

COPY



Human Resources Department
HUMBOLDT COUNTY

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Eureka, CA 95501

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Request for Proposal
RFP #HR2014-01
APPLICANT TRACKING SYSTEM

Submitted By

AVANI | TECHNOLOGY
SOLUTIONS
TECHNOLOGY - INNOVATION - PARTNERSHIP

HUMBOLDT COUNTY RFP#HR2014-01

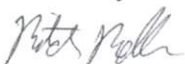
A. RFP SIGNATURE AFFIDAVIT

NAME OF FIRM:	Avani Technology Solutions Inc.
STREET ADDRESS:	722 Weiland Rd, Suite 205
CITY, STATE, ZIP	Rochester, NY 14626
CONTACT PERSON:	Bruno Devaux, Director of Client Acquisitions
PHONE #:	585-704-9755
FAX #:	585-285-4133
EMAIL:	Bruno.D@AvaniTechSolutions.com

Government Code Sections 6250 *et seq.*, the "Public Records Act," define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the release of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Request for Proposal and declares that the attached Proposal and pricing are in conformity therewith.



Signature

Title: Vice-President

Name (type or print)

Mitch Meller

Date: February 21, 2014

This firm hereby acknowledges receipt / review of the following Addendum(s) (If any)

Addendum # Addendum # Addendum # Addendum #

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C. COMPANY PROFILE

1. Business Name, Legal Business Status and Company Size



Avani Technology Solutions Inc. is very excited to respond to this RFP as we have a product, 'CEIPAL', that is a perfect match for Humboldt County's Applicant Tracking System requirement.

Avani Technology Solutions Inc. is a privately owned corporation legally incorporated in Michigan and headquartered in Rochester, NY. Avani Technology Solutions Inc. is a team of approximately 100 highly skilled technology professionals led by a core group of management professionals possessing a strong technological background with essential business expertise in retail, pharmaceutical, government, education, and technology industries.

2. Avani's Profile of Business Activities and Services

a) History of Avani

Avani Technology solutions was founded in 2008 beginning with a management team which has acquired over 80 years of cumulative IT experience in the field of software product development, custom applications development, production support and global sourcing markets.

b) Six Years of Quality Results

Avani has been operating under the name Avani Technology Solutions, alone, for the past six years. Our core expertise is in ERP/SAP, big data, mobility, and enterprise security with a strong pipeline of new products and services crafted in cutting-edge technology platforms.

c) Six Years being the Partner of Choice

During the past six years we have built our reputation on delivering quality results, at the lowest possible costs while mitigating risks to our clients. Avani Technology Solutions Inc. provides a variety of IT services including the development of Enterprise Applications, Enterprise Mobility, and Applications Testing (Security, Performance, and Automation). Some of our other services include training and project management. We take a **tailored approach** to meet our clients' needs. We also provide fixed cost options for projects, or perform support services. Our common understanding of success makes us the partner of choice. CEIPAL is a new product and has not yet been marketed, therefore we do not presently have past CEIPAL implementations.

We have demonstrated our solution to several potential clients, including one of the largest counties in the US and they are currently assessing CEIPAL for possible implementation.

Services Portfolio



Avani provides a wide variety of services and solutions. The following tables summarizes some of our main offerings:

<p>Applications Development</p> <ul style="list-style-type: none"> • Systems development • Custom Software Programming • Applications Support and Maintenance • Data Management • Data recovery, backup, and Security • Business Intelligence 	<p>Helpdesk Support</p> <ul style="list-style-type: none"> • IT Systems Support and Maintenance • Helpdesk Level 0-1-2-3 support • Training • Technical Writing • Business Analysis
<p>IT Consulting</p> <ul style="list-style-type: none"> • IT Staff Augmentation • Business Consulting • Project Management Consulting 	<p>Reseller</p> <ul style="list-style-type: none"> • Oracle Software Reseller • Oracle Hardware Reseller

Certifications

Technical Certifications	Small Business Certifications	Government Registrations
<p>Oracle Platinum Partner Microsoft Partner SAP Partner PMI Global R.E.P Member ASA</p>	<p>SBA 8(A) Firm NYS certified MBE GSA Schedule 70 Contract Holder DOT – DBE (Cert. # C13-010) NC HUB certified MBE Small Disadvantaged Business</p>	<p>DUNS: 802703210 Cage Code: 5V0H0 NAICS Codes: 541330, 541511, 541512, 541513, 541519, 541611, 541618</p>

d) Our Mission

Avani is the technology company our clients can trust because we develop software solutions and provide IT professionals with the highest standards and at the best value, all while utilizing ethical and eco-friendly practices.

Our vision for CEIPAL is to serve small to medium sized companies, government agencies, school districts, and institutions of higher learning with a fully functional, yet cost effective, solution to Human Capital Management.



Open Ratings Survey Results

Recently, Avani's clients were anonymously surveyed on our performance; enclosed are the results indicating a score of 93 (out of a possible 100):

Open Ratings

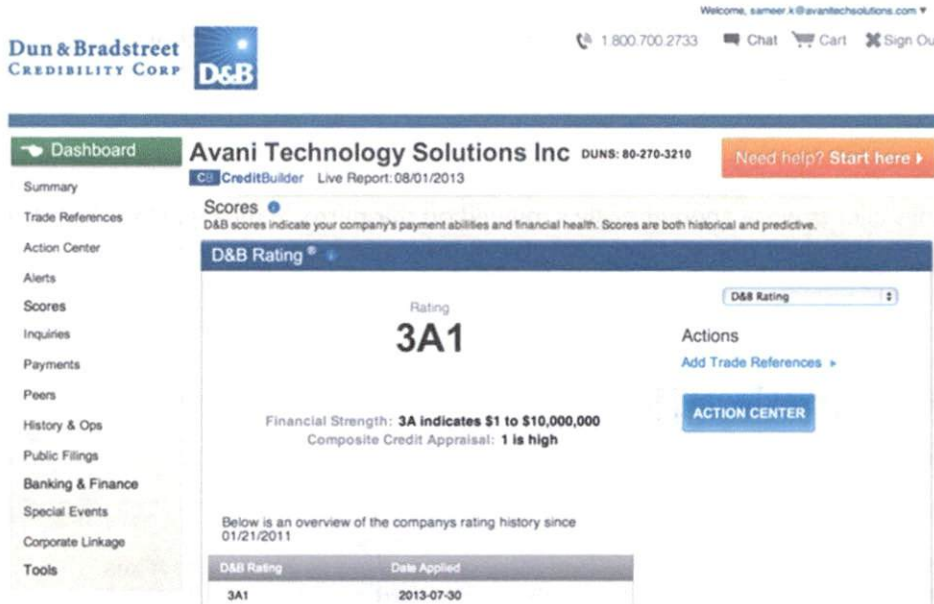
Past Performance Evaluation

1. COMPANY OVERVIEW		Past Performance Evaluation	
Primary Name :	AVANI TECHNOLOGY SOLUTIONS INC	Report Date :	05-21-2013
Alternate Name :	(none)	Order Number	1808425
D-U-N-S® :	80-270-3210		
Address :	722 Weiland Road Ste 205 Rochester, NY 14626		
Telephone Number :	+1 (585) 584-1313		
		Company Information	
		Year Started:	2008
		Year of Current Control:	2008
		Annual Sales:	\$ 7,001,500
		Total Employees:	51
		SIC/Line of Business:	7371/Custom computer programming services

2. SUPPLIER PERFORMANCE RATINGS			
The supplier's overall performance rating is an assessment of predicted performance. Ratings are on a scale from 0 to 100, where 100 represents the highest level of customer satisfaction. The SIC-level benchmark indicates how the supplier's overall performance rating ranks in comparison against peers.			
Overall Performance Rating	93		
Overall, how satisfied do you feel about the performance of this company during this transaction?		Bottom	Top
		SIC:	
			7371/Custom computer programming services

Credit Rating

Here is our most recent business credit rating from Dun & Bradstreet:



e) CEIPAL a Perfect Match

Avani has a rich and successful history of delivering solutions in many technologies in a timely and cost effective manner. As CEIPAL is a new product it has only recently been marketed. We have been successfully using CEIPAL internally but presently we do not have outside customers. Avani is proposing an out-of-the-box solution with some customization and integration to meet the Humboldt County's needs.

Avani was recently awarded an Information Technology Staffing Services contract by the Baltimore County Public Schools. We have had a number of successful commercial engagements, some of whom are shown in the *References* section of this proposal. We are confident that our proven results in those contracts would be repeated in services we would provide to the Humboldt County.

Here is a sample of like products we have delivered for other clients.

Agency Name: Cognizant Technology Solutions, Inc
Address: Cognizant Technology Solutions
5000 Executive Parkway #295
City, State, Zip Code: San Ramon, CA 94583
Telephone Number: 650-201-0797
Contact Person: Kishore Katta

Project Description:

One of our clients, supporting primary and secondary education, required a comprehensive tool to manage the end-to-end recruitment process. The tool was developed with the following features –

1. Submitting the job Application by Hiring Managers. Hierarchy to approve/Reject the application.

2. Creating & Posting the online job application to Job Portals, Social Networks from standard word/excel templates.
3. Allowing the Applicants to apply for the jobs online.
4. Conducting online exams for suitable applicants. Capturing the results and distributing the summary report to respective people through emails.
5. Scheduling the interviews and collecting the feedback online for suitable candidates.
6. Sending the Objective feedback to respective reporting managers.
7. System should display the ratings of the applicants in graphically representation based on feedback received.
8. Comprehensive email reporting system should be available to send the information to appropriate recipients at every level of workflow.
9. Reports should be available with slicing and Dicing of data capabilities. System should have the capability of exporting the information to PDF, CSV, Excel.

Project Dates: from Apr'13 to Dec'13

Agency Name: MVP Health Care
Address: 220 Alexander St
City, State, Zip Code: Rochester, NY 14607
Telephone Number: 585-354-3245
Contact Person: Vijaya Saduvu

Project Description:

Create a tool which has a self-service Business Intelligence application to enable end users to create and maintain data labs in a data warehousing environment. It should be accessed via Cognos or other reporting tools. Application should enable users to create BI prototypes independent of IT involvement and should be able merge newly created labs (Data tables) with existing tables.

Application should enable the user to publish a Lab Cognos package in production based on the Lab tables and the relationship to existing tables. These packages may utilize existing Cognos packages as the base and extend them to include the new tables.

Project Dates: from Jan'12 to Jan'13

Agency Name: Jamba Juice
Address: Jamba, Inc.
6475 Christie Avenue Suite 150
City, State, Zip Code: Emeryville, CA 94608 USA
Telephone Number: 908-210-0969
Contact Person: Ramakrishna Mantrawadi

Project Description:

A comprehensive tool to manage Human Capital and other business operations. The tool should be capable of managing employee information, Leave Management System, timesheet management, Managing PAL, Document Management System, Talent Hire Management System and Customer/Vendor Management System for business development. These tools should be capable of plug in and plug out and the customer should be able to use these as independent modules.

Project Dates: from May 13 to Nov'14

3. Fraud Convictions

Avani has never had any fraud convictions related to any contracted service including public contracts.

4. Eligibility to Participate in Public Contracts

Avani has no current or prior debarments, suspensions, or other ineligibility to participate in public contracts.

5. Violations

Avani Technology Solutions has never had any federal or state violations of industry or regulatory requirements.

6. Qualifications

a) Staff Provided to County



Avani is proposing an out-of-the-box solution with some customization and integration to meet the Humboldt County's needs. We will deploy one individual (resume included) who will work onsite/offsite and draw on offsite resources as necessary. Avani will provide all the necessary resources to rollout and support the solution.

Avani's typical resource structure as follows:

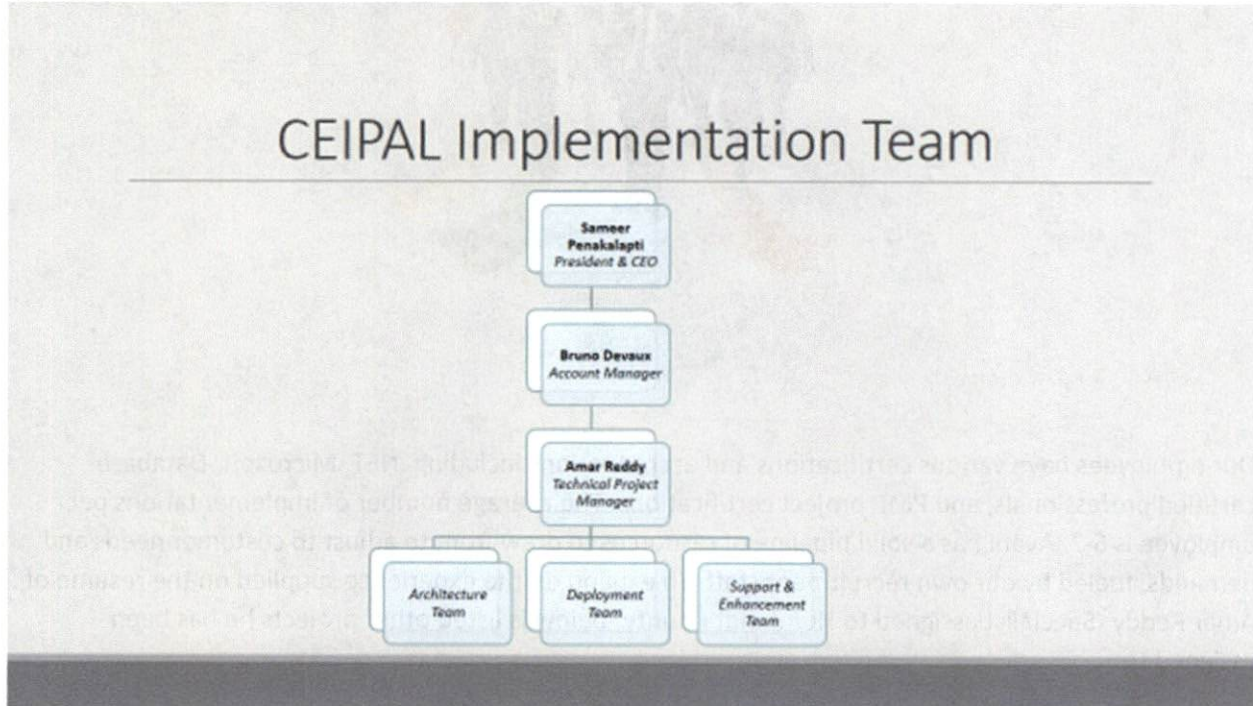
1. Architecture Team
2. Deployment Team
3. Support & Enhancement Team
4. Training Support Team
5. Technical Content Writers

In addition, Avani will have a dedicated '**Account Manager**' as a single point contact for all negotiations, requests, proposals, and concerns.

