

State of Hawaii: Office of Enterprise Technology Services
Statement of Work – Online Recruiting Services
June 8, 2017

I. Introduction

This Statement of Work (SOW) is between the State of Hawaii (SOH or “State”), Enterprise Technology Services (ETS), and Contractor.

ETS provides governance for executive branch IT projects and seeks to identify, prioritize and advance innovative initiatives with the greatest potential to increase efficiency, reduce waste, and improve transparency and accountability in state government.

ETS’ mission is to support the management and operation of State agencies by providing effective, efficient, coordinated and cost-beneficial information technology services such that State program objectives may be efficiently achieved.

II. Estimated Schedule

This agreement is for 12 months; tentative start date is June 30, 2017.

III. Summary of Service

ETS is looking to acquire online recruiting services to support ETS’ branding as an employer of choice and to identify highly qualified candidates through customized search functionality.

IV. Type of Contract

SOH ETS plans to award a Fixed Price contract as a result of this Request for Quote (RFQ).

V. Detailed Description of Deliverables

- a. Job Dashboard Manager: Ability to manage jobs on online recruiting platform
- b. Career Pages: Customized content on SOH ETS company profile page
 - i. Preferred placement on company page for custom content
 - ii. Careers tab
 - iii. Customizable modules on careers tab
 - iv. 400,000 advertisements
 - v. Standard analytics
- c. Corporate Recruiter Account
 - i. Ability to search network of candidates using custom filters including, but not limited to: job title, industry and degree
 - ii. At least 150 messages per month to communicate with any registered platform user
 - iii. Training and support

- d. 5 Job Slots: Postings that include ability to change, update and remove on demand
- e. \$10,000 budget for Sponsored Updates: Ability to deliver relevant content to user feeds

VI. Responsibilities and Assumptions

- a. SOH – ETS
 - i. Will provide a Project Point of Contact resource
- b. Contractor
 - i. Will provide all documentation deliverables in a softcopy, editable format (Microsoft Word, Excel, PowerPoint, or Visio)
 - ii. No travel or additional materials are anticipated for this work
 - iii. Will schedule activities agreed upon by SOH ETS
 - iv. Must be able to comply with all physical and cyber security controls and requirements by SOH ETS
 - v. Will provide a Project Point of Contact resource

VII. Contractor Qualifications

The online platform provided by the Contractor must conform to the following standards:

- a. User Thresholds
 - i. The platform must provide access to the detailed qualifications of at least 100,000,000 users based in the United States and facilitate direct, in-network communication with these users.
 - ii. The platform must provide access to the detailed qualifications of at least 250,000 users based in the State of Hawaii and facilitate direct, in-network communication with these users.
- b. User Characteristics
 - i. The users accessible through the platform must represent a wide range of professional fields including, but not limited to: Information Technology, Enterprise Architecture, Cyber Security, Human Resources, Organizational Change Management and Program Management.

VIII. Basis of Award

SOH will consider all responsive and responsible quotes received; award shall be made based on lowest price.

IX. Special Terms and Conditions

- a. Web Accessibility. SOH, through its Department of Accounting and General Services, has adopted the following policy relating to web site design and access to persons with disabilities. See Comptroller's Memorandum 2010-28 dated 25 August 2010, Policy

Guidance on Web Site Accessibility: <http://health.hawaii.gov/dcab/ada-coordination/state-of-hawaii-ada-resources/guidance-on-web-site-accessibility/>. Contractor shall support the Government in its compliance with the stated policy throughout the development and implementation of the work to be performed.

- b. SOH General Conditions. General Conditions issued by the Department of the Attorney General of SOH, referred to as Form AG-008, as revised, are included in this RFQ by reference. The applicable revised Form AG-008, which is included by reference, is the form dated and in effect at the date the solicitation is issued.
- c. Compliance Pursuant to Hawaii Revised Statutes (HRS) §103D-310(c). Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the successful vendor is required to provide proof of compliance and may use the Hawaii Compliance Express for all contracts awarded (see <https://vendors.ehawaii.gov/hce/splash/welcome.html>). Please note: obtaining proof of compliance can take multiple weeks; SOH ETS cannot make an award to a non-compliant vendor.

X. Quote Format

Contractor's quote must be submitted through HlePRO, include the following information and must not exceed the following page limitations (total page limitation – 5 pages).

- a. Cover Letter/Executive Summary – 2 pages.
- b. Technical Approach – 2 pages. Include Contractor's proposed methodology to fulfill the SOW requirements, demonstrating an understanding of the outlined deliverables.
- c. Price – 1 page. Quotes must include all applicable taxes (include rate), fees, charges, surcharges, and any other charges associated with this solicitation.