



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS  
REQUEST FOR WRITTEN QUOTE  
RFQ 2022-30**

**Information for Vendor:**

Quotes must be on company letterhead with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to Wakulla County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be awarded the contract.

If there are specific questions regarding the scope of services, please contact the Director of Human Resources, Debbie Dubose at [ddubose@mywakulla.com](mailto:ddubose@mywakulla.com) or 850-926-0919 extension 707.

**Issue Date:** Thursday, September 1, 2022

**Purpose:**

The Board of County Commissioners is seeking written quotes for an applicant tracking software. The software must automate hiring and selection process, be able to accommodate civil service recruiting, demonstrate fair and transparent hiring process, decrease hiring time, and increase candidate quality by offering screening.

**Required Software Capabilities:**

Online Application Submission

- Create applicant profiles
- Ability to upload resume
- Maintain EEO and Veteran statistics
- Create an applicant workflow for HR managers to track and manage

Reporting

- Create an applicant profile to track what employment sector they are coming from
- Track standard EEO statistics
- Create Human Resource reports that can be sent to directors and other hiring managers

Training

- Provide software training to HR staff and management
- Assist HR Director evaluate the County's current recruiting process
- Provide support after initial implementation of the software

❖ **The vendor, along with the written quote, is required to submit Public Sector references.**

REQUEST FOR WRITTEN QUOTE – APPLICANT TRACKING SOFTWARE

**Time and Deliverables:**

The selected vendor shall be expected to complete all necessary and required services pursuant to this quote. It is expected the software implementation and training shall not exceed 30 days.

Upon award of the written quotation the vendor will be required to provide the necessary liability insurance as per County requirements.

Quote Responses are due by: **Thursday, September 8<sup>th</sup> @ 3:00pm** and will be received by the Procurement office located at 3093 Crawfordville Hwy, Crawfordville, Florida 32327. Quotes can be hand-delivered or sent via regular or express mail to the above referenced address or sent via email to [ptaylor@mywakulla.com](mailto:ptaylor@mywakulla.com). If the response to this request is not received by the above deadline it will be considered null and void.

Procurement Office Contact  
Patty Taylor  
3093 Crawfordville Hwy  
Crawfordville, FL 32327  
850.926.0919 Ext. 705  
[ptaylor@mywakulla.com](mailto:ptaylor@mywakulla.com)