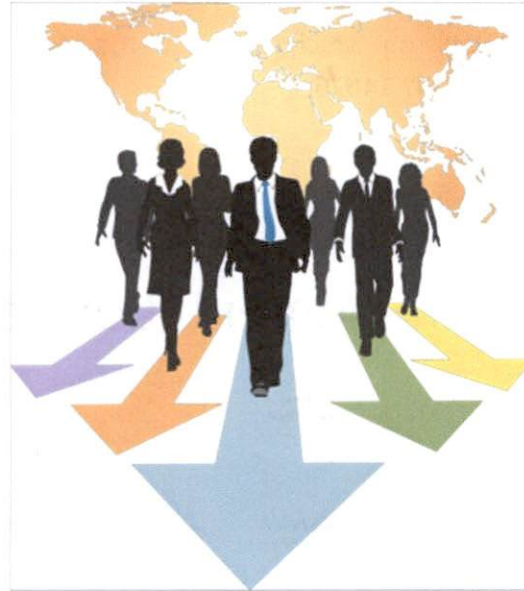
b) Physical Location of Avani Resources

The address of the physical location from which services to the county will be provided is **722 Weiland Road, Suite 205, Rochester, NY 14626.**

c) Organization Chart and Resumes of Key Project Team Members



d) Experience and Expertise of Team Members



Our employees have various certifications and accreditations including .NET, Microsoft, Database certified professionals, and PMP project certifications. The average number of implementations per employee is 6-7. Avani has a solid pipeline of resources to draw from to adjust to customer needs and demands, fueled by our own recruitment staff. To expand on the experience supplied on the resume of Amar Reddy (Specialist assigned to Humboldt County) below is listed other projects he has been assigned to:

Resume of Specialist Assigned To Humboldt County

Amar Reddy

SUMMARY: Technical Project Manager – CEIPAL

Amaranatha Reddy Chadipirala has 10+ years of professional experience out of which 8+ years of experience in Architecture and Design using various web technologies like PHP, SharePoint, .NET framework and other Microsoft technologies. Excellent hands on experience with the Object Oriented Design and Development. His high level of proficiency in managing small, medium and complex IT development and support Projects with hands on experience in Architecture, design and development makes his candidature distinctive.

- Lead and managed CEIPAL product development. Have involved right from the inception of idea to architect, design, development, test, implementation, and support
- CEIPAL has been successfully implemented under his leadership
- Instrumental in successfully completed CEIPAL Phase I,II, and III successfully on time and within the budget
- Through knowledge on FLSA (Fair Labor Standards Act) regulations
- Extensive experience in managing enterprise IT project life cycle through all phases
- In-depth knowledge and experience in stakeholders', scope, cost, time, risk, quality, resource, configuration, change and integration management
- Strong technical background in systems architecture, and database design

- Proven ability to deliver high quality complex IT products and services on schedule and under budget
- Effectively managed various stakeholder groups e.g. Functional, Technical, end users, implementation, and support.
- Gained experience in software and hardware upgrade process
- Good interpersonal skills in communications, client relations, and negotiation.
- Good team building and mentoring skills.
- Leading the CEIPAL implementation effort from initiation.
- Architected, designed all the modules in the CEIPAL tool.
- Designed and implemented change control process and software configuration management
- Managed application development and production support of large-scale application from multiple geographical locations.
- Coordinated the successfully simultaneous development of multiple projects

EXPERIENCE:

October 2008 – Present– AVANI Technology Solutions –Technical Project Manager CEIPAL

Mar 2006 – September 2008, Eastman Kodak – Senior Consultant/ Team Lead

Jan 2005 – Feb 2006, Wipro – Web Developer

Various other firms – Mar 2003 – December 2004 – PHP/ Web Developer

SKILLS:

Web Technologies: Core PHP, Cake PHP, Code Igniter, Word Press, Joomla, Drupal, My SQL, AJAX, Java Script, jQuery, CSS, CSS3, HTML5

MICROSOFT .NET: C#, VB.NET, ASP.NET, ADO.NET, LINQ, Silverlight, ASP.NET, Visual Studio.NET 2010 / 2008 / 2005, WPF, WF, WCF, TFS, SVN

MICROSOFT SHAREPOINT: SharePoint 2010 / 2007 (MOSS) / 2003, SharePoint Designer 2010 / 2007, InfoPath 2010/2007

SHAREPOINT TOOLS: Nintex, K2, Bamboo, Metalogix, Quest Migration Manager, Doc Ave tools

TOOLS: MS Project Management, HP Quality Center, Jira, Subversion

DATABASE / SERVERS: SQL Server 2008 / 2005 / 2000, IIS 7.0 / 6.0, SSIS, SSRS, Oracle 10, 9, MS Access, DB2

OPERATING SYSTEMS: Windows Server 2008 R2/ 2008 / 2003

EDUCATION:

Master in Computer Applications from Bangalore University, India

Bachelor in Computer Application from Krishna Deveraya University, India

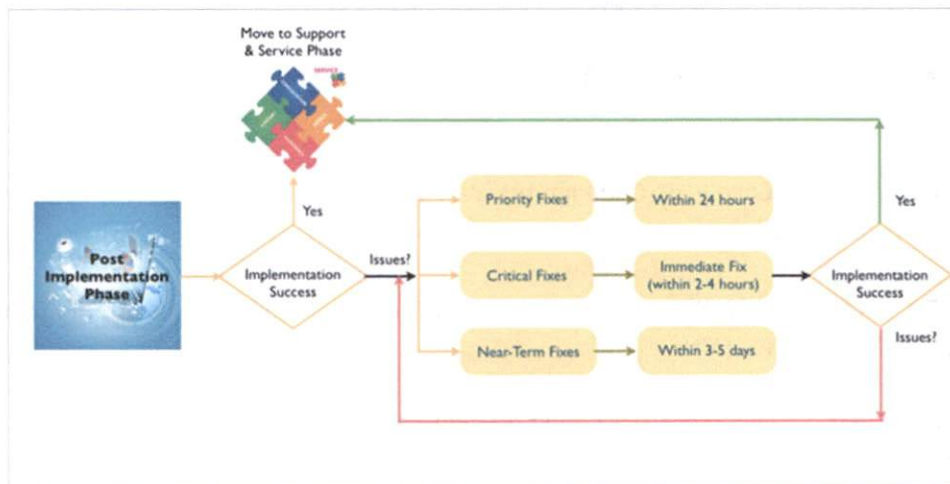
e) Day to Day Customer Service

Through deployment and implementation of the project the dedicated '**Account Manager**' will be the point of contact for all negotiations, requests, proposals, and concerns.

Post-implementation issues will be handled by a 'Post Implementation Lead' (PIL) as a-point of contact to address, prioritize, and communicate between development teams and Humboldt County. The Specialist assigned to the project as Technical Project Manager Amar Reddy will be the eyes-and-ears of Humboldt County to address any post-implementation issues, starting from establishing a communication plan, implementation strategy, and adding any patches in a timely and most effective manner to the system.

Our ongoing support team are all employees of Avani with typical support hours of M-F 8:00am-6:00PM EST for non-critical incidences. For critical support issues, we provide 24x7 access via phone.

Avani will provide a dedicated contact number for all support requests which will then be logged in our helpdesk system. Each service request will be assigned a service ticket. The Avani support team addresses requests based on severity levels identified as High-Medium-Low levels. Irrespective of severity levels, the Avani team will continue to update the statuses of each request with an SLA to address the problem within a time-frame specified in the diagram.



7. Avani Technology Solution's Policy of Quality Assurance

Service Guarantee

We GUARANTEE our service with NO PAY for failing to DELIVER

Avani's quality processes start by rigorously identifying the requirements of the project and documenting how the project will demonstrate compliance. We would have a formal sign-off of the requirements with Humboldt County. We focus on built in quality at the beginning of the project which greatly enhances our ability to successfully meet the project objectives.

This product is already built. The additional costs will involve implementation, and customization and integration with Humboldt County's existing applications.

As flexibility and customer responsiveness are keys to our success, Avani has 24x7 Management support in all matters related to our service. Additionally, we provide advisory services to our customers on technological advancements.

8. Earth Friendly Policies and Practices.

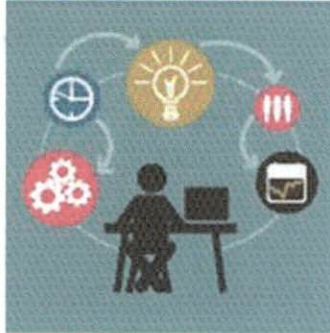
Avani Technology Solutions Inc. believes in green practices and strives to create eco-friendly tech solutions.

9. Controlling or financial interests

Avani does not hold a controlling or financial interest in any other organizations, or is owned or controlled by any other person or organization.

D. DESCRIPTION OF SERVICES

Proposed System Overview



Avani Technology Solutions Inc. is very excited to respond to this RFP as we feel we have a product, 'CEIPAL', that is a perfect match for the Humboldt County's Applicant Tracking System requirement

To meet the needs of Humboldt County we propose implementing the TalentHire module of Avani's Cloud-based Human Capital product called CEIPAL. You will find that this system handles what can be complex and sophisticated processes into a very user friendly and easy to understand User Interface.

Highlights of TalentHire

Job Requisition

An HR or Hiring manager can easily create an online Job Requisition at the click of a button. The manager creates the Job Title and selects items such as Requisition Type, Audience, Closing Date, Number of Positions and Skills ... - that's it! Workflow for requisition approvals can be pre-configured to conform to the norms of your policies and procedures.

Job Posting

Job Postings can be created directly from approved Job Requisitions or can be created manually. All the Job Postings will be posted to a Career portal and can also be posted to social media sites such as Facebook, LinkedIn, ... as well as job portals such as Monster, Indeed, Shown in an easy to read matrix, the HR or Hiring manager can see summary information of Open or Closed Job Postings. The status of any Posting can be updated and its contents can be reviewed or edited.

Applicant Sourcing

Through a Web-based portal, applicants can search for and apply to posted jobs. CEIPAL captures applicant information by Skills, Location, and various other elements including all relevant EEO information. Our system allows applicants to attach documents, resumes, and other useful information to their submittals.

The on-line referral feature scans at scheduled intervals all the open job requisitions, and maps the skills of individuals on the applicant's database, picks a list of suitable applicants, and sends the list to the hiring manager. All this happens electronically and automatically. The system also sends emails to applicants whose profile is a match and opted for receiving new job notifications.

We also can test applicants at different phases of the application cycle; all the test question responses will be validated against test answer keys, the resultant score is displayed and the system makes an automatic determination of the applicant eligibility.

eBoarding

Once the candidate is selected, the HR manager will electronically point the applicant to the eBoarding portal with login credentials. The applicant will then follow the instructions listed out to complete the steps required for onboarding. EBoarding can integrate with external enterprise HR portals and does integrate with our eVerifyPlus module to verify work authorization status.

Social Media Integration

The job postings can publish to 'social-media' websites such as Facebook, LinkedIn or other sites selected by Humboldt County. The HR or Hiring manager simply clicks on the icons presented on the Job Posting summary page: this action will post the job details and description automatically into those social medial sites. Apart from this feature, several options are available to post jobs internally or to other external websites: including even paid and free job portals to reach out to a wider applicant audience.

Analytics

Various standard and customizable reports as well as export functionalities are readily available throughout the system. We provide several EEO compliance reporting options as well as reports to support processes such as applicant flow, time-to-fill, applicant quality and other reports...

These reports are available to view online in tabular or graphic form, can be printed or exported in popular formats such as MS-Excel, PDF, and text formats.

1. Detailed Solution in response to requirements outlined in 3.1 section of RFP

Web-based, Vendor-Hosted

CEIPAL is a Web-based, vendor-hosted application accessible by any modern browser, no special software needs to be installed on workstations to access it. **Workflow for requisition approvals can be pre-configured to conform to the norms of your policies and procedures.** Standard and custom reporting is built in with features to export data.



HR Workflow Efficiency

Management of Job Vacancies

An HR or Hiring manager can easily create an online Job Requisition at the click of a button. The manager creates the Job Title and selects items such as Requisition Type, Audience, Closing Date, Number of Positions and Skills ... - that's it! Job Postings can be created directly from approved Job Requisitions or can be created manually. All the Job Postings will be placed on the Career portal and can also be posted to social media such as Facebook, LinkedIn, ... and job portals such as Monster, Indeed,

Add Requisition

Manual
 Create from job templates

JOB DETAILS

Job Code

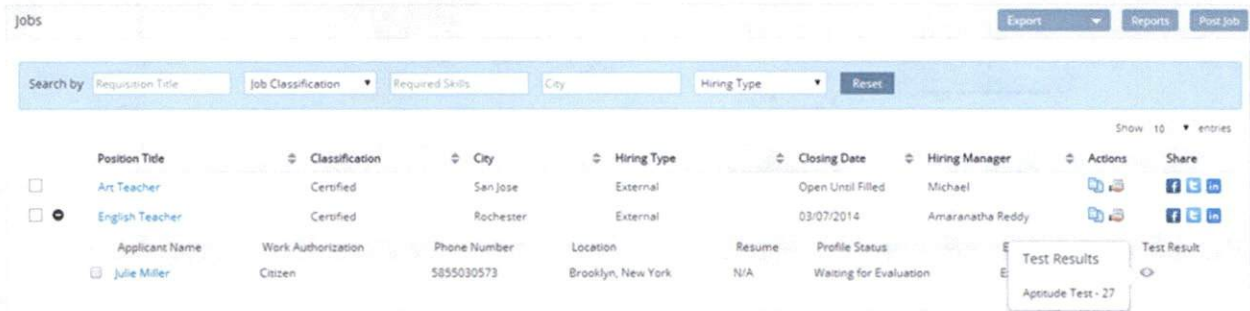
Job Classification

Shown in an easy to read matrix, the HR or Hiring manager can see summary information of Open or Closed Job Postings. The status of any Posting can be updated and its contents can be reviewed or edited. Standard and custom reporting is built in with features to export data.

