Request for Proposal No. 16-001A

For: Applicant Tracking System (ATS)

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Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Purchasing Department webpage.

RFP Issued By

Ramapo College
Purchasing Department
Academic Complex Wing D   D-116
505 Ramapo Valley Road, Mahwah, NJ 07430-1680
Phone: (201) 684-7496 Fax: (201) 684-7926
http://www.ramapo.edu/purchasing/

Assigned Purchasing Contact: Andrea Sappleton
Telephone No.: (201) 684-7792
Fax No.: (201) 684-7926
E-mail: asapplet@ramapo.edu

Date: July 13, 2015
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Notice Print Date: July 13, 2015 in The Star-Ledger

RAMAPO COLLEGE OF NEW JERSEY
505 RAMAPO VALLEY ROAD
MAHWAH, NEW JERSEY 07430

NOTICE TO BIDDERS: PUBLIC NOTICE is hereby given that SEALED BIDS for: An Applicant Tracking System at Ramapo College of NJ will be received at the Office of the Director of Purchasing, Ramapo College of New Jersey, 505 Ramapo Valley Rd., Mahwah, N.J. until 2:00 PM local time August 13, 2015 at which time they will be publicly opened. If the college is closed on the bid open date, the bid will be opened on our next business day.

Bid Proposal Forms are available at the Ramapo College Purchasing Office website. Go to: http://www.ramapo.edu/purchasing/bidding-opportunities/.

Proposals must be made upon and in accordance with the form of bid to be supplied by the Purchasing Agent and no bidder may withdraw his bid within sixty (60) days after the actual bid opening thereof.

The Board of Trustees of Ramapo College reserves the right to waive any informality or to reject any or all bids.

Bidders are required to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Mandatory Equal Employment Opportunity).

Bid envelopes must be marked with Bid No. 16-001A and indicate a “Sealed Bid” in the lower left hand corner.

Andrea Sappleton
Assistant Director, Purchasing
(201) 684-7792
1. INFORMATION FOR BIDDERS

1.1. PURPOSE AND INTENT

1.1.1. PURPOSE: The purpose of this Request for Proposal (RFP) is to solicit bid proposals for services to be rendered to Ramapo College of New Jersey, which is located at 505 Ramapo Valley Road, Mahwah, NJ 07430.

1.1.2. INTENT: Based on this RFP, the College intends to award a contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered. The College reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the College to be in its best interest.

1.1.3. TERMS: Ramapo College standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase agreements. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2. BACKGROUND

1.2.1. CURRENT CONTRACT: The College’s is soliciting proposals for a contract.

1.2.2. Established in 1969, Ramapo College of New Jersey is a comprehensive institution of higher education dedicated to the promotion of teaching and learning within a strong liberal arts based curriculum, thus earning the designation "New Jersey's Public Liberal Arts College." Its curricular emphasis include the liberal arts and sciences, social sciences, fine and performing arts, and the professional programs within a residential and sustainable living and learning environment. More information about Ramapo College of NJ can be found on the Ramapo College website www.ramapo.edu.

1.2.3. The College’s Human Resources (HR) Department is seeking a more intuitive and easier to use Applicant Tracking System (ATS) application for its employees. The intent is to allow for more efficient use of the employee’s time by streamlining the position requisition creation, approval and hiring process.

1.2.4. The College’s objective is to obtain a multi-layered ATS solution. This project is being undertaken to provide integrated staffing requisitions, position management, job postings, recruiting, applicant tracking, onboarding, and ERP upload functionality and workflows (The “HR Platform”). The system will meet the following objectives:

- Position requisition creation and multi-level approval.
- Position management and job description library (including version control).
- Automated uploading of job postings to the College’s jobs page and to third party sites.
- Accepting applications and communicating with applicants.
- Fully mobile integration for applicants and employees to access their respective functionality on the HR Platform.
- Integrated candidate evaluation surveys, tools and reporting.
- Integrated analytical tools, metrics, and reporting to assess and report HR Platform results and the effectiveness of these functions.
- Supporting compliance with relevant laws and policies.
1.2.5. When implemented, the system shall be utilized to track all facets of the hiring process, from the requisition of a position to post hire information. The system should be user friendly and has the ability to interface with the College’s existing Banner System.

