THE UNIVERSITY OF ARIZONA.

Procurement and Contracting Services

Request for Proposals for Applicant Tracking System

ADDENDUM #1

**Please mark all proposal submission
Envelopes with the following information**

The following questions were received during the Non-mandatory Zoom Pre-proposal Conference on June 16, 2025:

1. Do you have a breakdown of the 17,000 employees by FT and PT? Could you please provide the total number of employees, broken down by:
   Full-time
   Part-time
   Seasonal or temporary
   a. We have some data here breaking down the info:
      https://uair.arizona.edu/content/workforce-demographics

2. 25 talent acquisition staffs servicing entire 1131 departments. Is this the max Talent acquisition staff?
   a. This is the current staffing ratio. We are unaware of further plans to expand the team at this time.

3. Has a timeline been established for vendor demonstrations?
   a. Vendor demonstrations will be dependent on the number and complexity of proposals submitted. We would like to strive for late August for demonstrations but cannot confirm exact timing at this time.

4. Will the demo be conducted virtually or on-site?
   a. TBD, vendors may have the option to attend in person, but this will be coordinated closer to the time presentations are being scheduled.

5. If virtual, will remote participants be allowed to join from our team?
   a. Yes, participants can join from your team whether virtual or in person, it could be hybrid with members joining virtually. This will be determined closer to the presentations.

6. Will the University be providing a scripted demo agenda or specific use cases to cover?
   a. We will not provide a scripted agenda, however, under the "Evaluation Criteria - Phase 2 – Demonstration / Sandbox " section of the RFP we outline the general areas we would like covered. We can remind all vendors of the general requirements when we are closer to the time for presentations/demonstrations.

7. Would the university consider extending the RFP due date by one week to July 14th due to the July 4th holiday weekend?
   a. The committee wishes to keep the same due date.

8. Possible to share this call recording to all afterwards?
   a. Apologies, the recording did not save.

9. Do we have an estimate of the number of active users who will be using the ATS tool?
   a. Any university employee may interact with the ATS at some point in their lifecycle either as an applicant, search committee member, or approver. The frequency of their usage will depend on whether they are a hiring manager, the volume of hiring in their unit, and their availability to serve on search committees. Some employees may never use the system while others may interact with it only during a 3- month search, or some may use daily such as our talent acquisition team. Students have their own applicant system called Handshake.

10. How many user roles are we anticipating will need to be assigned?
    a. Please see below.

Systems Administrators - Count: ~5
Full system access (configuration, user management, workflow setup, reporting, etc.)
Requisition Manager (typically TA/HR professionals, Recruiting Team Roles) - Count: ~120
Full access to requisitions, candidate pipelines, and communications
Permissions to create and edit requisitions, and edit candidate's status
Manages candidate screening
Permissions to create and edit offer letters, and manage offer response
Hiring Manager - Count: ~1400
Access assigned requisitions and associated candidates
Limited access to specific candidate records
Can view resumes, submit evaluations
Requisition/Offer Letter Approver (typically hiring manager approval level, and TA approval level) - Count: ~300
Participates in requisition/offer letter approval workflow
Search Committee Member - Count: ~3500
View assigned candidates
Limited access to specific candidate records
Can view resumes, submit evaluations
Note that this could be any employee at the university, and this group may or may not view applicants in system. They will either view a box folder with the downloaded applicants or log into the system.

11. Can you please clarify whether the University is seeking integration with a third-party background check provider (e.g., Checkr), or if you are expecting the system to include built-in background investigation capabilities (such as an internal review and documentation process similar to Vetted)?
    a. We are not seeking integration with a 3rd party background vendor at this time. As we modernize our services in the future, this could be desirable. We would like this to be possible, but it is not required.

12. Will the University require advanced ad hoc reporting, custom data exports, or system integrations (e.g., flat files, API)?
    a. Yes; see Required Services #66, 77, and 79.

13. Is the University expecting built-in support for I-9, W-4, or other onboarding forms?
    a. We would not expect it, but the option would be nice for future possible integration.

