

**JAMES CITY COUNTY  
REQUEST FOR INFORMATION**

**No. 2022366**

**RECRUITMENT SYSTEM SOFTWARE**



**THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST  
FAITH-BASED ORGANIZATIONS**

**September 2021**

James City County Purchasing Office  
101-F Mounts Bay Road, Ste. 300  
Williamsburg, VA 23185  
Phone: (757) 253-6649/6646  
Fax: (757) 253-6753

Email: [sherell.murphy@jamescitycountyva.gov](mailto:sherell.murphy@jamescitycountyva.gov)  
<https://jamescitycountyva.gov/Bids.aspx?CatID=20>



**JAMES CITY COUNTY, VIRGINIA**  
**REQUEST FOR INFORMATION No. 2022366**

---

**Title:** Recruitment System Software

**Issue Date:** September 10, 2021

**Due Date:** October 11, 2021; Responses to be received no later than 2:00 p.m. EST.

**Submit:** Responses may be emailed to: [sherell.murphy@jamescitycountyva.gov](mailto:sherell.murphy@jamescitycountyva.gov) or faxed to 757-253-6753 (ATTN: Sherell Murphy). All pages of the response must be received before the due date and time.

**Inquiries:** Shall be addressed to Sherell Murphy, via email: [sherell.murphy@jamescitycountyva.gov](mailto:sherell.murphy@jamescitycountyva.gov) by no later than **2:00 p.m. on September 24, 2021**. Responses to questions will be posted via an addendum to this RFI on the County website at <https://jamescitycountyva.gov/Bids.aspx?CatID=20>

---

**This public body does not discriminate against faith-based organizations.**

---

PROPRIETARY INFORMATION YES ( ) NO ( )

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.2 et seq.) is set forth below. (Additional sheet may be added if necessary.)

\_\_\_\_\_

Firm Name: \_\_\_\_\_

State Corporation Commission No. #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **I. PURPOSE**

James City County, Virginia (“the County”), is requesting information from interested parties for a Recruitment System that would support the recruitment needs of the County and its affiliates. The purpose of issuing this Request for Information (“RFI”) is to:

- a) Determine the level of market interest;
- b) Obtain information on potential new technologies or approaches;
- c) Obtain recommendations that would enhance the success of a future procurement opportunity for this project;
- d) Obtain high-level cost estimates for planning and budget purposes; and
- e) Provide the industry with an opportunity to comment on the potential procurement opportunity.

## **II. BACKGROUND**

James City County is a full-service local government located near historic Williamsburg, Virginia. It is a growing, urbanizing community of 141 square miles with an estimated population of 74,000. James City County is committed to serving the needs of its citizens, and the public at large.

James City County provides recruitment services for 11 County departments, 6 constitutional offices, and 4 additional entities. Positions advertised for include full-time, part-time, temporary, and on-call and include a wide range of classifications to include professionals, administrative support, public service, skilled craft workers, technicians, and officials. The County is looking for information for a recruitment software solution that will allow for a decentralized recruitment process in which Human Resources can create job postings to cater to unique position needs while allowing for department hiring supervisors to review, manage, and process qualified candidate applications. Utilization of mobile platforms is important due to the changing technical trends for successful recruitment.

The Recruitment System Software solutions should allow for customized recruitment options that permits County departments and entities to post job vacancies, review applicant information, and communicate with other hiring managers and applicants effectively.

The Recruitment System would ideally:

1. Also be utilized by other municipalities
2. Be able to allow applicants to submit different versions of a document for multiple jobs applied for on the same day
3. Allow for applicants to utilize mobile views to edit information and apply for jobs on various mobile platforms
4. Allow for current employees be recognized as an active internal (employee) candidate
5. Provide a printable snapshot of applicant information at the time application is submitted that includes responses to job questions
6. Allow for one printable document that includes application and applicant documents (cover letter, resume).
7. Allow for communication between applicants and hiring managers and HR staff
8. Allow for post offer documents to be sent to candidates for review and signatures

9. Allow for applicants to check the status of applications submitted
10. Have a scheduling component with notifications for appointments
11. Allow for resume parsing
12. Have a filter or rating system to eliminated unqualified candidates
13. Allow some qualifiers/disqualifiers to generate automated responses to applicants
14. Allow for job specific qualifying questions
15. Allow for candidate data to flow into the HR system upon hire
16. Has the ability to generate a variety of applicant and selection reports, especially Adverse Impact Analysis per EEO 80/20 rule

The recruitment system should be compatible with the following systems:

- Vista
- Civic Plus
- Munis

### **III. RESPONSES**

Interested parties are invited to respond to this RFI by submitting a response to JCC. Responses should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of problem areas with this initiative.

Any qualified firm interested in providing services should prepare information in compliance with the specifications described in this RFI. Respondents should include in their responses detail concerning their product availability containing all/some or none of the following:

1. Technologies and software platforms that the software has successfully integrated with.
2. Features demonstrating accessibility across various platforms; (mobile devices, laptop, etc.).
3. Demonstrate functionality that you feel is unique to your solution.
4. Opportunities, if any, for a system demonstrations during 1-2 hour session.
5. Peripheral hardware and software that enhances your software.
6. Things that James City County should consider during this process.
7. Options for on-site and cloud based pros and cons.
8. Provide names of localities that use the product.

Respondents are requested to provide a concise and focused response to this RFI. Responses are requested in the following format:

- a) Brief company profile.
- b) Name of a key contact person, including telephone number, fax number and email address.
- c) Best estimated price range to provide software and services.
- d) Timeframe to install and implement.
- e) Other information specific to the nature of this RFI and deemed important by the respondent.

In the event that sufficient information is received, James City County may, but is not required to,

issue a competitive solicitation. This RFI is not a competitive solicitation and no contract award shall result. This RFI will not be used to evaluate, rank or select vendors, nor will it be used to pre-qualify or screen vendors for a subsequent competitive solicitation process, if any. If a subsequent competitive solicitation is issued, the County is under no obligation to advise any firm responding to this RFI. Vendors are advised to monitor the County's website ([www.jamescitycountyva.gov](http://www.jamescitycountyva.gov)) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFI has been submitted.

The County will not pay for the preparation of any information submitted or for use of that information. The County reserves the right to utilize any information submitted in its best interest without any obligation, liability, or consideration on the part of the County.

Ownership of all data, materials and documentation originated and prepared for the County pursuant to this RFI shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm shall not be publicly disclosed under the Virginia Freedom of Information Act; however, the firm shall invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of the proprietary materials after the RFIs are reviewed should be stated by the firm. Firms should indicate on the **Cover Sheet** the portions of their response that are proprietary and return the signed Cover Sheet with their submission. Please list the page number(s) and reason(s).