APPROVAL FLOW

Approval Name	Status	Date & Time
<input checked="" type="checkbox"/>  Michael Wilson	Approved	01/28/2014 15:09:07
<input checked="" type="checkbox"/>  Sara Brown	Waiting For Approval	-

The system allows the attachment (uploading) of documents and associates them with the Job Posting (ex. a Word document containing the details of the position can be uploaded and attached to that posting). CEIPAL provides a panel showing the Job Posting and applicants' status. This view can easily be exported to MS-Excel.



The Job Requisition has a feature to assign pre-qualifying tests and job specific talent tests to a Job Posting. These tests will automatically activate once the Job Requisition is approved and the job is posted. Individuals, responding to such a Job Posting, will then be instructed to take the tests as part of their application process.

The system facilitates pre-configured tests to pre-qualify candidates for the selected jobs. Once a candidate passes pre-qualifying criterion, the system configured 'Talent Tests' will be performed on each candidate and the system ranks them as per the selection criteria. The Hiring manager then reviews the ranking and invites the selected candidate for interviews. All this can be done within the applicant screening & selection system.

Employment Test- Research Assistant

The following test(s) is mandatory to apply for this job. Please 'Take Test' to proceed with the application or 'Not Now' to cancel.

- Aptitude Test

Take Test

Not Now

Auto Scoring

Talent Test will evaluate candidates and send a report to the HR or Hiring Manager with the results. This feature helps to automatically eliminate candidates based on a pre-defined set of criteria (passing score), or can send the Talent Test report analysis to the hiring manager for further action.

AutoScoring

Test Results

Position Title	Applicant Name	Test Title	Test Taken On	Passing Score	Points Awarded
Technical Project Manager	Evan Smith	Technical Test	09/17/13 21:39:55 PM	20	10
Technical Project Manager	William Miller	Technical Test	09/15/13 16:44:30 PM	20	25

CEIPAL provides a panel showing the Job Posting and applicants' status including Test Results. This view can easily be exported to MS-Excel.

Jobs Export Reports Post Job

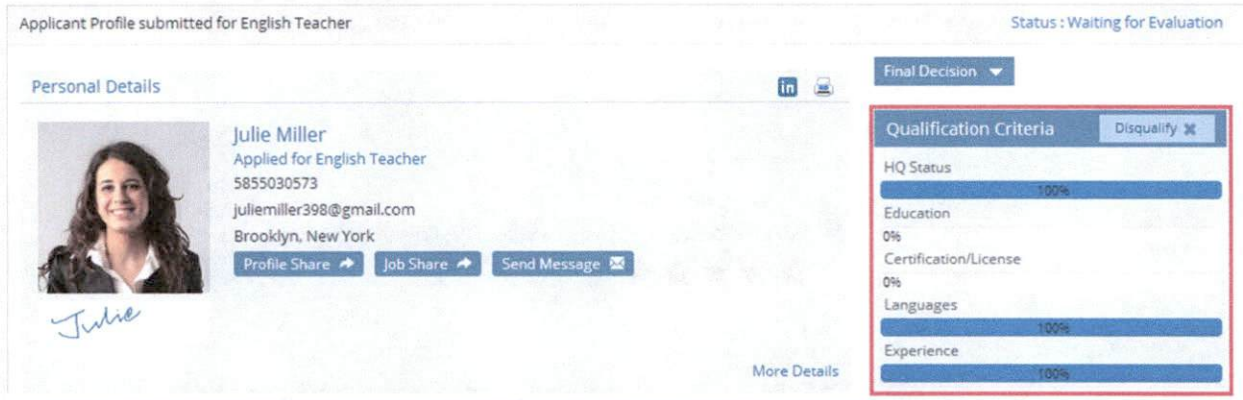
Search by Requestion Title Job Classification Required Skills City Hiring Type Reset

Show 10 entries

Position Title	Classification	City	Hiring Type	Closing Date	Hiring Manager	Actions	Share
<input type="checkbox"/> Art Teacher	Certified	San Jose	External	Open Until Filled	Michael		
<input checked="" type="checkbox"/> English Teacher	Certified	Rochester	External	03/07/2014	Amaranatha Reddy		
Applicant Name	Work Authorization	Phone Number	Location	Resume	Profile Status	Test Results	
<input type="checkbox"/> Julie Miller	Citizen	5855030573	Brooklyn, New York	N/A	Waiting for Evaluation	Test Result Aptitude Test - 27	

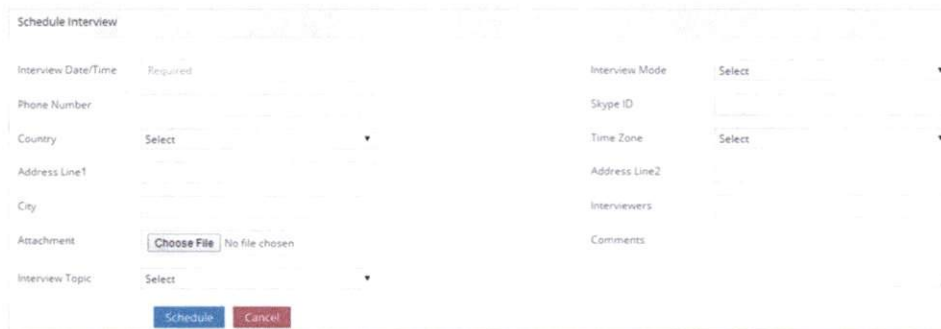
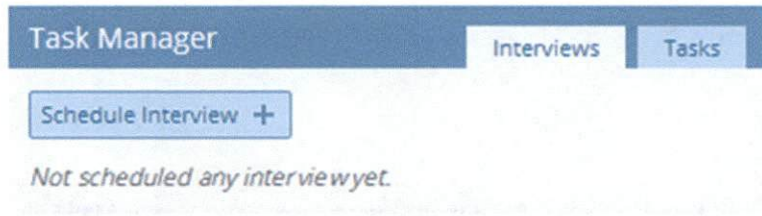
Candidate Ranking

CEIPAL automatically ranks candidates based on pre-set parameters as set in the administration panel. Candidate ranking is extremely helpful to assess candidates when dealing with many applicants. Reports can be generated by various categories to show that testing has been conducted and lists the candidate scores.



Communicating with candidates

CEIPAL can accommodate multiple interviews and interview modes (in person, virtual, ...). The Interview team can capture interview results in a detailed interview form.



Each job can have a customized interview feedback form.

Interview Feedback

[Add Feedback](#)

Overall Feedback: Select Reject

Comments:

Category: Education Background

Description: Does the candidate have the required qualifications for the job?

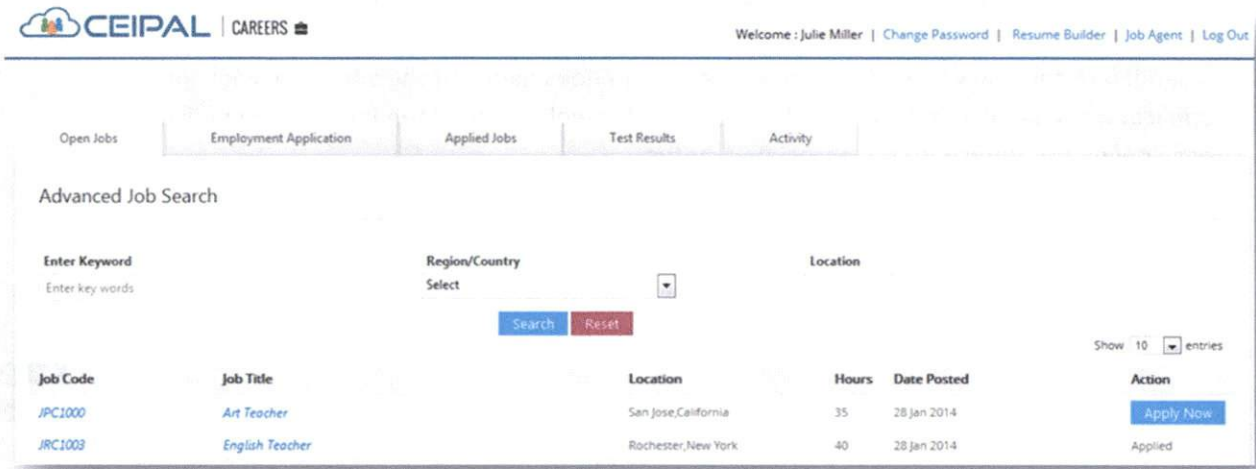
Rating: ★★★★★☆☆ Very Good

Comments:

Emails can be configured and triggered for any number of actions:

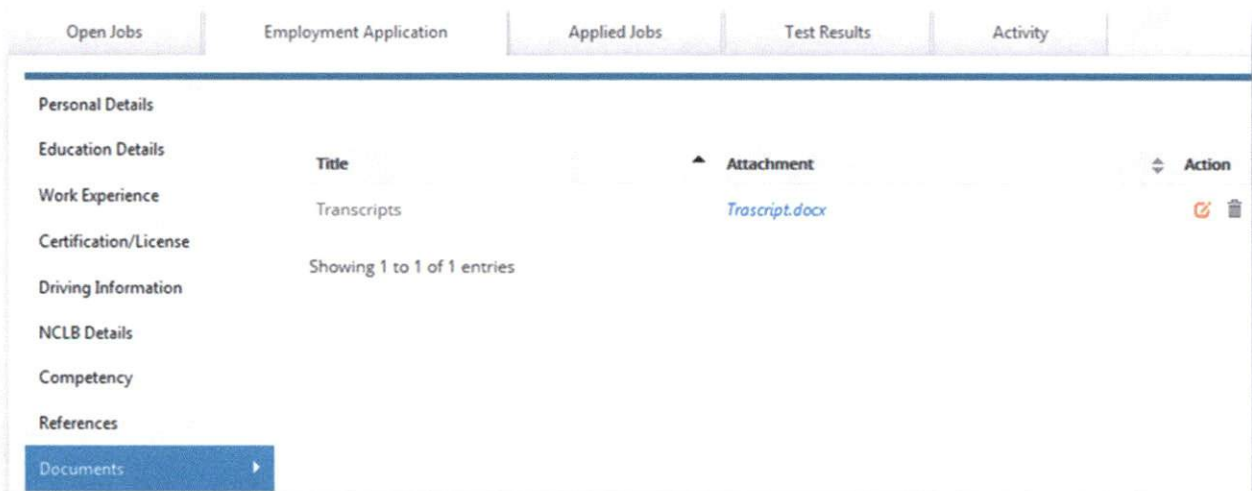
Mail Templates		
Search: <input type="text"/>		
Template Name ▲	Email Source ◆	Mail Subject ◆
Applicant Disqualified Email	Careers Portal	Applicant Disqualified Email
Applicant Offer Accepted Email	Careers Portal	{JobSeeker : firstname} has accepted offer for {JobPosting : position_title}
Applicant Rejected Email	Careers Portal	Applicant Rejected Email

Importing Data and Attachments



The process to apply for a job with Humboldt County using our system is a simple, easy-to-follow (walk-along) series of screens that enables the completion of an application with no/minimal help support required. Our solution has a great communication channel that keeps the job seekers notified of their application status at all stages of the hiring process. We 'engage' job seekers with system generated alerts, email status updates across stages of the hiring process from application submission to on-boarding and post-hire process.

TalentHire provides a system that will allow an applicant to apply with ease, with the ability to upload all pertinent documents (i.e. certifications, transcripts, resumes and cover letters) for multiple positions and re-activate archived applications.

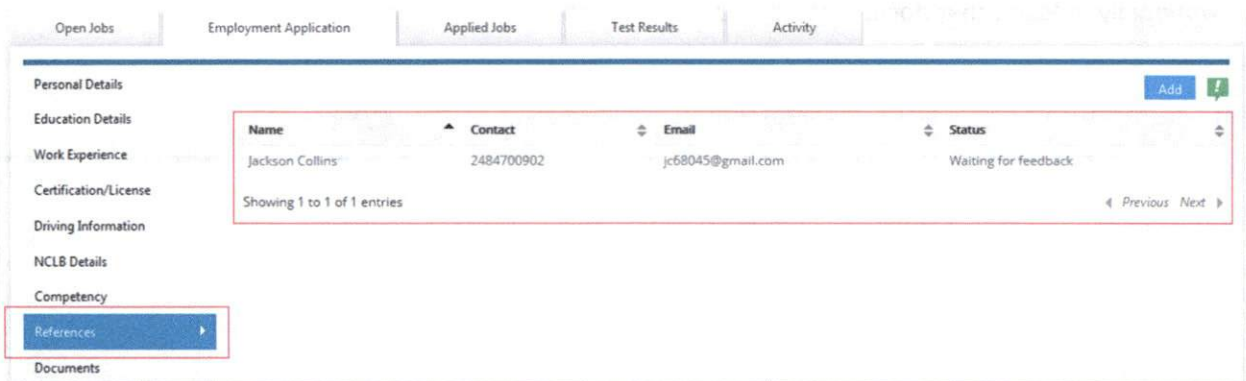


Through the Career Portal, an applicant is able to manage the content of their profile including updating uploaded documents. All of these changes are then saved and stored and can be re-used for subsequent job applications. An applicant can complete a portion of the application and come back later to finish it.