1.2.6. The College currently has an ATS solution in place which facilitates completion of job applications on line twenty-four (24) hour per day. The system also provides the same accessibility to hiring managers and HR personnel’s. This system is used to manage both external and internal hiring activities.

1.3. **KEY EVENTS**

1.3.1. **PRE-BID MEETING AND SITE INSPECTION:** Not applicable to this RFP.

1.3.2. **QUESTION AND ANSWER PERIOD:** The College will accept only written questions from all potential bidders in accordance with the procedure outlined in this RFP.

1.3.3. **SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Ramapo College Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected. The ONLY location for bid response receipt is:

   Ramapo College Purchasing Department  
   Academic Complex Wing D, Room D-116  
   505 Ramapo Valley Road  
   Mahwah, NJ 07430

Please note that all USPS and all private carrier mail, regular and overnight, is delivered to the Ramapo College Mail and Receiving Services and then is distributed across campus by College staff. Ramapo College is not responsible for any delays in the College’s mail distribution process. It is the responsibility of the bidder to ensure its bid reaches the Ramapo College Purchasing Department on time.

1.4. **ADDITIONAL INFORMATION**

1.4.1. **ADDENDA:** In the event that it becomes necessary to revise this RFP, such clarification or revision will be by addendum. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

1.4.2. **BIDDER RESPONSIBILITY:** The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder’s failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3. **COST LIABILITY:** The College assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4. **CONTENTS OF BID PROPOSAL:** Subsequent to bid opening, all information submitted by bidders is response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and common law.
A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The College reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. The College will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.

By signing this RFP response, the bidder waives any claims of copyright protection set forth within the manufacturer’s price list and/or catalogs. The price lists and/or catalogs must be accessible to the College and cooperative purchasing partners and thus have to be made public to allow eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the College or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can contact the Ramapo College Purchasing Department to inspect bid proposals received in response to this RFP.

1.4.5. BID OPENING: Not applicable to this RFP.

1.4.6. PRICE ALTERATION: Bid prices must be typed or written in ink. Any price change (including “white-outs”) must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

The bidder must complete and sign all price sheets leaving no blank or empty fields. If applicable, the bidder shall enter No Charge or zero (0). Failure to provide an entry in any price sheet field will result in rejection of the bid.

1.4.7. BID WITHDRAWAL: A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made in writing to the Ramapo College Director of Purchasing. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place designated.

1.4.8. VALIDITY OF BID: Submitted bids shall be valid for a period of ninety (90) days to allow for sufficient time for bid evaluation and contract award.

1.4.9. RIGHT TO CANCEL: The College reserves the right, in its sole discretion, to cancel this RFP without obligation and for any reason, in part or in its entirety.

2. DEFINITIONS

2.1. GENERAL DEFINITIONS: The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFP issued by Ramapo College Purchasing Department.

Bidder – An individual or business entity submitting a bid proposal in response to this RFP.

College or RCNJ – Ramapo College of New Jersey

Contract – This RFP, any addendum to this RFP, and the bidder’s proposal submitted in response to this RFP, as accepted by Ramapo College.

Contractor – The bidder awarded a contract resulting from this RFP.
May – Denotes that which is permissible, not mandatory.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State – State of New Jersey

3. SCOPE OF WORK

3.1. PROGRAM MANAGEMENT

3.1.1. The Bidder shall provide an end-to-end process automation ATS system. The ATS solution shall include but is not limited to position requisitions, job posting, applicant tracking and workflow management.

3.1.2. The Bidder shall furnish all necessary labor, resources, and material for the delivery of the service. The system should allow job openings to be easily posted and managed. It should also provide easy to use search and report capabilities for hiring managers and HR staff.