14. Can you please confirm if SSO (Single Sign-On) functionality is a required feature?
    a. Yes to SSO - both CAS and SAML would be fine

15. If yes, are there preferred identity providers or protocols (e.g., CAS, SAML)?
    a. See above (CAS or SAML)

16. What is needed in the Smart Workflow?
    a. The applicant workflow, requisition workflow, offer letter workflow and any related approvals. We would like to see workflows that trigger communications to user or actions in the system for users.

17. Please provide a rough figure of the number of hiring managers.
    a. There are approximately 3,400 hiring managers that collaborate with the Talent Acquisition team.

18. Did you partner with a consulting firm to write the specifications for this RFP?
    a. No

19. Are there preferred vendors for this service?
    a. No, the RFP process is meant to be impartial and provide all vendors equal opportunity.

20. Are vendors restricted from participating by location?
    a. There are restrictions for University Data, and since this is an RFP that will have personnel and hiring data there could be privacy issues with data transferring to countries where it is not allowed.

21. There is nothing listed about the hiring manager experience. Would this be different than the experiences that are listed?
    a. The RFP classifies this with the Search Committee experience.

22. Do you expect users to have multiple roles in the system?
    a. Yes, for example a person could be a part of a hiring committee, then be an internal applicant as well.

23. Is the internal applicant process part of the scope?
    a. Yes.

24. Is CRM in scope?
    a. This is not part of the required scope but could be included as an optional service to be offered, if available for future reference.

25. Should the system integrate and work with the company providing background checks?
    a. This would be a nice feature but is not required.

26. Do you want background checks, I-9s, etc to be done within the ATS, or is that done in the HCM?
    a. We don't need it in the ATS at this time. We use Peoplesoft for HCM.

27. UX testing is not usually part of our pre-sales offering and is only offered at implementation, would that disqualify us?
    a. Yes, this would disqualify a vendor from this process. A sandbox environment is required for testing. It is understood that the sandbox environment would not be fully customized or configured to our specifications and could be standardized, but is needed to see how the system works as a basic starting point.

28. Are there any required Job Board specific integrations?
    a. No.

29. Is there a desire for a different experience by area, for example, faculty vs food service?
    a. This is not a requirement, but would be a helpful improvement to user/applicant experience. If this is available as a part of your base service, please include it. Otherwise, if it is an add-on feature, please include the offering in the add ons.

30. What is the maximum term of this agreement?
    a. We are required to bid every five years.

1. Our participation is under the assumption that the University is comfortable executing our MSA (if we are fortunate enough to earn your business). iCIMS proudly partners with some of the largest public higher ed institutions in the country. We have made all comfortable enough to adopt our MSA by incorporating their required terms into our service agreement. If acceptable, we will do the same for the University of Arizona (and will have our redlined MSA - adapted with the University's required terms - included with our initial RFP submission). Just want to make sure this is acceptable prior to beginning work on our proposal.
   o We are willing to agree to negotiate terms in good faith, with the understanding that the terms and conditions of the RFP would be incorporated in the MSA and that we are limited to accepting certain terms and conditions due to our State Governance. Since you do work with other higher ed institutions, I'm sure you're familiar with these limitations.

2. What are the key focus areas you are hoping to improve with a new solution?
   o We are hoping to increase efficiencies in the job posting process, applicant review and communication, and talent acquisition metrics.

3. What is the average number of hires per year?
   o 2,900

4. How many applications does the University typically receive on an annual basis?
   o Approximately 70,000 to 90,000

5. What is the average number of job postings per year?
   o 500

6. Do you require onboarding as part of the RFP?
   o No

   If yes, what is your current onboarding process?
      a. N/A

   How many onboarding workflows do you currently have?
      a. N/A

   On average, how many onboarding documents are included in a new hire onboarding workflow?
      a. N/A

7. Who is the current provider / applicant tracking system / onboarding service?
   o Cornerstone On Demand

8. What is the current spend on the existing solution?
   o $181,438.40 (plus tax)

9. This question was asked multiple ways:
    Is there an anticipated budget for this project?
    What is the budget for this project?
    Is there a budget threshold or per-user cost expectation?
    Is this a budgeted project?
    o   The specific budget for the ATS is not yet known.

