

May 17, 2021

ENQUIRIES AND RESPONSES #2
NWRFP-21-15
HR Applicant Tracking System
New Westminster, BC

ANSWERS TO SUBMITTED QUESTIONS

- Q1 Is JD Edwards able to extract flat files from an ftp server and import into their system? (for the connection to JD Edwards)?
- A1 The City does not import data directly into the main database tables in JDE. There is always an intermediate table where the data is loaded and then jobs run on the JDE side to validate the data and populate the tables. It would be a custom program to extract a flat file from an ftp server.
- Q2 Any requirements on the timeliness of specific data? (Real-time, within 8 hours, within a day, week, etc.)?
- A2 The timeline between JDE/Kronos incorporates both real-time (invoked jobs by staff) and overnight updates.
- Q3 Any specific Data mapping requirements we should be aware of in regards to the JD Edwards integration points?
- A3 Yes, the City would need to use set data mapping layouts between the ATS and JDE. That work would be part of the discovery on JDE interface requirements.
- Q4 May JD Edwards provide any applicable APIs? What standard are these in? (SOAP, RESTful, etc.)?
- A4 The City has not explored what JDE API's are available for integration. This would be an additional cost and would need to be part of the discovery on JDE interface requirements.
- Q5 How will the integration with JD Edwards be supported by JD Edwards? (Managed Services? Standard Support? etc.)?
- A5 IT supports our JDE system. In addition, the City has a maintenance contract with Oracle for their on call support and maintenance.
- Q6 Do you have a need for Analytics on your hiring process?
- A6 Yes, the City would like to have some analytics but the City has not defined all the requirements. The City would prefer to use tools such as MS PowerBI.

Q7 Would you be able to provide an estimate of the number of applicants that apply for each role?

A7 Approximately 20 – 200 applicants per posting.

Q8 Can the City please confirm total employee numbers to be used? Page 9 of the RFP lists 738 regular and 678 auxiliary for a total of 1416. Is this accurate?

A8 Yes, this is an accurate approximate number that fluctuates due to attrition and new hires.

Q9 Please provide more detail on how the City would see a possible integration work between Microsoft Dynamics and Recruitment.

A9 The ATS is expected to be implemented before our MS Dynamics CRM platform; therefore, it would not be immediately integrated. Once the CRM is ready, we envision additional work to:

- modify the workflow to have the applicant use the eGov single sign on
- create a record in the CRM
- pass the information to the ATS
- update the CRM as HR work on the ATS 'file'

The ATS should confirm they have the ability to work with a CRM system and be able to use a single sign on/authentication.

Q10 Is the stated budget only for 2021 or subsequent years?

A10 The budget is what is available for 2021 and includes all externals cost including potential implementation, licenses and training. Note that all proposals will be evaluated on not just the amount but the level of effort as well.

END of Enquiries and Responses

Yours truly,



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Purchasing Manager