3.1.3. The Bidder shall provide an ATS system that mirrors the graphics and logos of the College’s main website.

3.1.4. Bidder shall ensure that data collected and maintained by the Bidder is secured and protected from illegal access. Bidder shall describe the processes/controls in place to ensure data is not compromised.

3.1.5. The Bidder is required to have an account management structure that includes an account manager and customer service representatives. Ramapo College requires an account representative with a minimum of five (5) years experience and training specific to the ATS industry.

3.1.6. The Bidder shall have business continuity and data recovery plans in place to ensure that service can be maintained in case of a disaster or an emergency and that any data loss will be recovered.

3.1.7. The Bidder shall provide a list of security certifications held along with a copy of each. At a minimum, Bidder should hold ISO 27001 for security controls or SAS 70 Type II audits for physical security.

3.1.8. The Bidder shall provide annual confirmation that the ATS system complies with all federal and state equal opportunity, privacy and applicable laws and regulations.

3.2. SYSTEM CAPABILITIES/SPECIFICATION

3.2.1. The Bidder shall provide an ATS solution to include the following functions and capabilities:

Requisition
Position Description Templates: The system must provide templates that are available for the creation of various position types. A blank template shall be provided as an option for all positions. HR will have the option to edit descriptions as appropriate.
Position Requisition: The system shall allow position description to be converted into job requisitions when a position becomes vacant. Positions requiring modification prior to posting should be automatically forwarded to the appropriate personnel thus improving the processing time frame.

Online Routing: The system shall have electronic routing capabilities that follow a predefined workflow for each personnel requisition. It should automatically e-mail the appropriate contact at each stage of the approval process.

Position History: The system must track online position history. This may include but is not limited to date and time stamp, approval, editing, communication and applicant confirmations.

Job Posting
Searchable Database: The system must provide a searchable database of position descriptions that will allow the HR personnel to review and compare both current and archived position descriptions using a variety of search options, through a split screen or equivalent web interface. The job descriptions must also be available to employees and the general public. The system should also allow for Boolean searching and Resume parsing.

Editing Applications: The system must allow applicants to edit a submitted application, while the posting is open for a particular position. Email notification of the update must then be forwarded to the hiring supervisor. The system should also have templates for posting similar jobs as opposed to posting from scratch.

Internal vs. External Posting: The system must have the ability to distinguish between internal versus external postings. It must also be able to process "internal only" postings and applications.

Upload to HERC: The system must have the ability to upload posting to other online sources such as HERC, Higher Ed Jobs etc.

Social Media Integrations: The system must provide the ability upload job postings to social media. This may include but is not limited to Twitter, Facebook etc.

Applicant Tracking
Multiple Application Types: The system must provide the option of multiple application types for multiple job types. For example, there will be different applications for faculty applicants and staff applicants.

View/Update Information: The system must allow for the HR staff to view or update any applicant’s information throughout the entire application/hiring process. The HR staff should also be able to transcribe notes associated with any specific position.

Application Submission: This option should allow applicant to submit the application to the applicant tracking database in a direct response to open requisitions only. Applications must correspond with an open requisition that is in the database.

Ease of Communicating with Applicants: Applicants using the system should be able to see a listing of the postings to which he/she was referred as well as the status of those postings.
Confidential Notes: The system must provide a notes section that HR can update but cannot be viewed by applicant or supervisor.

Workflow Management
Screen Applications Electronically: The system must have the ability to screen applications electronically using a series of job specific qualifications questions. There will be no provision for an applicant to change answers to screening questions, except through the system administrator.

Electronic Routing: The system must have electronic routing capabilities that follow a predefined workflow for each personnel requisition and should automatically e-mail the appropriate contact at each stage of the approval process.

Electronic Onboarding: Onboarding capabilities is required in order to streamline new hire paperwork and processes including notifications and automating new hire forms. The system must have these capabilities.

Mobile Access: It is the College’s intent to provide an improved candidate experience and to reinforce positive impression among applicants. As such, the system should be mobile ready and allow applicants and internal reviewers to use the system on their smartphone.