10. 4.50 and 4.51. Clarification: Our PaaS for Application Tracking comprises COTS functionality and existing modules configured to each client's specifications. We read that Work Products are expected to be the property of the University and that any Pre-Existing Materials are subject to an irrevocable, perpetual, and royalty-free license in favor of the University.

    We ask the following to determine if we can respond. Is the University amenable to adjusting the definition of Work Product to reflect certain platform-wide developments that do not specifically require or involve University data in order to be utilized? For Pre-Existing Materials, is the University amenable to discussing alternative licensing options?
    o   This is not related to Intellectual Property as it pertains to your platform. These terms and conditions are related to Work Product as it relates to vendors who are creating content such as video productions where the University would own rights to that content. There is a separate Work Product Agreement for that type of deliverable.

11. This a component of our pricing: How many different apply workflows do you require for the application process (e.g., college, department, location, job type)?
    o   This is a hard question to answer without having any knowledge of the system. What a system defines as an "application workflow" can vary. We need a system that would be agile and allow us to build workflows as needed, ideally without incurring additional charges.

12. As we review the vendor qualifications, we noted that the questionnaire requests five client references specifically for organizations that have purchased and are actively using our Applicant Tracking System (ATS). While we have developed a comprehensive ATS product—initially for our internal operations—it has since been enhanced significantly with additional features aimed at broader enterprise use.
    We recently demonstrated this solution to the Community College of Rhode Island, our first prospective external client, and received encouraging feedback that our platform aligns very well with the functional requirements outlined in this RFP.
    Given our current stage of market rollout, we do not yet have five active external client references to provide. However, we are confident in our capabilities and would welcome the opportunity to present a live demo of our solution to the ASU team for consideration.
    We respectfully request clarification on whether a waiver or exception to the client reference requirement can be considered, allowing us to participate in the RFP process.
    o   No waivers or exceptions will be considered.

13. Is your calendar system cloud-based, on-premises, or a hybrid?
    o   It is cloud-based.

14. Do you have any preference for a cloud service provider? (e.g. AWS, Azure etc.)
    o We use both of the providers listed and have a preference for AWS. See RFP section 4.53 for the security requirements.

15. Are you open to product customization if specific features are currently unavailable but can be developed at additional cost?
    o This will be dependent on cost. Please specify the features and associated cost in Attachment A, Required Services Tab.

16. Is there a requirement for on-site presence during or after implementation?
    o No.

17. How many recruiter licenses are expected initially? We currently have many types of users in our systems given our decentralized hiring model so it may be helpful to see a user breakdown below. In the future, the number of requisition managers will decrease.
    - Systems Administrators - Count: ~5
        o Full system access (configuration, user management, workflow setup, reporting, etc.)
    - Requisition Manager (typically TA/HR professionals, Recruiting Team Roles) - Count: ~120
        o Full access to requisitions, candidate pipelines, and communications
        o Permissions to create and edit requisitions, and edit candidate's status
        o Manages candidate screening
        o Permissions to create and edit offer letters, and manage offer response
    - Hiring Manager - Count: ~1400
        o Access assigned requisitions and associated candidates
        o Limited access to specific candidate records
        o Can view resumes, submit evaluations
    - Requisition/Offer Letter Approver (typically hiring manager approval level, and TA approval level) - Count: ~300
        o Participates in requisition/offer letter approval workflow
    - Search Committee Member - Count: ~3500
        o View assigned candidates
        o Limited access to specific candidate records
        o Can view resumes, submit evaluations
        o Note that this could be any employee at the university, and this group may or may not view applicants in system. They will either view a box folder with the downloaded applicants or log into the system.

18. We would appreciate the following insight to tailor the demo component:

    Hiring workflow specifics: from the time of req creation through offer acceptance - who is responsible for what? We would love an understanding of who is playing a hand in your process and when. Does this workflow differ from what you're envisioning in future state? We want to align ourselves with your vision for the department as centralization continues.

a) The types of workflows currently vary based on division/college as well as type of role. Here's an example of an existing workflow:

    (1) HR Generalist creates requisition and routes it for approval to College, then Finance, and lastly Talent Acquisition.*

    (2) Talent Acquisition posts the requisition.