A candidate can apply to multiple jobs. The system does highlight the situation. Each job application is handled independently, however. A panel shows all the jobs that an individual has applied for along with the associated status.

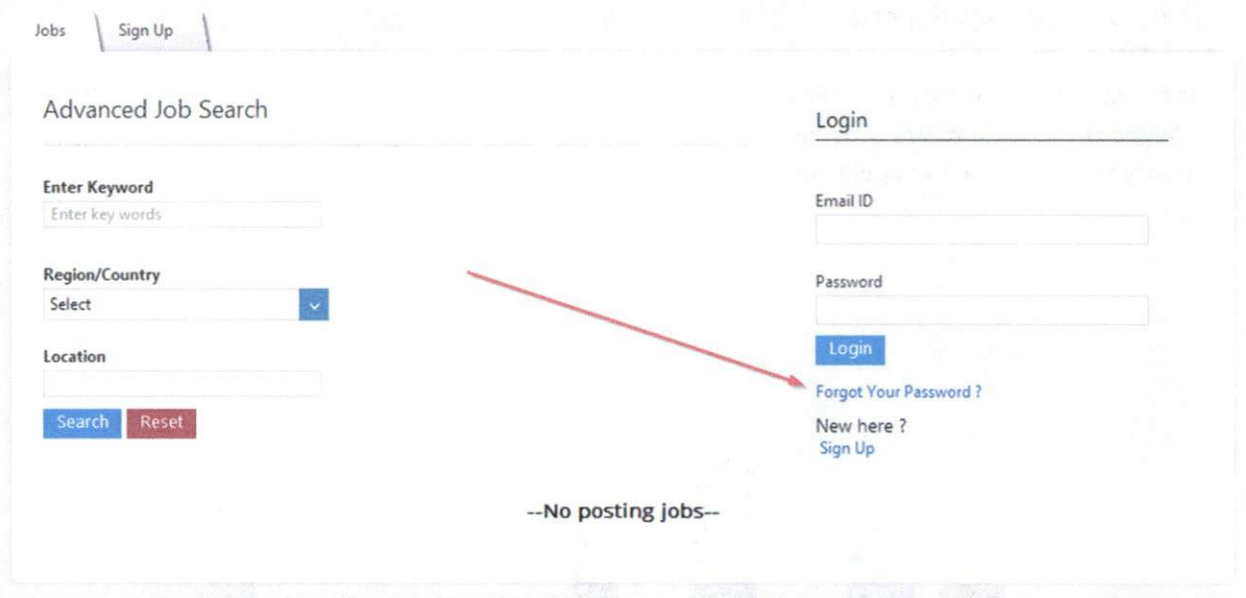
Open Jobs	Employment Application	Applied Jobs	Test Results	Activity	
Search:					
Job Code	Job Title	Location	Posted Date	Applied Date	Action
JRC1003	English Teacher	Rochester	28 Jan 2014	28 Jan 2014	Withdraw
JPC1000	Art Teacher	San Jose	28 Jan 2014	28 Jan 2014	Re-apply
Showing 1 to 2 of 2 entries					◀ Previous Next ▶

The Career portal allows the applicant to list references. Reference checking would then be done by the HR staff/Hiring manager.

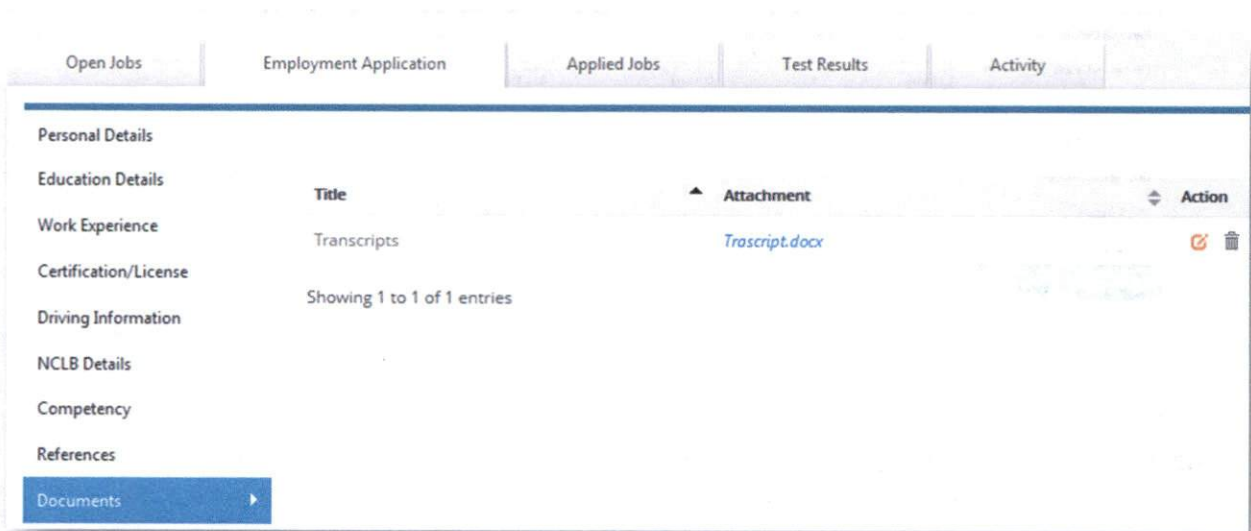


The system allows employees/applicants to reset passwords; also provide a self-help mechanism when passwords and/or logins are forgotten.

Password resets are automated and sent to the applicants Email address (which is their ID).



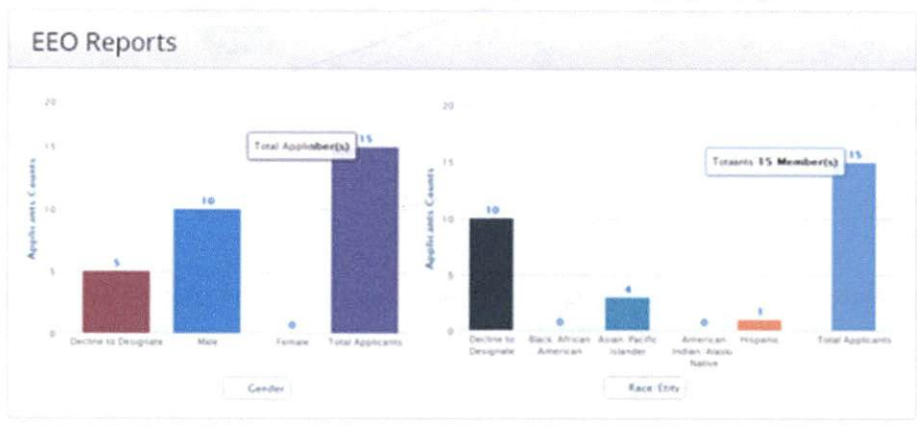
Requirements for applying to a Job can be configured based on the Job type. Different jobs require different documentation, testing ... All of this is available in CEIPAL. Resumes can be uploaded as part of the Applicant's subscription to the Career portal. In addition, they may optionally upload other documents (see Document tab).



Create User-Friendly Reports

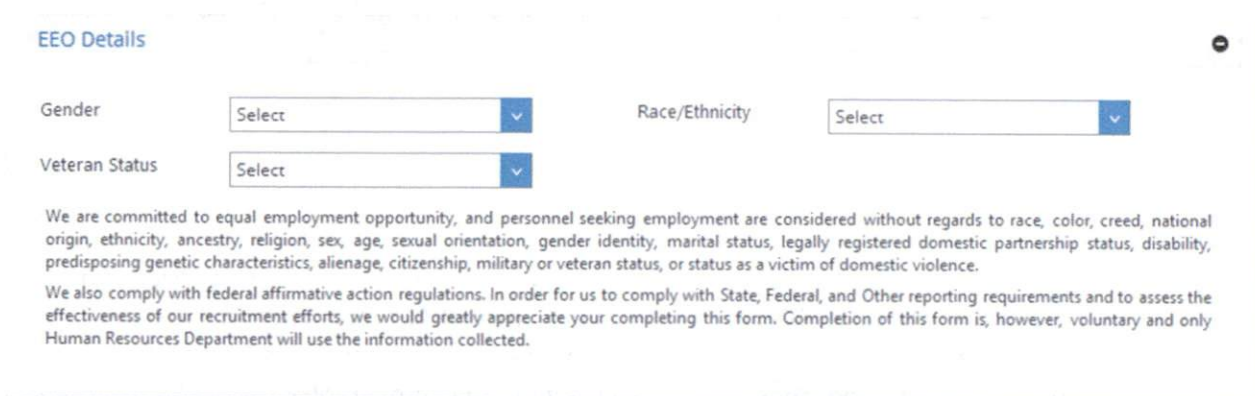
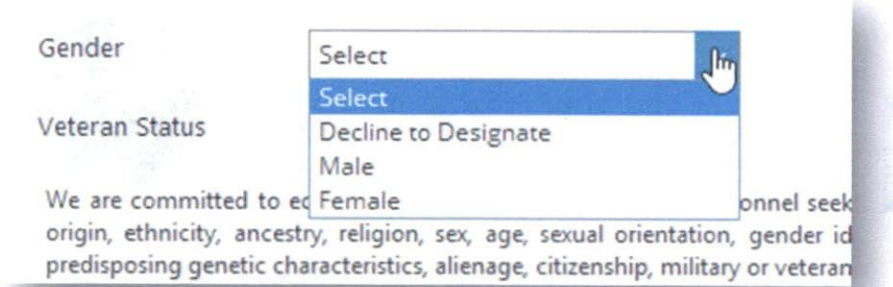
Analytics

Various standard and customizable reports as well as export functionalities are readily available throughout the system. We provide several EEO compliance reporting options as well as reports to support processes such as applicant flow, time-to-fill, applicant quality and other reports...

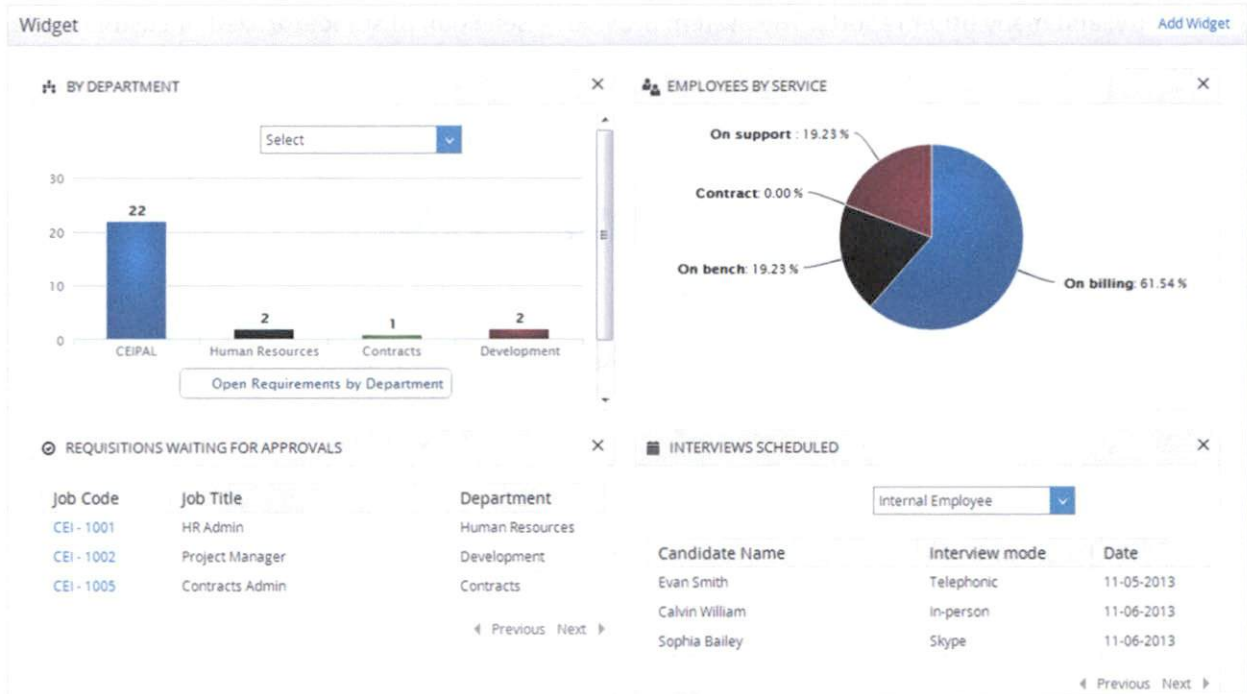


EEO Compliance

The CEIPAL system provides various reports to comply with EEO regulations. Examples of EEO reports include Male/Female candidates hired, Candidate Rejection by a Rejection Code, Hire statistics by Ethnicity, and many other reports. The System provides a selection of standard/fixed or customizable reports.

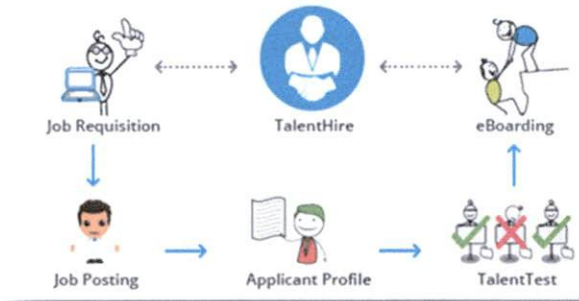


Every time they apply for a position, the system will prompt the applicant if the information has not been provided.