Salary & Recommendation Forms: The system shall allow for the submission of salary and recommended forms on-line upon selection of a new hire.

Employee Referral: The system should have a mechanism to capture employee referrals. It should also offer the employee the ability to track the referral through the interview process.

Archiving of Applications: The system must provide archiving of applications for the required retention period after the position is filled. It must delete applications automatically following the specified retention period. The system must also provide the ability to retrieve and report from archived applications during the retention period.

Policies and Procedures
Hiring Rules: The system must have the ability to support sophisticated hiring rules and complex processes. This may include but is not limited to HR overrides and the ability for HR to edit and or customize Civil Service Laws and Regulations.

Ability to Collect EEO: The system must allow HR to collect and report all relevant EEO information, as well as other legal information concerning military history, etc.

3.3. TECHNICAL SPECIFICATIONS

3.3.1. The Bidder shall adhere to the following technical specifications:

Hosting: The ATS solution must be a Bidder hosted solution and a web based application.

Interface with Ellucian Higher Education’s “Banner” ERP system: The system shall interface with Banner. Bidder shall provide details of the interface, i.e., what functions are completed with the interface, the forms that or used and if the interface is real time or batch load.

Single Sign-On – The system shall have authorization and authentication capabilities including single sign on and lightweight directory access protocol (LDAP).
Web Browser Application: The system must provide for online completion of applications on any internet based enabled computer (Windows or Apple/Mac) through any browser versions or types.

Password Encryption: The system must provide password encryption for employee and applicant access.

3.3.2. Bidder shall confirm if its system has the capability to interface with background check services vendors. If yes, the Bidder shall confirm at least three (3) vendors that they have completed integration with.

3.4. IMPLEMENTATION

3.4.1. Bidder shall provide a detailed implementation plan with specific tasks, dates and times for the Bidder personnel and the HR personnel. Time frames should be presented in weekly increments from project launch to completion.

3.4.2. The Bidder shall confirm the training that will be provided to HR staff.

3.4.3. The Bidder shall confirm the Ramapo College resources that will be required in order to complete the implementation of the software.

3.4.4. The Bidder shall confirm the implementation costs will be absorbed by the college if any.

3.4.5. Bidder shall confirm the post implementation services that will be provided and the number of weeks thereafter.

3.4.6. Bidder shall describe the processes and standards in place to ensure the project stays on track.

3.5. REPORTING

3.5.1. The Bidder’s ATS solution shall provide varied reports including ad hoc capabilities. Reports may include but is not limited to analytics and metrics to gain data driven insight. Bidder shall provide a list and samples of their standard reports.

3.5.2. The system must provide user-friendly reporting features with the ability to create a wide variety of tracking and management reports from applicant and position information, including a report of applications not attached to specific job postings.

3.5.3. The College requires the ability to customize application evaluative criteria with ranking frame work. As such, the system must be able to download data into Excel spread sheets for various reports and applicant information.
4. BID PROPOSAL PREPARATION AND SUBMISSION

4.1. GENERAL: The bidder is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.

4.2. BID PROPOSAL DELIVERY AND IDENTIFICATION: In order to be considered, a bid proposal must arrive at the Ramapo College Purchasing Department before or at the date and time indicated in the RFP. The exterior of all bid proposal envelopes/package should be labeled with the bid identification number and the final bid opening date and time.

4.3. NUMBER OF BID PROPOSAL COPIES: The bidder must submit one (1) complete original bid proposal, clearly marked as the original bid proposal. The bidder should submit one (1) complete copy of the original, clearly marked as copy. The copy request is necessary in the evaluation of the bid proposal.

4.4. BID PROPOSAL CONTENT: The bid proposal must be submitted in writing as one complete package with all of the required documentation and completed forms as specified in the RFP.

4.4.1. DOCUMENTS THAT MUST BE SUBMITTED WITH BID PROPOSAL: The following must be submitted with all proposals.

4.4.1.1. SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, TERMINATED CONTRACTS AND COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Contact Information page, Business References page and Terminated Contracts page. If requested in the RFP, the bidder must also submit: Cooperative Purchasing page.