    (3) Search Committee conducts search process.

    (4) Search Committee notifies HR of their final selection.

    (5) HR Generalist conducts reference check.*

    (6) HR Generalist creates offer letter and routes it to Compensation and Talent Acquisition.*

    (7) Once offer is approved, HR Generalist will communicate with candidate and send them the offer.*

    (8) HR Generalist proceeds with new hire process outside the ATS.

    (9) HR Generalist closes out the requisition and finalizes records.*

- o In the future, the items with an asterisk (*) would likely transition to Talent Acquisition. We may also help with some application assessment and screening tasks.

19. What sandbox or test environment will be provided for UX/user testing post-demo? Section 3.8.8, Page 13

- o On page 13, Section 3.8.8, the RFP states, "The **vendor** will be expected to share provide a UX/user testing experience of the proposed solution (e.g. sandbox, test/trial account, etc.) for University of Arizona committee to actively test.

20. Attachment A, Limiting Criteria States, " Vendor will provide a UX/user testing experience of the proposed solution once the demonstrations have been completed (e.g., sandbox, test/trial accounts, etc.)".
Our HR Onboarding solution is comprised of two components. A COTS component deployed within weeks featuring U of A-specific "onboarding" forms, core workflows, recruiter/applicant/search committee, system administrator dashboards, etc. This component could be placed in a sandbox for your team to evaluate. The second component is where we build the unique, sought-after user experience by configuring much of the automation for the University, including your terms, screens, reports, predictive analytic reports, etc. The core of this component is used across all our systems and is not feature-ready to be placed in the sandbox. Based on this scenario, does the fact that the entire system will not be available for the "testing experience listed disqualify our company? Is there an alternative that could be considered?

- o This would not disqualify you. Your group might be thinking "UX or user testing experience" means we're focusing on the look and feel, bur our main purpose is to test the system's functionalities and capabilities.

21. Under Limiting Criteria: We want to ensure our bulk download functionality aligns with your operational scale. To help us define **'without page limits/caps'** and typical file sizes, we have questions. Understanding these specifics will help us confirm how our system can best support your requirements.

What is your definition of a **packet**? For example, if a recruiter selects 50 candidates, do they want all the application documents attached by these 50 candidates in 1 file (1 packet), or, is it that the individual candidate's documents are 1 packet?

o **Definition of an Applicant Packet -** An applicant packet refers to all information and documents submitted by a single applicant for a specific requisition. Each packet must include:

  ▪ All information entered by the applicant through the application form during the application process for a single requisition (e.g., qualifications, responses to screening questions, and other application fields);

  ▪ All documents uploaded as part of the application for a single requisition, in their entirety (e.g., resume, cover letter, statements, supplemental materials);

  ▪ Reasonable contextual details such as the applicant's name, contact information, requisition title, and submission date.

o **Exclusions**: Voluntary self-identified demographic information (e.g., gender, ethnicity, disability, veteran status) must be excluded from the packet.

o **Definition of "Without Page Limits/Caps" -** This phrase means that the system must not truncate, exclude, or limit the length or number of pages in any documents included in an applicant packet. For example, if an applicant submits two documents totaling 80 pages (e.g., a 30-page CV and a 50-page writing sample), all 80 pages must be included in full in the generated packet without reduction, compression, or removal.

o **Bulk Download Definition -** Bulk download refers to the ability to download multiple individual applicant packets in a single action. The downloaded output should be provided as a single consolidated file (e.g., one PDF containing multiple application packets), suitable for convenient offline review. Our recruiters need the flexibility to (1) select multiple applicants at once and have all the application documents attached by those various candidates in a single file containing multiple applicant packets AND (2) to also download an individual candidate documents (i.e. their applicant packet) as a single file.

