



Solicitation Information

June 8, 2015

Addendum #1

RFP #7549589

TITLE: Online Career & Experiential Management System

SUBMISSION DEADLINE: June 16, 2015 AT 2:30 PM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED.

**Gail Walsh
Chief Buyer**

1. In order to understand your specific system needs, please clearly define all relevant, specific processes (job/opportunity posting, service project registration, etc.) utilized by each of these individual areas. Please define which, if any, of these processes are shared across these areas. When defining unique and distinct needs specific to one area only, please be clear and detailed in defining those needs.

- a. Alumni Career Services (*Describe all processes in detail – when describing processes, please define if process is shared with other areas or unique to that area.*)

Answer: Listed as Alumni Career Services on pages 13 & 14

- b. Career Advising (*Describe all processes in detail – when describing processes, please define if process is shared with other areas or unique to that area.*)

Answer: Listed as Career Advising on pages, 19-21

- c. Experiential Learning & Community Engagement (*Describe all processes in detail – when describing processes, please define if process is shared with other areas or unique to that area. Provide as many details as possible on all processes including the job shadow process, volunteer process, as well as the service project opportunity registration process including desired functionality related to the restriction of student registration numbers and waitlists*)

Answer: Listed as Experiential Learning on pages 15-16 & Service Learning & Civic Engagement on pages 22-23

- d. Employer Relations (*Describe all processes in detail – when describing processes, please define if process is shared with other areas or unique to that area.*)

Answer: Listed as Employer Relations on pages 16-19

2. Item C.4 - The _____ System allows the ability to upload unlimited documents into the system. Storage of up to 1MB per document is included. Schools can elect to increase the per-document capacity: \$250 annually for storage up to 10MB per document and \$500 annually for storage up to 15MB per document. Please confirm if this meets your “unlimited file size” requirement.

Answer: Yes, this meets our unlimited file size requirement.

3. Item D.3 – “Appointment scheduler with employer contact” - Please provide further clarification regarding desired functionality and how it will be utilized.

Answer: We need this to synchronize with google calendaring and also synchronize with the individual calendar within the system.

4. Item D.10 – “Document library unlimited in file type, size and quantity.” The _____ System’s document library can store an unlimited size and quantity of documents. File types include URL address, PDF, Word (.doc), Excel (.xls), and PowerPoint (.ppt) documents. Videos and other media (other than those file types defined above) cannot be uploaded into the CSO System, but can be referenced with a URL address. (For example, the URL address of a video housed on your YouTube channel could be referenced.) Does this meet your file type requirements?

Answer: Yes, this meets our file type requirement.

6. Item D.19, E.26 – “A help wizard”, “Activate optional help wizard that guides user through research and application steps.” Please provide further clarification regarding desired help wizard functionality.

Answer: Verify that the system has a help button on the homepage of the system for all user types.

7. Item D.36 – Employer access to “OCR space manager”. Please clarify the desired employer functionality related to the OCR space manager.

Answer: An employer should have the ability to select/confirm and reserve interview dates, times, and location.