4.4.1.2. OWNERSHIP DISCLOSURE FORM: The Bidder shall complete and submit with the proposal the Ownership Disclosure form. See the attachment titled Ownership Disclosure.

4.4.1.3. NON-COLLUSION AFFIDAVIT: The Bidder shall complete and submit with the proposal the Non-Collusion Affidavit. See the attachment titled Non-Collusion Affidavit.

4.4.1.4. CONFLICTS OF INTEREST: The Bidder shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest and Executive Order 34 and 189.

4.4.1.5. BID SECURITY AND STATEMENT OF SURITY: If requested in the RFP, the bidder must provide a bid bond and a statement of surety with the bid proposal. See Section 5 Special Contractual Terms and Conditions of this RFP for additional information.

4.4.2. PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH BID PROPOSAL:

4.4.2.1. BUSINESS REGISTRATION CERTIFICATE: Failure to submit a copy of the bidder’s Business Registration Certificate (or Interim Registration) from the Division of Revenue with the bid proposal may be cause for rejection of the proposal. See the RFP attachment titled Business Registration
4.4.2.2. THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT CERTIFICATE: If the RFP is for a public works project, the Bidder shall submit with the proposal the bidder’s Public Work Contractor Registration Act Certificate. Failure to submit a copy of the certificate may be cause for rejection of the proposal. See the RFP attachment titled The Public Works Contractor Registration Act, dated 02/22/2000. **Document is not required for this RFP.**

4.4.3. FORMS THAT MUST BE SUBMITTED **BEFORE** CONTRACT AWARD: The following forms must be submitted to the Ramapo College Purchasing Department before a contract is awarded as a result of this RFP.

4.4.3.1. MACBRIDE PRINCIPLES CERTIFICATION: The bidder is required to complete the MacBride Principles Certification evidencing compliance with the MacBride Principles. See the RFP attachment titled MacBride Principles form.

4.4.3.2. AFFIRMATIVE ACTION: The bidder is required to submit a copy of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). See the RFP attachment titled Affirmative Action.

4.4.3.3. POLITICAL CONTRIBUTION FORMS: The bidder is required to complete the following Certification and Disclosure of Political Contributions forms. See the attachments.

4.4.3.3.1. Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions. (Formally Executive Order No. 134) (Political Contributions)

4.4.3.4. CERTIFICATE OF INSURANCE: The bidder is required to submit proof of liability insurance in accordance with Ramapo College Terms and Conditions. See attachment titled Terms and Conditions.

5. **SPECIAL CONTRACTUAL TERMS & CONDITIONS**

5.1. PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS: The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the Contractor’s bid proposal and the Notice of Award. Unless specifically stated in this RFP, the Special Contractual Terms and Conditions of the RFP and addenda take precedence over the Ramapo College Standard Terms and Conditions.

5.2. CONTRACT TERM AND EXTENSION OPTION: The term of this contract shall be for a period of **one (1) year, beginning on or about September 01, 2015.** If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term of the contract. **The contract may be extended for two (2) additional periods of up to one (1) year,** by mutual written consent of the Contractor and the College at the same terms, conditions and pricing.

5.3. CONTRACT TRANSITION: In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract
can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration of the contract.

5.4. CONTRACT AMENDMENT: Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and approved by both the Contractor and the College.

5.5. CONTRACTOR RESPONSIBILITIES: The Contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any service shall not be construed as a waiver of any rights that the College may have arising out of the Contractor’s performance of the contract.

5.6. SUBCONTRACTING OR ASSIGNMENT: The contract may not be subcontracted or assigned by the Contractor in whole or in part without prior written consent of the College.

5.7. CONTRACT TERMINATION AND REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS: In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, the College shall notify the Contractor of such failure or default and demand that the same be remedied within a specific period of time. In the event of the failure of the Contractor to remedy the same within said period, the College shall take steps to terminate the contract. In this event, the College will authorize the service to be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due. It shall also be incumbent upon the Contractor to continue operations until relieved by a newly selected Contractor.