  We understand that practical limitations may arise when handling large volumes of applications. While we prefer a solution that allows as many packets as possible to be included in a single file, we recognize that in some cases, segmentation may be necessary (e.g., splitting a bulk download into multiple files). Vendors should clearly describe any such technical constraints, such as limits on the number of packets, number of pages, or file size per download.

o **Bulk Download Objective -** The objective of this requirement is to allow application reviewers to conveniently review applications offline, or in situations where reviewers do not have access to the ATS. A single consolidated file enables easy navigation, printing, and distribution where necessary. While a consolidated PDF is our preferred format, we welcome thoughtful implementations that serve the same purpose: providing complete, organized, and easily accessible application materials for offline review in bulk. Vendors should clearly explain how their proposed solution supports this objective and identify any technical or functional limitations.

o **Optional Feature**: We welcome solutions that allow administrative users to optionally mask personally identifiable information (PII) such as name, email address, and physical address for review scenarios that require anonymization. Please describe if and how this functionality is supported.

o **Optional Feature:** For materials that cannot be rendered in a printable format (e.g., audio or video files), the ideal packet would indicate their presence (e.g., by filename or description), even if the media itself is not embedded.

What's the **maximum number of applicant packets** you'd ideally want to download in a single batch?

a. Ideally, we'd like to download all applicant packets for all applicants in the pool.

What's the **typical or maximum number of individual documents or pages** you expect within *one* applicant's complete packet?

a. An applicant may submit up to 5 documents with their application and the total pages can be up to 100 pages.

And roughly, what **total file size** (e.g., how many gigabytes) might a full bulk export, encompassing all documents for all selected applicants, reach in your highest volume scenarios?

a. It depends on the vendor's compression of submitted materials. In a previous system, we saw the total folder size of all submitted resumes/CVs/applications on *current* postings at around 20 GB. However, our current vendor uses compression on submitted PDFs, and an example is 12 MB for 124 applications in a single file.

If we estimate 1 MB per application, and we get 90,000 applications a year, we could assume 90 GB a year.

22. Does the system need to support all required mobile, bulk download, and offer letter automation functions listed under Limiting Criteria? Section 3.8.8, Page 12
   o Yes.

23. Section 3.7.2 mentions that the University may "withhold issuing future RFP's" to vendors who withdraw their proposals after the due date. Could the University clarify the circumstances under which such a decision would be made?
   o If a Vendor withdraws their proposals after the due date the University may not issue them RFP's for future opportunities. While this is a rare occurrence, the University retains the right to take this action. (This wouldn't preclude a vendor from responding, but we won't notify them of the opportunity.)

24. For the "Required Services" listed in Section 5.1 and "Evaluation Criteria - Phase 1" (Recruiter Experience, Applicant Experience, etc.), are there specific sub-items or functionalities within these categories that hold higher priority or are considered "must-haves" versus "nice-to-haves"?
   o The categories (e.g., Recruiter Experience, Applicant Experience, etc.) are listed in order of importance with Recruiter Experience being the most important. The sub-items are not categorized by importance and all are high priority.

25. Under "Required Services," #101 – "Ability to review and approve workflow items with a desktop or mobile device." Does mobile device mean a mobile app or a url on a mobile device?

   ο It must be a mobile friendly webpage at a minimum (i.e., responsive design).

26. Will the University provide a one-week extension of the RFP due date to **July 14, 2025, at 2:00 PM, MST**? This request is prompted by the proximity of the current deadline to the July 4th holiday week, which may impact our ability to finalize and submit the most comprehensive proposal. We remain committed to submitting a high-quality response and believe this extension would allow us to better address all aspects of the RFP's requirements.

   ο The committee does not wish to extend the RFP due date.

27. Under "Required Services," #75 – "Ability for system to be issued with industry standard TA reports." What types of reports are you looking for? Example: Time to fill/offer or more?

   ο We are looking for reports that provide key recruitment performance metrics to support data-driven decision making and process improvement. Examples could include, but are not required:

Process Efficiency
- Time to Fill – Number of calendar days from job requisition approval or posting to offer acceptance.
- Time to Hire – Number of calendar days from a candidate's application to offer acceptance.
- Time in Stage – Number of calendar days candidates spend in each recruitment stage (e.g., screening, interview, offer).
- Time from Requisition Creation to Posting – Number of calendar days from when a requisition is created to when it is first posted.
- Time in Approval Stage – Number of calendar days a requisition spends in the approval workflow before posting.

