

**PROPOSAL #P06-002**

**RECRUITMENT ADVERTISING SERVICES**

**ADDENDUM NO. 1**

**NOVEMBER 9, 2005**

The University of Medicine and Dentistry of New Jersey is seeking vendors to submit bids to **PROVIDE RECRUITMENT ADVERTISING SERVICES**, scheduled to open on November 22, 2005 at 2:00pm.

Answers to questions from the Non-Mandatory Prebid Conference on November 3, 2005.

1. **Question: Page 10 Section 3.5 Billing System – What do you consider a monthly electronic billing system? What information are you looking for?**

**Answer: UMDNJ's current electronic billing is submitted via email. Each bill has a number, a referral number from the vendor, an index number UMDNJ uses to charge, and description as to where the ad was placed and the dates.**

2. **Question: Page 10 Section 3.5 Billing System – Are the bills transmitted electronically?**

**Answer: Yes, the bills are transmitted via email.**

3. **Question: Page 11 Section 3.7 Web-based Applicant Tracking System – How big is your current system? How much space are you using? How many applicants are applying on line currently?**

**Answer: In one year we received 126,000 applicants. This has increased within the last several months. As far as space, we have the capability to provide services for over 100,000 applicants. We also have a job cart feature where there are more individuals using it.**

4. **Question: If this is awarded to a different vendor, are we going to have to import all of your current data.**

**Answer: Yes, we will have to have our current data imported, especially our job cart feature, where individuals have already set up their resumes and personal information.**

5. **Question: Page 12 Section 4.1 Contract Term and Extension Option – Do you know the start date?**

**Answer: The start date will be shortly after the award of the RFP. The current contract expires December 31, 2005.**

6. **Question: Page 23 Section 5.6.3– Contract Schedule – You have key dates are part of this RFP. Are there any such key dates?**

**Answer: Key dates have not been indicated yet.**

7. **Question: Page 28 Section 6.3 Evaluation Criteria – The criteria is not listed in any particular order, could you maybe name the top 5 most important.**

**Answer: The importance of each evaluation criteria will be determined by the evaluation committee immediately following the conclusion of the non-mandatory pre-bid conference. The criteria are not put in any order of importance because we want the bidders to send their very best response in all aspects.**

**Responses to Written Questions:**

8. **Question: What is the average number of hires you make per year?**

**Answer: Approximately 3,000 faculty, staff, students.**

9. **Question: What is your retention rate?**

**Answer: We don't have a retention rate, but we do have an average turnover and vacancy rate. The vacancy rate varies between and 8 and 10 percent in certain job categories. The turnover rate is 11 percent.**

10. **Question: What metrics do you currently use to determine the effectiveness of your current recruitment advertising initiatives?**

**Answer: We do have a metrics system that establishes standards for our Human Resource Department to manage the vacancies and time to fill is one – how long does it take us to post, advertise, get the applicants in, screen them, forward them, get the departments to hire and place.**

11. **Question: Do you currently have an applicant tracking system?**

**Answer: Yes, Hodes IQ.**

**12. Question: What is the reason you are going out to bid?**

**Answer: Our current contract expires December 31, 2005.**

**13. Question: How many agencies were invited to participate in this bid?**

**Answer: The RFP was sent out to 57 potential bidders.**

**14. Question: Which agencies are participating in the bid?**

**Answer: We will not know who will be participating in the bidding process until it is opened November 22, 2005.**

**15. Question: Page 28 Section 6.3 Evaluation Criteria – Can you please tell us in order, the top 5 important criteria in which the agencies will be evaluated on, with the first being the most important.**

**Answer: Please see response to question #7.**

**BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.**

**Please contact Yvonne Miranda at (732) 235-9089 or Denise Council at (732) 235-9060 with any questions.**

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.**

**END OF ADDENDUM.**