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## **24-67 Human Resources Recruitment System, Absence Management, and Records Retention System**

### **Goal and Scope of Work**

Jones County School District seeks a qualified contractor to implement a consolidated Human Resources Recruitment System, Absence Management, and Records Retention System, and provide thorough training in implementation and quality product support after launching the platform.

A contract will be entered into with one vendor for all three components, which should complement one another seamlessly. Vendors must meet all the functional, technical, system, and quality requirements as identified in the specifications below and submit a complete bid. The contract will be awarded to the most qualified vendor. The qualified bidder may be asked to provide a comprehensive demonstration of all functional and technical requirements prior to the final bid award.

If the school system determines that the demonstration fails to show compliance with all functional, system, and technical requirements, the bid will be rejected. Determination of compliance is at the school system's sole discretion. The Jones County Human Resources committee makes the final determination of qualified bidder. All travel and expenses shall be at the expense of the bidder.

Jones County School System has approximately 5,000 students, 800 employees, 8 school sites, and multiple central office support departments.

#### **A. Vendor:**

Jones County School System will enter into a contract with one vendor. Vendor will provide a complete vendor-hosted Recruitment, Records Management/Retention, and Absence Management platform, and will ensure the successful functional and technical implementation. The contract will be managed by the Finance and Human Resources Departments of JCSS. Vendors must be able to meet all the functional and quality requirements outlined in the specifications below. Vendors will retain ownership of proprietary rights to intellectual property, but JCSS will retain ownership of all data. Vendors will work to ensure all records housed within the current framework of Frontline "Recruiting and Hiring," "Frontline Central," and "Absence Management" are transferred and accessible within the new platform.

#### **B. Product Specification**

##### **1. Applicant Tracking/Recruitment**

- a. Secure, web-based, vendor-hosted recruitment and tracking system.
- b. Customizable, password-protected applicant interface for applications, resume input and supporting document upload.
- c. Customizable applicant forms with required and optional questions that can be modified by JCSS staff.
- d. Input filtering to eliminate inconsistent data.
- e. Integrated job posting board that generates a national shared pool of applicants with postings visible on other national job boards.
- f. Generate job alerts to matching applicants.
- g. Checklist to show incomplete steps that need to be taken by applicant.
- h. Custom email and job description templates
- i. Customizable application and interviewer forms
- j. Notifications to applicant, hiring manager, and HR staff regarding application status and outstanding tasks.
- k. Scheduling function for job interviews

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- l. Ability to initiate and track online reference checks.
  - m. Secure applicant accounts and personal data that persist across multiple applications and years.
  - n. Customizable website appearance to conform with JCSS branding.
  - o. Ability to create job postings for all JCSS positions, specifying required fields and documents.
  - p. Workflows for application routing and approvals by the appropriate people
  - q. Ability to gain/restrict access to appropriate personnel for various application pools.
  - r. Video interview and/or pre-screen response recording component preferred.
2. Employee Attendance/Substitute Management
    - a. Ability to track accrued leave and absences for all employees.
    - b. Allows substitutes to specify preferred locations and availability.
    - c. Drop-down menu of absence reasons for employees
    - d. Ability to export leave, absence reasons, sub shifts, worker ID's, and pay code information into the JCSS Payroll System.
    - e. Ability to create reports such as staff lists, active substitutes, filled/unfilled absences, and manage access to locations, exclusions, etc.
3. Records Management
    - a. Employment-related onboarding forms such as W-4's, I-9's, etc.
    - b. Automated export of job application and onboarding data to JCSS payroll.
    - c. Secure roles and permissions for HR Staff in accessing records.
    - d. Ability to create, route, and distribute user-friendly electronic documents such as employment contracts, intent forms, transfer requests, etc.
    - e. Employee ability to initiate electronic forms such as resignation, retirement, paid parental leave, FMLA, etc.
    - f. Secure, integrated repository for storing and managing employee documents.
    - g. Advanced search and filter capabilities
    - h. Ability to use electronic signatures.
    - i. Document retention schedules, and controls on document destruction.
    - j. User screens that show missing documents and deadlines
    - k. Ability to transfer current pdf formatted personnel files into new system.
    - l. Ability to restrict access to various components to appropriate users.
    - m. Fully integrated with attendance management system to ensure efficient updates of employee information.
4. Training and Support
    - a. Onsite training provided for each platform to both district HR administrator roles and school administrators/campus users for each component of platform, including Applicant Tracking, Records Retention, and Absence Management.
    - b. Resources available for ongoing support/professional learning for remediation purposes or new personnel.
    - c. Support available by email, chat, and telephone.
    - d. 24-hour response to support requests
    - e. Provide detailed implementation and training plan identifying estimated district time to fully implement and vendor time both on and off site to implement.
5. System Requirements

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- a. User-friendly web-based interface for application submission and management, absence management, and records retention.
  - b. Intuitive design that eliminates any unnecessary platform navigation.
  - c. All functions accessible via any modern web browser such as Edge, Firefox, Safari, Chrome, etc. as well as mobile platforms.
  - d. Fully functional from both Macintosh and Windows client workstations.
  - e. User interfaces for different roles and independent levels of access.
  - f. Automatic adjustment for Daylight Savings Time.
  - g. Prevention of data loss when data is accessed concurrently by multiple users. Clear and timely error reporting and action guidance.
  - h. Planned system downtime for maintenance must occur outside of 8:00 a.m. – 5:00 p.m. Monday through Friday, and with prior notice to JCSS.
  - i. System upgrades and bug fixes will occur without additional charge, with options to decline any upgrade.
  - j. Restricted access to the system and JCSS data only to required vendor personnel.
  - k. Technical support help desk for email and telephone support, with response time within one hour (when initiated during the hours of 8:00 a.m. – 5:00 p.m.). Resolution should occur within 24 hours and communication on progress should be provided.
  - l. Full nightly backups and regular testing of the backups' integrity for restoration.
6. Project Implementation
- a. Vendor will ensure that the system is correctly configured to meet all of JCSS functional and quality requirements.
  - b. Vendor will perform any custom work necessary to meet these requirements prior to the start of implementation.
  - c. Vendor will work with JCSS to develop all required interfaces between recruitment system, absence management, and records retention, respectively, and other JCSS systems, including NextGen, excel spreadsheets, etc.
  - d. Vendors will perform full system testing prior to district rollout.
  - e. Vendors will provide online searchable help, and user documentation.
  - f. Vendor will provide training as follows:
    - i. Onsite training provided for each platform to both district HR administrator roles and school administrators/campus users for each component of platform, including Applicant Tracking, Records Retention, and Absence Management.
    - ii. Additional virtual training as needed for each component of platform to bring users up to a level of proficiency in their respective applications.
    - iii. Training delivered using JCSS current data.
7. Data Breach Certification
- a. Vendor will describe how they will maintain safeguards for personnel information of Jones County School System and the steps they will take in the event of a data breach if employees' data files have been compromised.
  - b. Vendor will provide at no cost to our employees, up to two years of credit monitoring services provided by Equifax, TransUnion, or Experian if it has experienced a data breach, breach of security or unauthorized acquisition or use of any data files and/or any personally identifiable data.