Request for Information (RFI)

New York State Education Department

Overview of Request

The New York State Education Department (NYSED) is seeking a request for information (RFI) to understand the current technology market and vendor landscape related to Human Resources (HR) talent acquisition software that would assist with electronic case management of the entire hiring life cycle, including the following:

The vendor is requested to return an RFI response to the NYSED by April 24, 2024. Other Key Dates are available in Section 3. The RFI process is NYSED's opportunity to ask questions to the vendor about requirements and software solutions and to learn more about how to procure any software solution. Specific questions regarding requirements to which the vendor must respond are in Section 2 of this RFI.

1. Details about the vendor's company strategy and software vision as well as organization history, especially in relation to NYS government agencies.
2. Details about vendor viability and economic standing and any vendor or government issues, including lawsuits or investigations, that have occurred either in the past ten years or are under current investigation or scrutiny in NYS.
3. Overview of Software Development Life Cycle (SLDC), Agile best practices, Implementation Configuration, and Professional Services the vendor offers to successfully "launch" their online solution for NYSED that makes their solution superior to others in the market.
    a. Details should specifically provide an overview of software solution's features and functionality that positions their product above other similar market solutions for managing the talent acquisition and resource hiring lifecycle.
    b. Details should specifically provide a high-level roadmap for implementation and how the vendor works with an entity, such as the NYSED. What guiding principles, best practices, and regular touchpoints does the vendor use to successfully implement their software system and work as a partner with the purchasing entity.
4. Usability: provide details about how the vendor ensures accessibility standards and measures are met and that the completed product is not only intuitive and easy-to-use by the NYSED but also meets basic NYS accessibility requirements.

6. Details about security and access/permissions for users.
7. Details about the product cost and procurement: what is the vendor's pricing model, what type of annual fees are necessary for maintenance and support, and what type of NYS or Federal contracting vehicles are available for procurement of the product.
    a. Provide example of cost range that can be expected for use of the system where approximately 700 resources are hired annually at the agency.

Section 2. Specific RFI Questions for Vendor Responses

As a vendor, please complete the below and return as part of your vendor response.

Questions for Pre-Defined Responses	Requirement Importance	Vendor's Ability to Deliver	Comments

Questions for Pre-Defined Responses	Requirement Importance	Vendor's Ability to Deliver	Comments
Does your system provide an entry point for end-users to apply for new positions?	Must Have		

Does your system provide the ability for candidates to follow

Section 3. Next Steps and Key Dates

The NYSED will receive and review all vendor responses to its RFI questionnaire. The RFI is a critical tool that will assist NYSED with developing next steps related to a technical modernization for its Office of Human Resources Management (OHRM) division. It will allow for the comparison of features and functionality among various vendor solutions and allow the NYSED to build a business case for moving forward with plans for a comprehensive online solution.

Key Date Milestone	Day/Month/Year	Time
Release of RFI	March 27, 2024	5:00 pm EST
Questions Due from Potential Vendors	April 3, 2024	4:00 pm EST
Answers Provided by NYSED to Vendor Questions	April 12, 2024	5:00 pm EST
Responses to RFI due from Vendors	April 24, 2024	4:00 pm EST

The NS71.2 0.480t.12 572.4ETEMC /P AMCI41Y2 0.48an1 (o)-12.2 (o R)-2.(ns)TJET3o Rnso Ral (1)-12.3 (2,)v t2