5.8. CHANGE OF CIRCUMSTANCE: Where the needs of the College significantly change, or the contract is otherwise deemed no longer to be in the College’s best interest, the College may terminate the contract upon 30 days written notice to the Contractor.

5.9. COLLEGE’S OPTION TO REDUCE SCOPE OF WORK: The College has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such event, the College shall provide advance written notice to the Contractor.

5.10. AVAILABILITY OF FUNDS: The College’s obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the College for payment of any money shall arise unless and until funds are made available for each fiscal year.

5.11. PREVAILING WAGE: Not applicable for this RFP.

5.12. PUBLIC WORKS CONTRACT – ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT: During the term of the contract the Contractor agrees to comply with N.J.S.A 10:5-33 regarding anti-discrimination. See the RFP attachment titled Affirmative Action Supplement.

5.13. INDEMNIFICATION: See the attachment titled Ramapo College Terms and Conditions.
5.14. INSURANCE: The successful bidder shall secure and maintain in force for the term of the contract liability insurance. See the attachment titled Ramapo College Terms and Conditions for the specific insurance requirements.

5.15. STATEMENT OF SURETY, BID BOND AND PERFORMANCE BOND: Not required for this RFP.

6. PROPOSAL EVALUATION

6.1. PROPOSAL EVALUATION COMMITTEE: Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the College’s Purchasing Department and other College employees.

6.2. ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL: A bidder may be required to give an oral presentation to the College concerning its bid proposal. The College may also require a bidder submit written responses to questions regarding the bid proposal. The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way.

6.3. EVALUATION CRITERIA: The College may use, but is not limited to, the following evaluation criteria; A) The bidder’s general approach and plans in meeting the requirements of the RFP, B) The bidders detailed approach and plans to perform the services required, C) The bidder’s documented experience in successfully performing contracts of a similar size and scope, D) The qualifications and experience of the bidder’s management, supervisory or other key personnel assigned to the contract E) The overall ability of the bidder to mobilize, undertake and successfully complete the contract and be responsive to the College’s needs and F) the price quoted and all other related costs to be incurred by the College.

6.4. ERRORS AND OMISSIONS: If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between unit price and extended price and the bidder’s intention is not readily discernible from other parts of the bid proposal, the Director of Purchasing may seek clarification from the bidder to ascertain the true intent of the bid.

Ramapo College reserves the right to waive any technical or formal defects found in the RFP submission.

6.5. REJECTION OF PROPOSAL: The College reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the College to do so.

6.6. NEGOTIATION AND BEST AND FINAL OFFER (BAFO): Following the opening of bid proposals, the College, may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder, and/or solicit a best and final offer (BAFO) from one or more of the bidders.

Initially, the College will conduct a review of all the bids and select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most
advantageous to the College, price and other factors considered. The College may not contact all bidders to negotiate and/or to submit a BAFO.

In response to the College’s request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the College’s request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO, the College will complete its evaluation and issue an award to the responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered.

7. CONTRACT AWARD

7.1. MULTIPLE AWARDS: The College reserves the right to award contracts as a result of this RFP to more than one bidder.

8. CONTRACT ADMINISTRATION

8.1. AUDIT: The College reserves the right to request from the Contractor during the term of the agreement copies of the Contractor’s documentation and or information reports related to the performance of the contract. The requests could include, but are not limited to, copies of licenses or permits, reporting of invoiced data, copies of call reports.
9. SIGNATURE PAGE

RAMAPO COLLEGE ADVERTISED REQUEST FOR PROPOSAL BID RESPONSE

Bid Identification # 16-001A Description: Applicant Tracking System

This bid proposal MUST be received by the Ramapo College Purchasing Department before or at 2:00 P.M. on August 13, 2015, at which time responses will be publicly opened and read. Any proposal arriving at the Purchasing Department after the submission due date and time will not be accepted.

