



James City County
Request for Information
2022366
Recruitment System Software

DATE: September 30, 2021

ADDENDUM NO. 1

This Addendum is provided to clarify vendor questions submitted.

Please contact Sherell Murphy, email: sherell.murphy@jamescitycountyva.gov, if you have any questions regarding this Addendum.

The above referenced RFI is hereby amended and clarified as follows:

QUESTIONS:

1. What is the total number of county employees?

Answer: 1400 across all pay companies

2. The solicitation states: "Also be utilized by other municipalities"- could you please explain what is needed here? Will they use the County's platform? Or are you looking for them to have access to their own Recruiting platform leveraging the contract?

Answer: Correction, we should have stated "also being utilized by other municipalities". We are interested in systems that are currently being used by other municipalities. No, they would not use the County's platform.

3. Will a contract be awarded from the RFI or will an RFP be required?

Answer: An award will not result from the RFI. Please refer to the following verbiage included in the RFI:

"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) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFI has been submitted."



4. Will you migrate historical data/ applicants to the new platform?

Answer: At this time we do not intend to migrate historical data/applicants to the new platform.

5. What is the County using today for a recruitment platform?

Answer: Vista PDS

6. Could you please describe the compatibility requirement for the following systems?

Answer:

- **Vista HR – The product should be able to import/export data. This system uses a SQL database.**
- **Civic Plus – No requirement**
- **Munis – No requirement**

7. What are the listed systems (Vista, Civic Plus and Munis) currently being used for? In other words, what functional areas are covered by each listed system?

Answer:

- **Vista – Our Human Resources system for employee information and records**
- **Civic Plus – The County’s platform for website and intranet**
- **Munis – The County’s ERP System for Finance and other operational services (General Services, Planning, Building Safet/Permits)**

8. Would the County also be interested in an onboarding module?

Answer: Yes