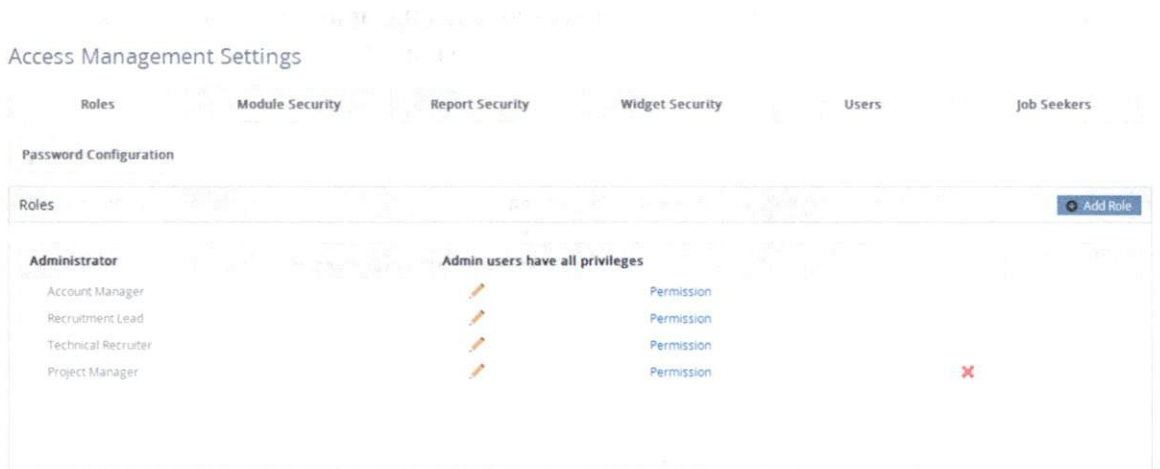
These reports are available to view online in tabular or graphic form, can be printed or exported in popular formats such as MS-Excel, PDF, and text formats. The CEIPAL tool provides a variety of standard and customizable reports to report on any dimension of data contained in the integrated database, security role controlled. These are shown in either tabular or graphical form. Should there be reports that an individual wishes to routinely see, they can select 'widgets' so that those reports appear on that individual's home page:

Applicant and Administrator Ease of Use



The TalentHire system utilized by job candidates is simple and easy-to-follow using (walk-along) a series of screens when applying for a position with Humboldt County. The employees will also experience effective management of the overall job requisition workflow with use of the Administration Panel. This feature offers a wide variety of customization and changes to be made by the System Administrator.

Through the Administration panel, security is managed by roles (which are themselves configurable). Role authority is configured by the System Administrator:



Access Management Settings

Roles Module Security Report Security Widget Security Users Job Seekers

Password Configuration

Module Security

Assign the form, field and action permissions for the roles you defined. Security permissions for: Requisition

Permission	View	Edit	Add	Delete	Role Permission	Action Permission
Account Manager	View all records	Edit all records	Allowed to add records	Delete all records	Edit permissions	Edit permissions
Recruitment Lead	View all records	Edit all records	Allowed to add records	Delete all records	Edit permissions	Edit permissions
Technical Recruiter	Cannot view records	Cannot edit records	Cannot add records	Cannot delete records	Edit permissions	Edit permissions
Project Manager	View all records	Edit all records	Allowed to add records	Delete all records	Edit permissions	Edit permissions

CEIPAL has a flexible Email triggering feature that allows the administrator to control when Emails are sent, the content of the subject field and text body. All of these are controlled within the Administration panel. Templates can be created and evoked when the appropriate event triggers the notification. Below is a sample of some templates which can be created:

Mail Templates

Search:

Show 10 entries

Template Name	Template Parent Name	Mail Subject	Mail Body	Status	Actions
Applicant Disqualified Email	Careers Portal	Applicant Disqualified Email	{jobSeeker : firstname} You are disqualified for the job - {jobPosting : position_title}	Active	
Applicant Offer Accepted Email	Careers Portal	{jobSeeker : firstname} has accepted offer for {jobPosting : position_title}	Hello Hiring Manager, {jobSeeker : firstname} has accepted offer for {jobPosting : position_title}.	Active	
Applicant Rejected Email	Careers Portal	Applicant Rejected Email	{jobSeeker : firstname} is Rejected for the {jobPosting : position_title}	Active	
Applicant Selected Email	Careers Portal	{firstname}	{lastname} {middlename}	Active	
Application submission email to any job posting	Careers Portal			Active	
Approval Reminder to the hiring manager	Job Requisition			Active	
Approved Email	Job Requisition	job requisition is approved by the hiring manager	job requisition is approved by the previous approver and is waiting for your approval. Thanks Team Ceipal	Active	
Blocked Email	Users	Dear {first_name},	{first_name} your account is blocked. To activate this account please contact administrator. Hello {jobSeeker : firstname}, {jobPosting : } Your {ExternalInterviewSchedule : interview_mode} interview	Active	

Mail Templates

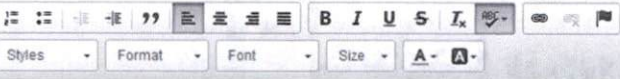
Template Category Careers Portal ▼

Template Sub Category Applicant Disqualified Email ▼

Mailing Description -- Select Table -- ▼ ---- Mail Description ---- ▼ Select ▼ Add

Mailing Subject Applicant Disqualified Email

Mail Body



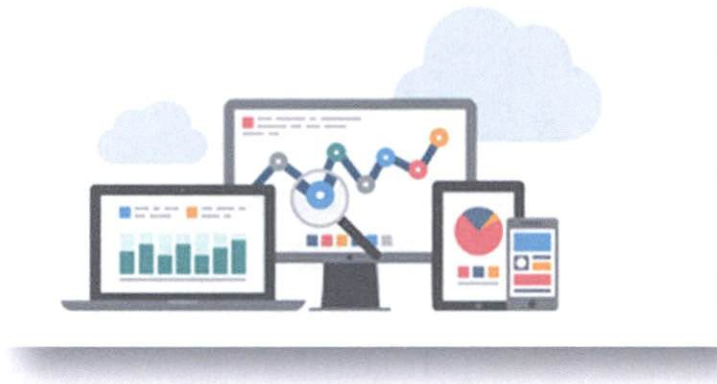
{JobSeeker : firstname}

You are disqualified for the job - {JobPosting : position_title}

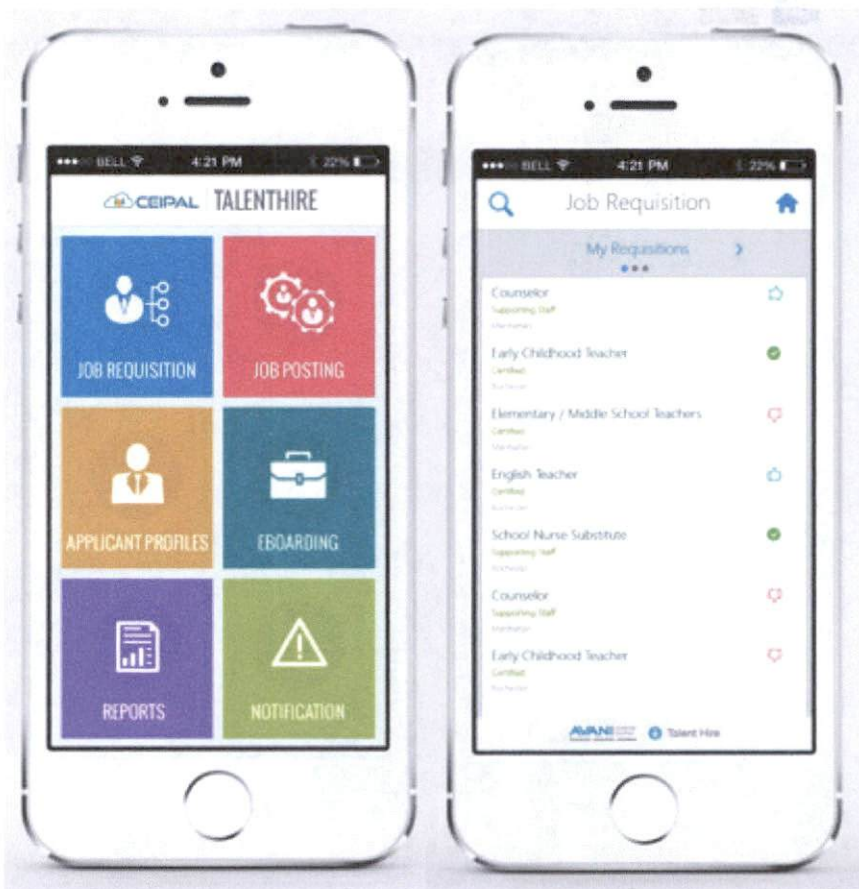
Mail send flag

Save Cancel

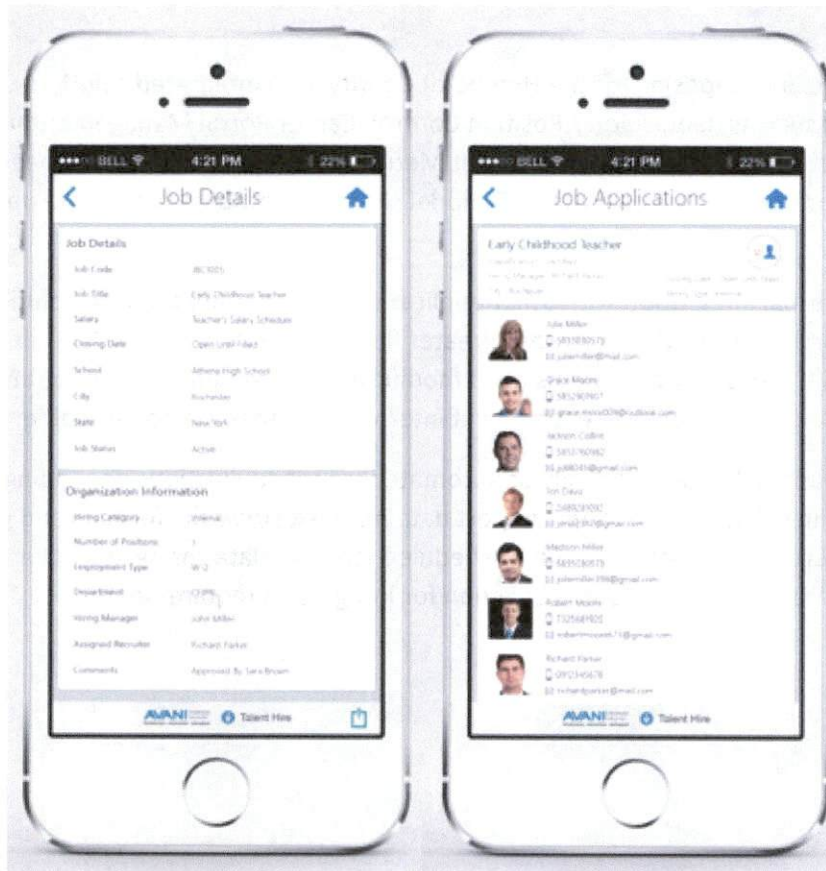
Mobile Solution for TalentHire



Additionally, to further improve services and the ease of use for Humboldt County employees, Avani is excited to offer Humboldt County a FREE Mobile App with TalentHire.



This is a NO COST additional feature that will add value by increasing efficiency, while giving the Humboldt County an expanded ability to manage the overall hiring process.



Data Integration

The solution that we are proposing for the Humboldt County is an integrated solution with all the requested modules such as Requisition / Position Control, Career Portal Management, Applicant Tracking, Onboarding, Reporting, and Recruitment Metrics. None of these modules need any sort of integration since our solution will be a UNIFIED model sharing a database model and open-source architecture.

We will provide external integration with other applications such as Sungard One Solution. Our system is an open-source architecture which provides greater flexibility to integrate with other external enterprise systems. If those source systems need modification to complete the integration, we can provide resources to perform those at extra cost if internal resources are not available.

The feeds can be managed either manually or automated via scheduling jobs depending on the data integration and complexity. We can simply import data from excel/csv file formats and populate the data or triggering certain parameters to run a scheduled job to update the system. Our team will work with the users to determine a best course of action for integration requirements.

2. Additional Modules of Ceipal

Avani's capabilities are able to meet all of Humboldt County's anticipated requirements with TalentHire. We look forward to the opportunity to exceed all expectations.

Though not needed nor part of this proposal, we want to let Humboldt County know about some the of the other CEIPAL modules that could easily be installed at a later time:

Workforce

This module is web and mobile enabled and maintains the Employee Profile (record). Employees can submit and track time sheets on mobile devices as well as from a computer. They can take a snapshot of the approved time sheets on a mobile device and submit them as a PDF document.

Managers can review and approve time-sheets. Once approved, those timesheets will then be sent to payroll for processing. Timesheet submission schedules can be defined for each employee in the employee module based on the frequency of timesheet submissions as per the client.

This module also generates and maintains all employee payroll data. It is seamlessly integrated with the Workforce, Customers, and Vendors modules allowing the easy access of information to generate payroll data required to the payroll administration agency.

eVerifyPlus

Employment authorization verification documentation is maintained and housed in this module which assists our clients to be in compliance with US Labor and Immigration regulations.

Non-immigrant work authorization verification documentation is also maintained to assure compliance with USCIS regulations. New LCA and H1-Bs, amendments, extensions, and transfers are all accommodated by this functionality

Additionally the various stages of Sponsorship for Greencards is filed and tracked in this module as well.

All documentation submitted to USCIS is filed in one place. Expiry and renewal dates are tracked and alerts given when these dates are approaching.

Vendors

The vendor information database is a crucial part of building a long lasting relationship with vendors and suppliers. The easy and simple information page captures all the relevant data and documents for easy access and retrieval. The vendor management module captures information related to business details, contracts, agreements & insurance documents, as well as additional data.

The sophisticated workflow system alerts the contract management team in expiry of contracts, agreements, and other relevant information to keep the data current and valid. The email reminders, sent to the appropriate contract administration team, helps to keep the data valid and in-compliance with the internal and external regulations.

A simple but sophisticated search engine narrows and classifies the search results. Each listed vendor information document will have a list of consultants. This information is populated from the employee module automatically.

Customers

The tool captures client information, contractual agreements, work orders and other relevant information. The tool is designed to send alerts and reminders on contract expirations, contract updates, and time-bound updates of all the contact details. The simple way to capture, retrieve and secure key client information is crucial for business success, and this tool does it all.