Application Behavior
- View to Apply Rate – Percentage of job ad views that result in a submitted application.
- Application Drop-off Rate – Percentage of applicants who start but do not complete the application process.
- Time to Apply – Number of calendar days candidates take to complete the application.
- Mobile Application Rate – Percentage of applications submitted using mobile devices.

Candidate Funnel Metrics
- Number of Applicants per Requisition – Total number of applications received per job posting.
- Qualified Candidate Rate – Percentage of applicants who meet the minimum qualifications.
- Applicant to Hire Rate – Percentage of applicants who are ultimately hired.
- Candidate to Hire Rate – Percentage of reviewed or interviewed candidates who are hired.
- Interview to Offer Rate – Percentage of interviews that result in an offer being extended.
- Offer Acceptance Rate – Percentage of formal job offers that are accepted by candidates.

Internal Sourcing
- Internal Hire Rate – Percentage of positions filled by internal candidates.
- Source of Hire – Breakdown of hires by sourcing channel (e.g., job board, referral, internal posting).

28. Under "Required Services," and the instruction to enter either an A or B response codes-- are we able to respond with partial requirements and if so, how do we indicate this that we partially meet?
    o You have several options in determining how you will want to designate this. In Attachment A, Required Services Tab, the table allows two respond codes.
        ▪ A=Available in system now or will be by October 2026
        ▪ B= Not available in system now or will not be available by October 2026

29. Are you able to share any web traffic data for your current career site?
    o Since Feb 2, 2025, we've had 516k new users on our Cornerstone site, arizona.csod.com, 511K of those being "active users", with an average engagement time of 2m 13sec on the ATS site itself (not splash site, talent.arizona.edu). Total page views for that time period were 1.1 million views.

30. How many historical applicants/candidates from the current system would you want to bring over to the new ATS?
    o We are not migrating any applicant data.

31. Are you utilizing candidate assessments today? If so, what type and what vendor? (Ex: Behavioral Assessment Questionnaire)
    o We are not utilizing candidate assessments.

32. What is your current time to hire/time to fill? Are you able to share any other important metrics?
    o Average time to fill (Days from requisition opening to position filled, excluding time when the posting was temporarily removed) is 49.

33. I understand you just completed an RFP for background checks. What vendor are you using for background checks?
    o Truescreen. We are not planning an integration with a background check vendor at this time.

34. What calendar system (O365, Google, etc.)?
    o Microsoft 365

35. Apart from PeopleSoft ERP, are there any other recruitment system integrations required (e.g., SAP)?
    o Not required, but preferred: JDXpert, ServiceNow, Salesforce, InfoSphere DataStage Boomi

36. What other 3rd party integrations are required?
    o Not required, but preferred: JDXpert, ServiceNow, Salesforce, InfoSphere DataStage Boomi

37. How is interview scheduling handled today?
    o Typically, an administrative assistant supporting the hiring manager schedules the interviews.

38. Are interviews in person or virtual? Or both?
    o Both.

39. Do you have complex interview situations like panel-style interviews?
    o Yes.

40. With a decentralized model that exists today, can you include what are the must haves and nice to haves for hiring managers specifically?
    o This list can vary depending on each hiring manager's needs and level of involvement in a search; however, here are some things they might say:
        ▪ Must be able to log in and access applicant materials online
        ▪ Must be able to bulk download multiple application packet simultaneously without page limits/caps
        ▪ Must have a way to score candidates in system
        ▪ Must be able to have automated messages that can be sent to multiple candidates at once
        ▪ Must be able to extend offer virtually
        ▪ Must be an easily navigable system for a first-time user
        ▪ Must be able to easily share links to invite people to apply
        ▪ Must allow us to pick and choose what documents we want candidates to upload with their application (which can vary by position)
        ▪ Nice to have various ways to share job opportunities
        ▪ Nice to have an interview scheduling tool
        ▪ Nice to have a way to add comments
        ▪ Nice to have a way to anonymize applicant information to facilitate a "blind" review
    o Nice to have multiple ways to sort applications (e.g., by first name, last name, prescreening score, internal/external candidate, etc.)

