				
160.	Provide a detailed description of the customer data the vendor requires to perform their tasks and an acknowledgement that COH is the data owner				
161.	Do you have an allowance to audit either the application or network infrastructure? What notice is required to do non-intrusive vs. intrusive scans or other vulnerability assessments?				
162.	What allowances do you provide to access or request any security related configuration files, developed application code, or policy or quality assurance and testing documents?				
163.	How do you protect the services from standard IP vulnerabilities, including denial-of-service attacks?				
<b>Training Requirements</b>					
164.	Vendor will provide tutorials on how to use all aspects of their system (i.e. how to post requisitions, run reports, manage security, etc.)				
165.	Vendor will provide training on-site to all Super Users and Administrators				
<b>Documentation Requirements</b>					
166.	Vendor must provide technical and support documentation for both Super Users and Administrators.				
<b>TECHNICAL DEMONSTRATION</b>					
<b>Hardware Environment &amp; S/W Architecture</b>					

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
167.	Training or Testing environment in addition to Production environment				
168.	System is supported by standard platforms and physical environment				
169.	System provides suggested backup strategy (products and schedule)				
170.	System has reasonable size constraints and maximums (db size, tables, users/clients, etc.)				
171.	All browser versions/types are supported				
172.	System has no (or few) software or hardware incompatibilities or conflicts				
173.	System technical documentation				
174.	Scalable application				
175.	Auditing capabilities				
	<b>Security Administration</b>				
176.	System has position or role based security				
177.	System utilizes user id / passwords				
178.	Password changes are done and communicated securely (no passwords sent in plain text via email)				
179.	System has support of SSL (https://)				
	<b>Screen Customization</b>				
180.	System allows for upload of graphics/banner and changes to match branding				
181.	System allows for changing screen layout				
	<b>Database Changes</b>				
182.	System allows adding fields				
183.	System allows deleting fields				
184.	Users can designate a field as "required"				
185.	Upgrades and new versions take into account database/user field and screen changes				
186.	COH will have access to backups via FTP site				
187.	Federal EEO/AA code changes are updated within application				
	<b>Implementation Process</b>				
188.	System implementation includes data conversion process				
189.	COH will provide system				

## Statement of Work for Applicant Tracking System

ITEM #	DESCRIPTION	STANDARD	CUSTOM	N/A	COMMENTS
	consultant data from existing ATS system using specification sheet provided by ATS vendor				
190.	Resumes and attachments will come over with conversion data				
	<b>System Upgrades/Support</b>				
191.	Upgrades (patches) are issued when necessary				
192.	Clients are notified of pending upgrades in a timely manner by ATS vendor				
193.	Advanced support hours are during work hours CST				
194.	Vendor has support escalation path				
195.	Vendor has online knowledgebase				
196.	Backups are stored on and off site				
197.	Downtime and system issues are communicated (splash screen) during maintenance windows				
198.	COH graphics and configurations are not affected by upgrades				
	<b>Interfaces</b>				
199.	Link to position numbers within SAP (OM)				
200.	Bi-directional interface is available				
201.	System has automatic linkage between applicant and employee database (SAP); applicant data is transferred to the new employee record when hired				
202.	Does your solution integrate with EVerify?				
203.	Does your solution integrate with HireRight?				
204.	There is support for table structure changes and interface programs				
205.	Automated and manual feed upload capability				
206.	Table structure changes occur rarely				
	<b>Disaster Recovery Process</b>				
207.	Standard processes are in place for disaster recovery				
208.	Replication processes are in place				
209.	Vendor has disaster recovery plan (Provide locations, timelines, etc.)				

## Statement of Work for Applicant Tracking System

**Statement of Work for Applicant Tracking System**

**ATTACHMENT B**

**City of Houston  
Price Proposal Form**

NOTE: The Proposer is to provide information and pricing for all items listed below.

Item	Cost	Recurring Fees	Comments
Licensing Fees *Based on type and number of users	\$		
Support Package (Advanced/Platinum) *Provide supporting documentation	\$		
Implementation (Installation, Setup, Professional Services, etc.)	\$		
Testing (Test Cases, UAT, Bug Fixes)	\$		
Organizational Change Management	\$		
Training for Super-Users and Admins *On-premise and remote	\$		
Post-installation Support	\$		
Documentation (functional specifications, technical specifications, etc.)	\$		
Maintenance and Support *Provide costs for first five (5) years			
Data Conversion	\$		
Integration – SAP, OnBase and Talent Management (Interfaces, Data Extracts, etc.)	\$		
Onsite Support for Go Live	\$		
Travel	\$		

**Calendar days to complete this project with Project Plan and Calendar.**

**Total project = \_\_\_\_\_ Days**