FileCabinet

This document management system was designed to keep all types of documents organized and to allow their evolution through workflow approvals visible. This module provides an easy to use portal with document level security built-in to provide only those authorized to view and maintain these documents. Standard and custom reporting is built in with features to export data.

3. Management Expertise



Avani will work closely with The Humboldt County to ensure that an efficient, cost effective model is put into place to maximize the benefits of our professional services engagement.

In addition to the extensive management experience described on Team member's resumes, Avani closely follows the best practices as defined by the Project Management Institute. In fact, Avani is a PMI Global Registered Education Provider, meaning that we have been approved to offer training in project management and issue professional development units (PDUs) to meet the continuing education requirements needed by PMI credential holders. To earn the R.E.P. designation, Avani met rigorous standards for quality and effectiveness as defined by PMI. We would bring these practices to the Humboldt County

Project management is accomplished through the appropriate application and integration of logically grouped project management processes comprising of 5 Process Groups. These 5 Process Groups are:

- Initiating,
- Planning,
- Executing,
- Monitoring and Controlling, and
- Closing.

When we manage a project, Avani typically includes:

- Identifying requirements,
- Addressing the various needs, concerns, and expectations of the stakeholders as the project is planned and carried out,
- Balancing the competing project constraints including, but not limited to:

- Scope,
- Quality,
- Schedule,
- Budget,
- Resources, and
- Risk.

Application of these standards and best practices have proven to save money and improve quality of deliverables. These are designed to build quality and understanding into the beginning of the project, rather than have to deal with misunderstandings or issues later on, when rework is much more difficult and costly to deal with. The Humboldt County can be assured that they will receive maximum value from Avani's engagements.

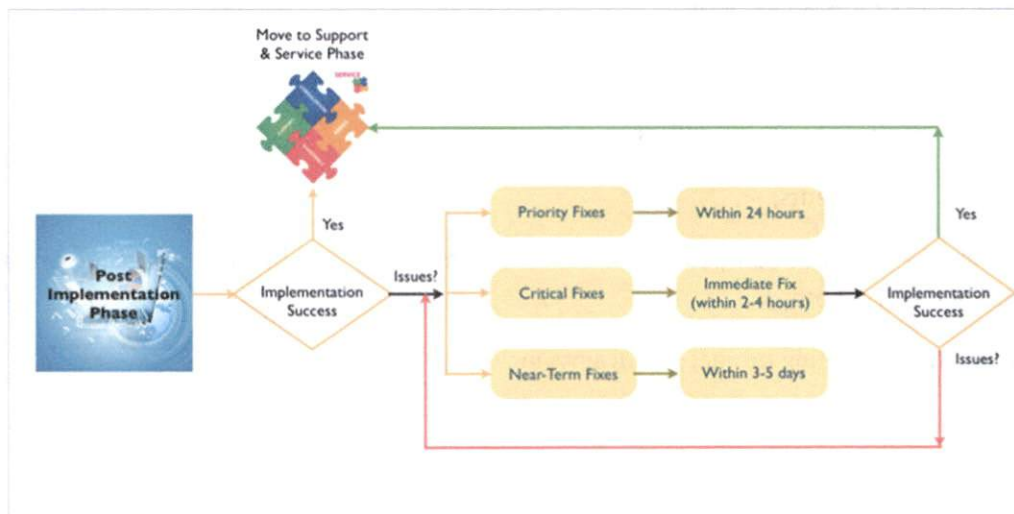
4. Communication Channels and Post Implementation Support

Post Implementation Communication and Support

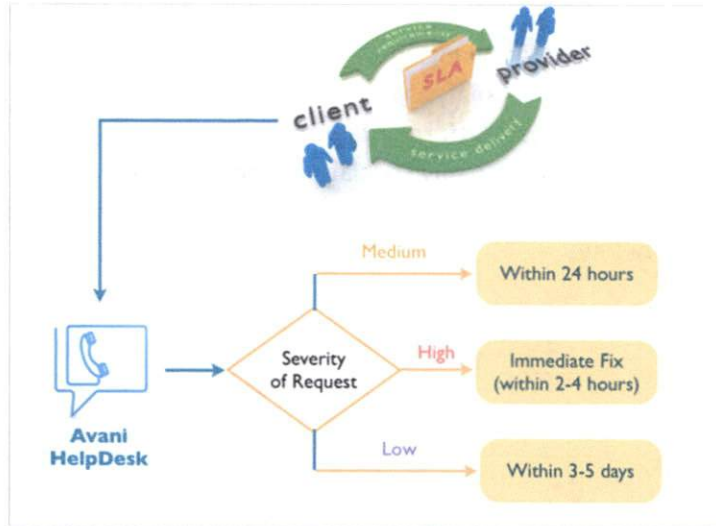
We guarantee our SLA (Service Level Agreement) commitment with no-pay for missing SLAs and problem resolutions. Our product comes with SLA commitments and penalties that surpass all the industry standards of such commitment for software support and software problem resolutions. All post-implementation issues will be addressed based on a 1-2-3 ranking structure, with 1 being a critical fix and 2 is a priority fix and 3 being a near-term fix. Post-implementation issues will be handled by a 'Post Implementation Lead' (PIL) as a single-point contact to address, prioritize, and communicate between development teams and the county.

The PIL will be the Humboldt County's eyes-and-ears to address all of the post-implementation issues, starting from establishing a communication plan, implementation strategy, and adding any patches in a timely and most effective manner to the system.

Process to handle Post-Implementation Issues:



The procedure for notice of defects and corrections:



The notice of defects and corrections are handled by our 'technical help desk' who will then re-assign these to our analysis team for correcting defects and handling corrections. This process follows the same process as handling service requests.

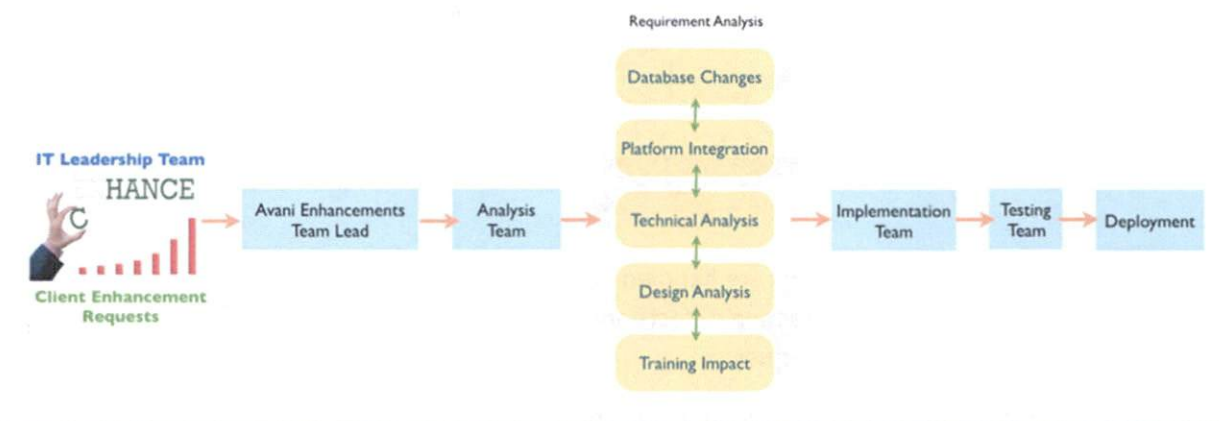
Our standard service level response for support request:

Avani will provide a dedicated contact number for all support requests which will then be logged in our helpdesk system. Each service request will be assigned a service ticket. The Avani support team addresses requests based on severity levels identified as High-Medium-Low levels. Irrespective of severity levels, the Avani team will continue to update the statuses of each request with an SLA to address the problem within a time-frame specified in the diagram.

5. Value Added Enhancements

How solution enhancement requests are handled:

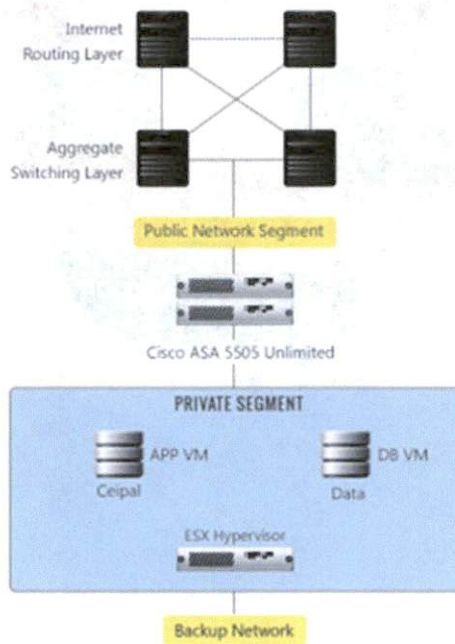
Client enhancement requests are handled by the Avani team 'Enhancement Lead', who discusses the possible timeframe and other implementation logistics with the client engagement team. The enhancement lead will contact the product analysis team to analyze the request with various prospective notably the database changes, platform integration, technical implementation analysis, design impact & implementation analysis, and any special training needs required for the request. All the requests will go through a thorough process depicted in a simple flow-diagram for easy to understand concept described below.



E. TECHNICAL CAPABILITIES



Our Cloud Environment (Elk Grove Village, IL)



©Confidential
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System Technology

Our SAAS system runs on a private managed cloud. It is built on a Cake PHP framework using a standard SQL database. The only software required is a modern browser to access CEIPAL. Our standard environment provides 100GB of storage (equivalent of approximately 40,000 applications). The data is owned by Humboldt County. The application does run in real time.

We adhere to the following information security and related certifications and standards.

- ISO 27002
- ISO 27001
- PCI-DSS (PAYMENT CARD INDUSTRY DATA SECURITY STANDARD)
- SSAE16
- SOC 1
- SOC 2
- SOC 3
- SAFE HARBOR
- CONTENT PROTECTION AND SECURITY STANDARD (CPS)



Avani provides a highly skilled team to work collaboratively for seamless delivery.

Interaction with Humboldt County facilitates the ability to clearly communicate expectations to the Avani team generating a unified understanding of goals and purpose. With no communication gaps or delays, chances of changes in later stages is minimized reducing time and resources.

In addition, Avani supports clients by tapping into our offsite Research and Development Center located in India which can also cater specifically to Humboldt County's needs. Avani is fully equipped and prides itself on being flexible and easy to work with to surpass all of Humboldt County's requirements. Our rapid deployment solutions will help Humboldt County reduce time and cost while implementing the Applicant Tracking System solution.

- Cost Savings by reduced Infrastructure, Human Labor, Travel, and other Operational costs.
- Effective Results by accessing high quality talent from across the globe.
- Rapid Engagement since the client is not required to add additional infrastructure.
- Productivity as project work can continue by staff working in different time-zones.

Global (Hybrid)

Avani provides a “**Follow the sun**” model with its distributed development centers across the globe complemented with highly skilled onsite team members. This model assists our customers by delivering the solutions from anywhere, anytime with expanded time zone availability. The benefits of the Onsite and Offsite models are blended together.

During the course of the project, Avani executes a formal set of test phases and plans to assure that quality is met at every step of the way. Our development center is in compliance with the requirements of ISO 9001:2008 for the scope of ‘The application development & packaged software support services and IT staffing’.

We have the ability to identify and trace software requirements from specifications through software design, documentation, and code. Avani has its own process metrics and measures to improve the performance in coding. Avani will strive to have zero defect code that accurately meets Humboldt County’s requirements. Avani defines test cases which targets performance, resource utilization, usability and compatibility etc.

Avani will work closely with Humboldt County to ensure that an efficient, cost effective model is put into place to maximize the benefits of our professional services engagement.

F. DISASTER RECOVERY PLAN

Avani’s Private Cloud solution is hosted by a leader in the industry, Rackspace.

Rackspace has 9 data centers and continues to expand. Should a data center be rendered inaccessible to personnel, it can still be accessed by their engineering teams using remote access tools. In fact, in such a situation, they have the capability and the capacity to replicate a data center with comparable capabilities to other parts of the data center network rapidly.

Network & Security Operations

Rackspace has one of the largest, most robust networks in the world with full redundancy at Provider/Edge, Core and distribution layers. If primary hardware on the Rackspace network fails, secondary devices take over automatically.

Rackspace maintains a relationship with multiple Internet Service Providers and has the ability to shift traffic across providers should one or more providers experience disruptions or performance degradation.

- Network Operations Center (NOC) - Rackspace maintains multiple NOC’s and monitoring applications that proactively monitor and manage the health of the Rackspace network. If a disruption occurs, this monitoring provides for a rapid response which helps the NOC employees pinpoint and correct issues to lessen the impact on the Rackspace infrastructure and customer hosted systems. The NOC is staffed 24x7x365 with experienced network engineers and network analysts.
- Security - Rackspace employs a number of logical and physical security protocols to protect the Rackspace infrastructure and to mitigate denial of service, distributed denial of service and

other attempts to penetrate or disrupt Rackspace’s network infrastructure. Among other things, physical security includes biometric scans, surveillance and restricted access to vulnerable areas. Logical security includes multi-factor authentication and a variety of other applications and protocols.