Read the entire Request for Proposal, including all terms, conditions and attachments.
Documentation below marked with an X must be submitted:

<table>
<thead>
<tr>
<th>Document</th>
<th>With RFP Submission</th>
<th>Document</th>
<th>With RFP Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Page</td>
<td>X</td>
<td>Non-Collusion Affidavit</td>
<td>X</td>
</tr>
<tr>
<td>All Price sheets</td>
<td>X</td>
<td>Conflicts of Interest</td>
<td>X</td>
</tr>
<tr>
<td>Bidder Contact Information</td>
<td>X</td>
<td>Bid Security</td>
<td>Not Required</td>
</tr>
<tr>
<td>Bidder Business References</td>
<td>X</td>
<td>Statement of Surety</td>
<td>Not Required</td>
</tr>
<tr>
<td>Bidder Terminated Contracts</td>
<td>X</td>
<td>Business Registration Certificate</td>
<td>X</td>
</tr>
<tr>
<td>Cooperative Purchasing</td>
<td>X</td>
<td>Public Works Contractor Reg. Cert.</td>
<td>Not Required</td>
</tr>
<tr>
<td>Ownership Disclosure Form</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INFORMATION TO BE COMPLETED BY BIDDER

1. Bidder’s Company Name:

2. Phone Number:

3. Fax Number:

4. Bidder’s Company Address:

5. Bidder’s Tax ID:

6. Cash Discount Terms:

7. Estimated Amount of Contract:

8. Amount of Bid Security $:

9. Amount of Performance Security $:

10. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Bidder acknowledges receipt of the following addenda: Addendum Number Date of Addendum

11. SIGNATURE of BIDDER:

12. TITLE:

13. DATE:

Notice: The college will pay invoices only when the Contractor has complied with all terms and conditions of the contract

14. NAME: (Print or Type)

15. E-MAIL:
### 10. PRICE SHEET

**Bid# 16-001A Applicant Tracking System**

#### 10.1. UNIT PRICING

10.1.1. The pricing, terms, and conditions stated in your response must remain valid for a period of ninety (90) days from the date of delivery of the proposal to Ramapo College.

10.1.2. Bidder shall complete the below referenced Cost Sheet. The pricings identified in the Cost Sheet will not change for the duration of the contract or any renewal years and no additional charges or surcharges of any kind will be added, unless required by law.

<table>
<thead>
<tr>
<th>APPLICANT TRACKING SYSTEM SOLUTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software License (Recruiting)</td>
<td></td>
</tr>
<tr>
<td>Initial Configuration and Set-Up.</td>
<td></td>
</tr>
<tr>
<td>Hosting, if applicable and pricing model (user)</td>
<td></td>
</tr>
<tr>
<td>Training, if applicable</td>
<td></td>
</tr>
<tr>
<td>Annual Ongoing Maintenance &amp; Support</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

COMPANY NAME _____________________________________________

REPRESENTATIVE SIGNATURE __________________________________

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10.2. INCENTIVES

10.2.1. Bidder should specify any additional services or incentives that will be offered to Ramapo College and included in the quoted price. Any incentives must be identified in the response package. The College cannot accept any incentives that are offered post bid.

COMPANY NAME _____________________________________________

REPRESENTATIVE SIGNATURE ____________________________________
10.3. PAYMENT BY CREDIT CARD

10.3.1. The Bidder shall confirm if it will accept the Visa Purchasing Card as a form of payment.

YES ___________________     NO____________________

COMPANY NAME        _____________________________________________

REPRESENTATIVE SIGNATURE ____________________________________
11. BIDDER CONTACT INFORMATION

Bidder's Company Name:
________________________________________________________________________

Company Owner:
________________________________________________________________________

Address:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Number of year’s firm has been furnishing services: __________