41. What are the main challenges with the current setup shared by hiring managers?
    o Our current challenges center around our decentralized hiring processes. We plan to centralize recruitment and hope to narrow their responsibility to candidate engagement.

42. Assuming the decentralized model will continue into the new ATS in the initial phase, how do you envision the recruiters helping the hiring managers? What will their main activities be within the ATS?
    o See answer to question 18 above for example of when Talent Acquisition (aka our recruiters) would be involved in the current decentralized model.

43. How do you collect and store interview feedback today? What is the desired process? Is this standardized today?
    o Individual committee members turn in their notes to the search chair who then stores the documentation in a Box (or similar) online repository.

44. Who owns this project or who is driving this RFP?
    o The Division of Human Resources

45. What is the appetite for using AI within the platform, and are there any formal governance policies that we should be aware of?

o A very high level of interest especially in the areas where risk is low (e.g. job posting generation, automated triggers, candidate interaction). High risk areas such as candidate evaluation would need to be carefully assessed and validated. Some states will require us to invest in independent validation before use of certain types of AI (e.g., New York).

46. Are any additional languages required other than American English?
    o No others are required but Spanish and Mandarin would be helpful.

47. Will any additional brands need to be supported?
    o The university brand and logos are the only brands being represented.

48. How many different apply workflows do you require for the application process (ie. college, department, location, job type)?
    o See answer to question 11 above.

49. Who will be responsible for opening/requesting a new requisition at the time of go-live of the new ATS? Recruiters or Hiring Managers?
    o It will likely be a mix when it comes to creators; however, as far as opening the requisition, that would be the recruiters.

50. You mentioned that you use Handshake today. Is event recruiting desired functionality within the platform? Would you want that included in the base proposal, or as an add-on?
    o No, we are not currently interested in event recruiting.

51. Are you looking for the ability to leverage SMS for both campaigns and 1:1 with two-way functionality? Would you want that included in the base proposal, or as an add-on?
    o This is not something that we would implement immediately but may want to explore in the future (perhaps in a year or more). Based on this response, we would defer to each vendor on how they would prefer to present their pricing.

52. Can you provide more information on search committee team makeup and process?
    o Each hiring unit has the autonomy to determine the size and scope of the search committee. Typically, faculty searches have larger committees than staff committees.

53. Are there people on the search committee that are not employees of The University of Arizona?
    o Yes, on occasion.

54. At what point is the search committee assigned to the requisition? Is this pre or post requisition approval?
    o It may occur at any stage.

55. Does the search committee change ever after a requisition has already been approved?
    o Yes.

56. What is the desired process for Faculty recruiting?
    o We need a system that is flexible and can allow for various workflows when it comes to faculty recruiting. Standardization of faculty recruiting has not yet occurred. The process varies by division/college as well as type of faculty position.

57. Are there any gaps with Faculty recruiting, other than max size on resume/cv upload?
   o   We are always looking for ways to continuously improve our recruitment processes. There are no specific faculty gaps that we are looking to solve but rather are focused on enhancing the overall experience for all users.

58. Is any recruiting done outside of a requisition? (Ex: Sourcing)
   o   Yes, we may use a sourcing or search firm to attract candidates.

59. Assuming hiring managers will continue to do the majority of recruiting activities for the next few years, what will the main duties and responsibilities of the recruiters be?
   o   See answer to question 18 above for example of how recruiters are currently involved.

60. Line 45 of Vendor Questionnaire: Are you referring to the candidate, hiring manager or recruiter? Please specify.
   o   Line 45 from the questionnaire is "Does your system support automatic email notifications triggered by workflow events (e.g., application submission, interview scheduling)? Can these triggers be configured or customized by administrators?" Automatic email notifications could apply to users with any of the mentioned roles.

61. Line 24 of Required Services. Can you provide some additional context here?
   o   One example would be when a recruiter closes a requisition and receives a prompt that the candidates have not been dispositioned. Another might be that an offer letter they are filling out is missing a field such as salary and they may receive prompt that they must fill out the field.

End of addendum, all else remains the same.