Major Support Operations

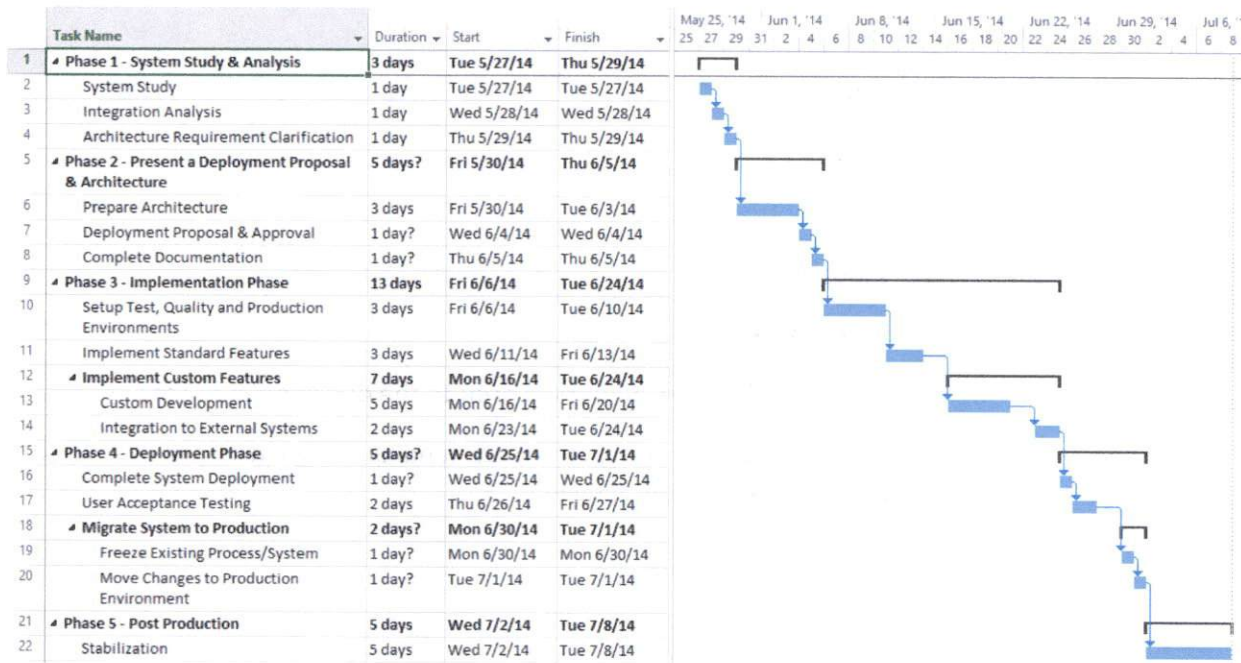
- Phone Systems - Each of Rackspace’s support facilities are interconnected by Voice over Internet Protocol (VoIP) phone switches that route calls automatically in the event that support center operations are interrupted (e.g. by evacuation). In the event of an interruption, support technicians at uninterrupted locations will automatically receive calls, chats and customer tickets that would have gone to the interrupted site. Rackspace has this capability in its San Antonio, Austin and London support operation centers.
- Customer Management System - Rackspace’s customer management systems are accessible in any Rackspace location and via secure virtual private network from any internet connection. During an incident, Rackspace can operate without support technicians having to be physically present at Rackspace’s offices.
- The customer management systems and virtual private network protocols are monitored and regularly tested. These systems are hosted in one of Rackspace’s DCs but can be switched to backup DC locations in under 30 minutes.
- My Rackspace® Portal - The My Rackspace® customer portal can be managed via a secure virtual private network from any Internet connection. Like Rackspace’s customer management system, the portal is hosted at one of the DCs and can be switched to its back up DC location in minutes.
- Cloud Control Panel - The panel can be managed via secure virtual private network from any Internet connection. This customer portal has a US and an International instance, which are hosted at separate DCs.
- Email & Apps Control Panel - The Email & Apps Control Panel is hosted on several redundant servers so Rackspace are able to perform maintenance without downtime.
- Support Operations - Rackspace’s Fanatical Support is available 24x7x365. Rackspace’s support teams are cross trained on systems and support protocols so that any support technician can provide basic assistance to any Rackspace customer if that customer’s primary support team is unavailable. Support operations have limited UPS and generator back up. However, this is mitigated by Rackspace’s multiple location and secure virtual private network capabilities which allow our support technicians to work remotely either from home or any other DC or office location with internet access.

G. IMPLEMENTATION PLAN AND TIMELINE

Implementation Schedule

We have created an estimated implementation plan using May 27, 2014 as a beginning date for the project. There are variables in the duration of the implementation depending on the specifics and complexity of the integration with the existing applications, but based on prior experience, this is our best estimate. Although the bulk of the effort would be performed by Avani resources, and this is very preliminary, we would anticipate that Humboldt County would need to devote some time in the following phases:

Section 1 – System Study & Analysis:	10hrs
Section 3 – Implementation Phase	20hrs
Section 4 – Deployment Phase	20hrs



Testing Process

Testing Procedures and Protocol employed at Avani

The following depicts the testing standards and procedures used at Avani. These are excerpts from our quality documents and are provided here to illustrate the structured and important role testing takes in our development cycle

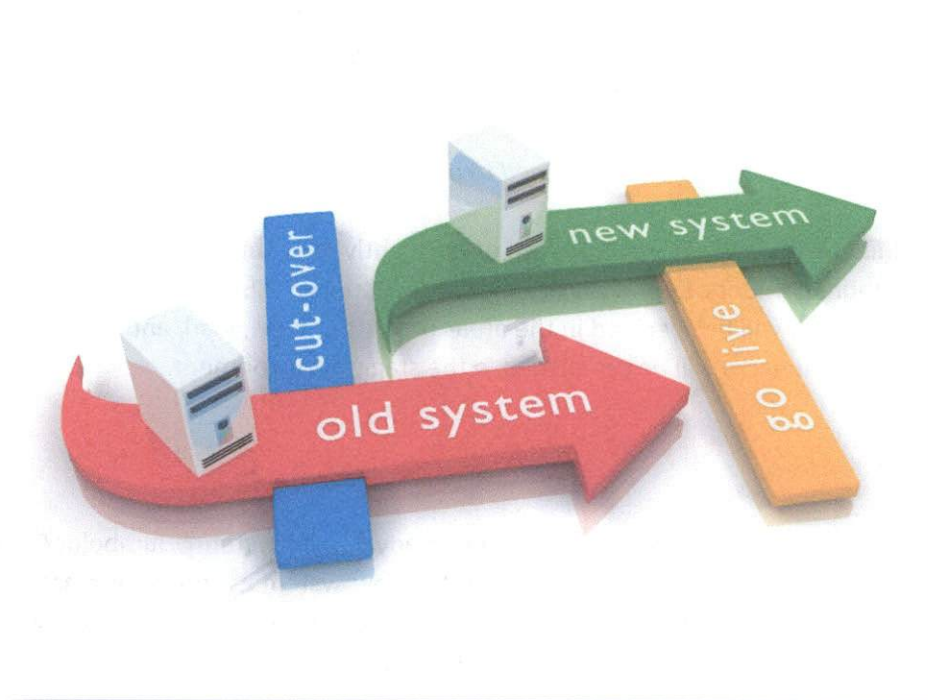
Procedure

Testing is the process of validating the quality of software developed compared to the requirements of the customer. The QA Manager is responsible for the testing process at Avani Technology Solutions Inc. This view presupposes that there are defects in software i.e., yet to be discovered and this view is rarely disproved or even disputed. The purposes of Software testing are:

- To verify the interaction between objects.
- To verify the proper integration of all components of the software.
- To verify that all requirements have been correctly implemented.
- To execute the software with the intent of finding errors
- To find design errors
- To find logic errors
- To find performance bottlenecks
- To find security loopholes
- To find operational deficiencies
- To identify and ensure defects are addressed prior to the deployment of the software

Avani Technology Solutions Inc. provides the necessary resources, funding, assigned responsibility and training for performing Validation/Software Testing activities.

System Cutover Strategy



Once Avani have ensured that the system satisfies all the business requirements, tested it and verified that it meets all the quality standards set for it, our job isn't done until the new system is in production and responsibility for support has been turned over to operations. To get there we develop a plan to enable a perfect cutover.

System Readiness

Before planning the cutover there are some questions that Avani researches, such as

"What will the system perform like in the production environment?"

The answer, obviously, should be "it will perform just as well as it did in the test environment" We answer the question this way because a complete round of testing was performed in a test environment which duplicates the production environment in every way except the presence of the users. This environment is sometimes called the staging environment. The server which runs the system will be a clone of the production server.

"Do we have all the data we need for production?"

Data that must be propagated will be identified and a plan crafted for capturing it and installing it in the new system during cutover. In the meantime, testing in the staging environment will be done with a data set that simulates the production environment as closely as possible. The data will mimic production as closely as possible in the areas of volume and distribution. This is will be accomplished by

taking a snapshot of the production data, translating it to the new data format, and loading it into the staging environment. This translation process is a key to the cutover. During the cutover, the process used to translate for loading into the staging environment must be repeated to port the data to the new production environment. Not only does the process need to be duplicable, but will be streamlined so download, translation, and load occur quickly.

"Can the new system support all the users who need to use it?"

Our testing will include measuring the performance of frequently used functions under load. For example, if the maximum number of users the system must support is 2,500, how quickly is the 2,500th user logged in? Benchmarks will be specified in the areas of performance, load, and stress testing and testing against these benchmarks will be performed in the staging environment.

"Are the Users Ready?"

The system may be ready for the users but are the users ready for the system? Humboldt County's users will be readied so that they can take advantage of the new system as soon as it is activated. Cutovers require a window during which neither new nor old systems are available. Users will not have access to the data during this time so they will be notified so that they can plan ahead for the period of inactivity.

The Cutover Plan

Work that can be done without disrupting the production environment will be done in advance of the cutover. Tasks such as hardware installations, database installations, OS installations, software installations will all be done in advance of the actual cutover. The cutover plan will identify and schedule all the activities that must occur at the time of cutover, probably during off-peak hours.

There are several ways of approaching the cutover: provide a new production environment and retire the old one, use the existing production environment, and swapping the staging and production environments. Together with Humboldt County, Avani will determine the steps. Providing a new production environment and retiring the old or swapping the staging and production environments will allow us to perform activities like hardware installation, database installations, software upgrades, etc. before the cutover. Each activity will be proven on the staging environment and timed so that a reasonable duration can be estimated for our cutover plan. Since the goal here is to limit the amount of down time, we will schedule as many activities in parallel as possible without risking failure.

The next step will be a "smoke test" of the new production system. The smoke test will be thorough enough to ensure that no cutover steps have been missed but streamlined enough so that it can be performed in a relatively brief duration. User logins are always a good candidate for smoke tests. Any work that is performed frequently by users is another.

Our plan will be tested on the staging environment to ensure that it is complete (i.e. all necessary activities are identified) and that durations are reasonable.

Rollback Strategy

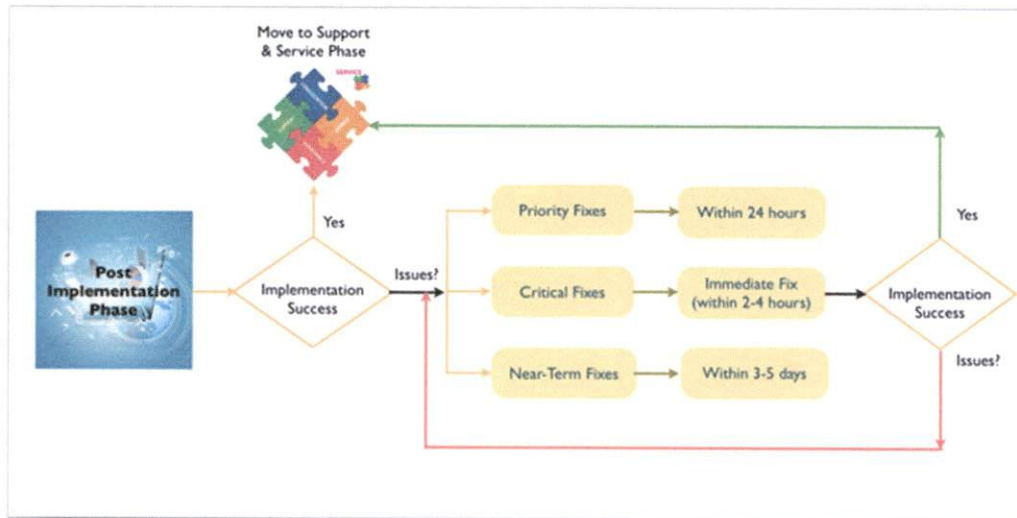
What happens if the smoke test fails or monitoring reveals an unacceptable degree of system degradation during peak usage? The answer is a rollback. The rollback restores the previous system and data to the production environment and is like another cutover. The rollback strategy will be tested with the cutover plan to ensure that it works.

Live and Online Training Provided

As part of our standard implementation offering, we include 4 hours of expert led training. This training is typically provided by teleconference.

Customer Support

Our support team are all employees of our company with typical support hours of M-F 8:00am-6:00PM EST for non-critical incidences. For critical support issues, we provide 24x7 access via phone. Avani will provide a contact number for all support requests which will then be logged in our helpdesk system. Each service request will be assigned a service ticket. The Avani support team addresses requests based on severity levels identified as High-Medium-Low levels. Irrespective of severity levels, the Avani team will continue to update the statuses of each request with an SLA to address the problem within a time-frame specified in the diagram



Post Implementation Support

Our warranty covers 90 days of free support for any post implementation questions, fixes, ... After this warranty time, we will perpetually support all bug fixes. For consultation, enhancements and other customized support, we provide skilled offsite resources for a fee (please refer to 'Total Cost' section for details).

Our service guarantee for timely support and problem resolutions:

We guarantee our SLA (Service Level Agreement) commitment with no-pay for missing SLAs and problem resolutions. Our product comes with SLA commitments and penalties that surpass all the industry standards of such commitment for software support and software problem resolutions.

H. TRAINING PLAN

Our proposal includes 4 hours of expert led training via teleconference (using conference phone and WebEx collaboration). Onsite training can be made available at extra cost to cover travel expenses.

Though we can modify training sessions per Humboldt County's needs, we propose two courses:

Hiring/Account Manager – Detailed overview of all the key functions, for example, how to submit a job application, how to make a requisition and workflow, This course is two hours, unlimited attendance.

Administrator - Managing the self-content and administration dashboards, settings, This course is two hours, usually a maximum of 2-4 attendees is recommended..

Additionally, with this proposal we are offering 100 hours of implementation support. Some of those 100 hours may be re-directed to additional training if requested. We are very flexible in this regard and will work with Humboldt County to best suit your needs and preferences.

We can assist to identify a list of personal/departments/functions to be trained and location requirements. We can build a training calendar as similar to the format below.