PERSON TO CONTACT FOR PLACING ORDERS:
________________________________________________________________________

BUSINESS TELEPHONE:
________________________________________________________________________

EMERGENCY TELEPHONE:
________________________________________________________________________

FAX NUMBER:
________________________________________________________________________

CELL PHONE NUMBER:
________________________________________________________________________

BEEPER NUMBER:
________________________________________________________________________

EMAIL ADDRESS: ____________________________________________

OFFICE PERSON TO CONTACT FOR BILLING ISSUES: _____________________
12. BIDDER BUSINESS REFERENCES

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.
Business Name: ________________________________________________________________

Address: ______________________________________________________________________

Phone: _______________________ Fax: ____________________ e-mail: _____________

Contact Person: _______________________ Title:  _________________________________

Number of years agreement in place: ______________________________________________

Reference 2.
Business Name: ________________________________________________________________

Address: ______________________________________________________________________

Phone: _______________________ Fax: ____________________ e-mail: _____________

Contact Person: _______________________ Title:  _________________________________

Number of years agreement in place: ______________________________________________

Reference 3.
Business Name: ________________________________________________________________

Address: ______________________________________________________________________

Phone: _______________________ Fax: ____________________ e-mail: _____________

Contact Person: _______________________ Title:  _________________________________

Number of years agreement in place: ______________________________________________

COMPANY NAME        _____________________________________________

REPRESENTATIVE SIGNATURE ____________________________________
13. BIDDER TERMINATED CONTRACTS

Contract 1.
Business Name: ________________________________________________________________
Address: ______________________________________________________________________
Phone: _______________________ Fax: ____________________ e-mail: _____________
Contact Person: _______________________ Title:  _________________________________
Reason for Termination: __________________________________________________________

Contract 2.
Business Name: ________________________________________________________________
Address: ______________________________________________________________________
Phone: _______________________ Fax: ____________________ e-mail: _____________
Contact Person: _______________________ Title:  _________________________________
Reason for Termination: __________________________________________________________

Contract 3.
Business Name: ________________________________________________________________
Address: ______________________________________________________________________
Phone: _______________________ Fax: ____________________ e-mail: _____________
Contact Person: _______________________ Title:  _________________________________
Reason for Termination: __________________________________________________________

COMPANY NAME        _____________________________________________
REPRESENTATIVE SIGNATURE ____________________________________
14. COOPERATIVE PURCHASING

A. Will you extend contract prices to other State Colleges and Universities in New Jersey? (See the list below.)

Yes__________  No__________

Kean University
Montclair State University
New Jersey City University
New Jersey Institute of Technology
Ramapo College of New Jersey
Rowan University
Rutgers, The State University of New Jersey
The College of New Jersey
The Richard Stockton College of New Jersey
Thomas Edison State College
William Paterson University of New Jersey
University of Medicine & Dentistry of New Jersey

B. Ramapo College of New Jersey is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the four year public colleges and universities as well as private institutions. Will you extend contract prices to the association? (See the list below.)

Yes__________  No__________

<table>
<thead>
<tr>
<th>Public:</th>
<th>Private:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kean University</td>
<td>Monmouth University</td>
</tr>
<tr>
<td>Montclair State University</td>
<td>Princeton University</td>
</tr>
<tr>
<td>New Jersey City University</td>
<td>Rider University</td>
</tr>
<tr>
<td>New Jersey Institute of Technology</td>
<td>Seton Hall University</td>
</tr>
<tr>
<td>Ramapo College of New Jersey</td>
<td></td>
</tr>
<tr>
<td>Rowan University</td>
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<td>Rutgers, The State University of New Jersey</td>
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<td>William Paterson University of New Jersey</td>
<td></td>
</tr>
<tr>
<td>University of Medicine &amp; Dentistry of New Jersey</td>
<td></td>
</tr>
</tbody>
</table>

Each College/University shall be responsible for issuing purchase orders and payments directly with Contractor(s). Each institution will be responsible for signing individual contracts and is financially responsible for the services purchased. The Colleges/Universities listed in this section are under no obligation to use the Contractor(s) having extended pricing and services as the result of this bid.

COMPANY NAME ________________________________________________

REPRESENTATIVE SIGNATURE ____________________________________

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