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Date
November 24, 2008

To
Potential Proposers

From
Judicial Council of California, Administrative Office of the Courts
Finance Division

Subject
Addendum No. 2
RFP No. HS-1008-BD - Statewide Internet-based Employment Recruitment Software
Solution and Maintenance Services

Action Requested
Please review the changes to the RFP.

RFP Number HR-1008-BD is hereby amended as indicated below with the highlighted and italicized text (indicating additional text):

<u>**SECTION IV-Specifications**</u>

1. Section 4.1.2.A. is revised as indicated below

      A. Recruitment

- Customized online job application
- Accept job applications online
- Online applications integration with courts website
- Online job announcements and descriptions
- Attract "passive" applicants with automatic job interest cards
- Proactively search applicant database
- Real-time database of all applicant information
- Recruitment and examination planning
- Central repository for court applicants statewide
- Professional, hourly and temporary recruiting platforms
- Ability to transfer pre-implementation history - *Pre-implementation history will most likely be in the form of hard copy materials, ADP, Excel, and ACCESS. Data may also be stored in other homegrown databases. The software should allow for the ability to easily transfer historical data.*
- Ability to define security levels and access for hiring managers, directors, and Human Resource department
- Generate recruitment letters and email (e.g. application acknowledgement, exam/interview appointments, letter of employment, etc.)

2. Section 4.1.2.B. of the RFP is revised as indicated below with the highlighted and italicized text (indicating additional text):

      B. Selection

- Create, store, and re-use customized supplemental questions
- Screen applicants automatically as they apply
- Provide scoring plan options per recruitment, or copy existing scoring plans - *Software should provide functionality to enable the professional to score candidate tests and examinations with different options (matrices) or allow for the court to use their current scoring system within the software.*
- Automatic test processing -The software should provide functionality to create tests/answers, process scores, analyze results, and the ability to schedule tests with candidates on a mass basis.
- Test analysis and passpoint setting - *The software should provide functionality to scan, identify score(s), identify*

averages and deviations, and account for variables and reliability. Pass Point setting refers to functionality that provides the ability to identify the score/grade which marks a pass/fail score for candidates and the ability to re-define pass/fail scores as necessary.
- Score, rank, and refer applicants
- Create and maintain certification/eligibility lists

3. Section 4.1.2.C. of the RFP is revised as indicated below with the highlighted and italicized text (indicating additional text):

C. Applicant Tracking
- Email and hardcopy notifications
- Equal Employment Opportunity Data collection and reports
- Track applicants by salary steps - provides functionality to report on employees based on their respective classification specification salary ranges.
- Schedule written, oral, and other interviews and exams
- Detailed applicant history record
- Skills tracking and matching *- functionality that provides the professional with the ability to search various keyword job skills and match them with appropriate candidates or employees within the software system to better ensure that right people are in the right job.*