Post implementation, there is no set training schedules. If Humboldt County desires additional training (or other additional support needs), this can be provided.


I. SPECIFIC TECHNIAL REQUIREMENT WORKSHEET – Exhibit A
 Request for Proposal – RFP #HR2014-01

Exhibit A – Technical Requirement Worksheet

DESCRIPTIONS			
Level of Significance	Requirements	Compliance Code	Proposer Comment
3 = Required 2 = Highly Desired 1 = Optional		Y = Meets requirements P = Partially meets requirements N = Does meet requirements	Description of how the proposed system meets or partially meets the requirement

System Requirements				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
1	3	The ability to create, route, track and approve requisitions.	Y	An HR or Hiring manager can create an online Job Requisition creating Job Title and selecting items such as Requisition Type, Audience, Closing Date, Number of Positions and Skills. Workflow for requisition approvals can be pre-configured to conform to the norms of your policies and procedures. Standard and custom reporting is built in with features to export data.

System Requirements				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
2	3	The ability to create and post job announcements.	Y	Job Postings can be created directly from approved Job Requisitions or can be created manually. All the Job Postings will be placed on the Career portal and can also be posted to social media such as Facebook, LinkedIn, ... and job portals such as Monster, Indeed, Shown in an easy to read matrix, the HR or Hiring manager can see summary information of Open or Closed Job Postings. The status of any Posting can be updated and its contents can be reviewed or edited. Standard and custom reporting is built in with features to export data.
3	3	The ability to create and use prescreening questions in addition to those on the standard application such as supplemental questionnaire submittals.	Y	The Job Requisition has a feature to assign pre-qualifying tests and job specific talent tests to a Job Posting. These tests will automatically activate once the Job Requisition is approved and the job is posted. Individuals, responding to such a Job Posting, will then be instructed to take the tests as part of their application process
4	3	The ability to create recruitments and examinations which include multiple selection process steps.	Y	Hiring Managers can search a pool of available talent tests (or create them if none are suitable) and assign them to Job Postings to pre-screen and qualify candidates automatically. The system also generates extensive reports on causes of elimination which helps businesses to meet internal efficiency goals and to support regulatory compliance. Talent Test will evaluate candidates and send a report to the HR or Hiring Manager with the results. This feature helps to

System Requirements				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
				automatically eliminate candidates based on a pre-defined set of criteria (passing score), or can send the Talent Test report analysis to the hiring manager for further action.
5	3	The ability to track applicants, and notifications to applicants as they move through the examination – selection process.	Y	<p>CEIPAL is a system that allows HR to monitor the interview process from start to finish (i.e. ability to schedule interview times electronically, track an applicant’s progress and correspondence). CEIPAL provides a panel showing the Job Posting and applicants’ status. This view can easily be exported to MS-Excel.</p> 
6	3	The ability to plan, schedule, process, score and analyze multiple types of examinations, including performance,	Y	<p>The System keeps the job seekers notified of their application status at all stages of the hiring process We 'engage' job seekers with system generated alerts, email status updates across stages of the hiring process from application submission to on-boarding and post-hire process</p> <p>The Hiring Manager or HR can create a template for feedback forms and associate those to jobs. Interviewers then capture feedback on those forms</p>

System Requirements												
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment								
		written, oral and weighted exams and application appraisals.		pertinent to a specific job. The Hiring manager can initiate interview schedules for all the selected/shortlisted candidates. The system sends an email to the candidates with a copy to the hiring manager which, upon acceptance, the interview schedule will be added to the applicant and hiring manager calendars.								
7	3	The ability to create pass points and view statistical examination analysis.	Y	TalentHire can create the pass points for the Evaluation Templates and then have the option to compare the applications against these pass points.								
8	3	The ability to create a ranked employment list.	Y	<p>CEIPAL automatically ranks candidates based on pre-set parameters as set in the administration panel. Candidate ranking is extremely helpful to assess candidates when dealing with many applicants. Reports can be generated by various categories to show that testing has been conducted and lists the candidate scores.</p> <table border="1"> <caption>Candidate Ranking</caption> <thead> <tr> <th>Name</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>Frank Thomas</td> <td>100%</td> </tr> <tr> <td>John Smith</td> <td>80%</td> </tr> <tr> <td>Jackson Collins</td> <td>60%</td> </tr> </tbody> </table>	Name	Ranking	Frank Thomas	100%	John Smith	80%	Jackson Collins	60%
Name	Ranking											
Frank Thomas	100%											
John Smith	80%											
Jackson Collins	60%											

System Requirements				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
9	3	The ability to certify a ranked employment list.	Y	The System has the feature of ranking the applicants against the criteria. The results of the ranking (along with the criteria) can then be exported and memorialized.
10	3	The ability to create "canned" and ad-hoc reports.	Y	Various standard and customizable reports as well as export functionalities are readily available throughout the system. We provide several EEO compliance reporting options as well as reports to support processes such as applicant flow, time-to-fill, applicant quality and other reports.
11	3	The ability for applicants to create and submit job interest cards to notify them of future employment opportunities.	Y	Candidates can create their own profile, set job matching alerts and provide other useful information.
12	1	The ability to post recruitment videos with job announcements.		This feature is being considered for a future release.
13	3	The ability to provide online salary information filtered by bargaining unit, job title and keyword search.	Y	The System has an option to filter the salary information based on different keyword searches.
14	3	The ability to provide online job descriptions information filtered by	Y	There exists an option to filter the job description based on different keyword searches.

System Requirements				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
		bargaining unit, job title and keyword search.		
15	3	The ability for users to post multiple attachments, including resumes and licensure certificates.	Y	TalentHire allows an applicant to apply with ease, with the ability to upload all pertinent documents (i.e. certifications, transcripts, resumes and cover letters) for multiple positions and re-activate archived applications.
16	3	The ability to add supplemental information to posted job classification, including promotional recruitments.	Y	Passive hiring is used to attract candidates who are not active job seekers. Job postings can be posted to social networking sites such as Facebook, LinkedIn, Twitter and other sites. Additionally, the posting can also be posted to discussion forums, and specialized groups. The system can automatically post jobs to various job portals. The job portal credentials are maintained through a CEIPAL administration panel. The system can post jobs in the portal's native format: CEIPAL establishes access through web services or APIs together with the required login credentials.
17	3	The ability for applicants to save partially completed applications and complete them in subsequent sessions.	Y	Through the Career Portal, an applicant is able to manage the content of their profile including updating uploaded documents. All of these changes are then saved and stored and can be re-used for subsequent job applications. An applicant can complete a portion of the application and come back later to finish it.

System Requirements				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
18	3	The ability to work as a vendor hosted solution from within the County's Civic Plus hosted website.	Y	
19	3	The ability to do bilingual applications.		We are considering this feature for a future release.

J. COST PROPOSAL – Exhibit B

RFP # HR2014-01

Exhibit B – Cost Proposal Form

Itemize the costs to the County for all services to implement application tracking system. Include all required services, manuals, documentation, training-related expenses and materials and taxes. Costs for the entire project shall be summarized on this form. A narrative may be attached to clarify any pricing data submitted.

Development, Implementation, Installation and other Professional Services	\$ <u> 4,000</u>
Training and Documentation	\$ <u> 400</u>
Annual Maintenance and License Fees	\$ <u> 7,000</u>
Other Required Components Included from Exhibit A that are Not Included Above	\$ <u> 3,000</u>
Total Bid Costs	\$ <u> 14,400</u>

Clarification of Pricing Data

Development, Implementation, Installation and other Professional Services – includes 100 hours of expert integration and systems support. Additional hours available for \$40/hr.

Training and Documentation – includes training material and 4 hours of offsite, expert led training. Onsite training is available.

Annual Maintenance and License Fees – includes use of TalentHire (up to 3,000 employees) and offsite/telephone support

Other Required Components Included from Exhibit A that are Not Included Above – represents hosting costs for 40GB of storage (approximately 10,000 applications). Additional storage is available.

K. DOCUMENTATION

The following represents a sample of Avani's Invoice. We will abide to any invoicing practices Humboldt County requests;

Avani Technology Solutions Inc.

Avani Technology Solutions Inc.
 722 Weiland Rd, Suite #205
 Rochester, NY 14626
invoice@avanitechsolutions.com

Invoice

Date	Invoice #
09/04/2013	STI-MAG-010
Terms	Due Date
	10/19/2013

Bill To

Amount Due	Enclosed

Service	Activity	Quantity	Rate	Amount
Total Due				

Checks Payable to
Avani Technology Solutions Inc
 Reporting Period: July & August 2013

L. REFERENCES- Exhibit D

Request for Proposal – RFP #HR2014-01

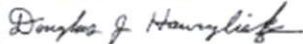
Exhibit D – Reference Data Sheet

REFERENCE DATA SHEET	
Provide a minimum of three (3) references with name, address, contact person, and telephone number whose scope of business or services is similar to those of Humboldt County (preferably in California). Previous business with the County does not qualify.	
NAME OF AGENCY:	Eastman Kodak Company
STREET ADDRESS:	343 State Street,
CITY, STATE, ZIP	Rochester, NY 14650
CONTACT PERSON:	Michael Terrillion EMAIL: Michael.terrillion@kodak.com
PHONE #:	585-477-8724 FAX #:
Product(s) and/or Service(s) Used:	
Department Name:	IT Manager – Worldwide Information Systems
Approximate County (Agency) Population:	
Number of Departments:	
General Description of Scope of Work for New Applicant Tracking System:	ERP Support Services: We provided functional and technical support of an SAP ERP installation in the FI/GTS/BW modules. We also provided E-commerce Portal support by planning, designing, coding, testing, integrating, supporting, and delivering software
Time frame for Implementation from Date of Contract Award to Completion:	Jan 2011 - ongoing
Applicant Tracking System Implementation Date:	
NAME OF AGENCY:	Magneti Marelli Holding USA Inc.
STREET ADDRESS:	3900 Automation Avenue
CITY, STATE, ZIP	Auburn Hills, MI 48326

CONTACT PERSON:	Dorin Dredetean	EMAIL: dorin.dredetean@magnetimarelli.com
PHONE #:	248-418-3268	FAX #:
Product(s) and/or Service(s) Used:		
Department Name:	IT Manager	
Approximate County (Agency) Population:		
Number of Departments:		
General Description of Scope of Work for New Applicant Tracking System:	SAP Implementation: Configured an ERP solution including MM, SD, SD/FI modules	
Time frame for implementation from Date of Contract Award to Completion:	May 2012 - ongoing	
Applicant Tracking System Implementation Date:		
NAME OF AGENCY:	Carestream Health, Inc	
STREET ADDRESS:	150 Verona St	
CITY, STATE, ZIP	Rochester, NY 14608	
CONTACT PERSON:	James Heiligenthaler	EMAIL: james.heiligenthaler@carestream.com
PHONE #:	585-627-6243	FAX #:
Product(s) and/or Service(s) Used:		
Department Name:	IT Project Manager	
Approximate County (Agency) Population:		
Number of Departments:		
Time frame for implementation from Date of Contract Award to Completion	Oct 2010 – ongoing	
General Description of Scope of Work for New Applicant Tracking System::	BPC Support: We provided DataBase administration, security, networking as well as design and development of new tables and modules. We also provided total deployment (Business Requirements, Design, Development, Testing, Deployment, User Training) for the SAP BP&C/FI module	

All reference information provided in Exhibit D is true and correct.

M. EVIDENCE OF INSURABILITY/BUSINESS LICENSES – Exhibit C:

ACORD		CERTIFICATE OF LIABILITY INSURANCE		AVANITE	OP ID: KP	
				DATE (MM/DD/YYYY) 12/27/2013		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Consolidated Agency, Inc. 1819 East Ridge Road Rochester, NY 14622 Consolidated Agency, Inc.			CONTACT NAME: PHONE (A/C, Res, Ext): FAX (A/C, Res): E-MAIL: ADDRESS:			
INSURED Avani Technology Solutions Inc 722 Weiland Road Ste205 Rochester, NY 14612			INSURER(S) AFFORDING COVERAGE		NAIC #	
			INSURER A: Sentinel Ins Co LTD			
			INSURER B: Twin City Fire Ins Co			
			INSURER C: First Rehabilitation			
			INSURER D:			
			INSURER E:			
			INSURER F:			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR NYCD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	01SBAUX8041	12/07/2013	12/07/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> Hired AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		01SBAUX8041	12/07/2013	12/07/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		01SBAUX8041	12/07/2013	12/07/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A		01WECJW3393	01/27/2014	01/27/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYER \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	NS Disability		D332920	01/27/2014	01/27/2015	
A	Crime blanket Bond		0277094-13	01/01/2014	01/01/2015	Third Par 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Computer Solutions & Technologies LLC is additional insured.						
CERTIFICATE HOLDER			CANCELLATION			
COMPUS1			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
			AUTHORIZED REPRESENTATIVE 			

N. EXCEPTIONS, OBJECTIONS AND REQUESTED CHANGES

Avani Technology Solutions inc. does not note any exceptions, objections or requested changes to the RFP or the sample Professional Services Agreement.

Management Summary



Avani is the technology company our clients can trust because we develop software solutions and provide IT professionals with the highest standards and at the best value, all the while utilizing ethical and eco-friendly practices.

What Defines Us... sets Us Apart:

- We excel in creativity by empowering the members of our team
- Our greatest achievements lie within the satisfaction of our employees and customers
- We retain employees through a positive work environment and challenging opportunities
- We make our client's dreams our own
- We take utmost care of the security of our clients' information
- We make ethical choices and stand by our accountability
- Avani gives back to our community
- Our managers are down-to-earth and approachable.
- We believe in green practices and strive to create eco-friendly tech solutions

Avani has a passion to be the IT partner of choice to help meet and exceed the Humboldt County's information systems objectives in features, value, speed, and quality. It would be our pleasure to work with the Humboldt County to meet the challenging development and support requirements outlined in the RFP. Thank you for the opportunity to respond to the proposal.

