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| **Note that all documents under this RFP process are subject to public disclosure. Please exclude confidential or proprietary information, as appropriate.** |

***Instructions are provided in blue and may be deleted.* Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable.**

CCSF requires that the Prime Proposer or Lead JV Partner be the ATS provider. In order to provide a solution that meets CCSF's needs, CCSF expects the Prime Proposer to be extending their existing solution to meet the needs outlined in Section 2.2. Any custom work required (including any custom integrations) as well as implementation could be done by the Prime Proposer or a subconsultant or by the Lead JV Partner or JV Partner.

**6.3.2. Minimum Qualifications**

For Sections 6.3.2.1. and 6.3.2.2., Proposers must provide a prior project reference demonstrating their ability to meet each minimum qualification listed. Proposers should include no more than three (3) total references. In other words, at least one of the projects referenced has to meet multiple minimum qualifications. For Section 6.3.2.3., in lieu of references, Proposers must acknowledge their ability to meet the minimum qualification listed.

Include below references (limited to three) and their relevant information. Contacts for each project are required. DHR will not inform Proposers when references will be contacted. The Proposer should ensure that client contact information listed in the response is up-to-date and should notify references that DHR may be contacting them. See RFP Section 9.14.

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| **Reference 1** | **Contact Name and Job Title** | *[Insert name and job title]* |
| **Organization Name** | *[Insert organization name]* |
| **Project Name** | *[Insert project name]* |
| **Phone Number** | *[Insert phone number]* |
| **Email** | *[Insert email address]* |

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| **Reference 2** | **Contact Name and Job Title** | *[Insert name and job title]* |
| **Organization Name** | *[Insert organization name]* |
| **Project Name** | *[Insert project name]* |
| **Phone Number** | *[Insert phone number]* |
| **Email** | *[Insert email address]* |

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| **Reference 3** | **Contact Name and Job Title** | *[Insert name and job title]* |
| **Organization Name** | *[Insert organization name]* |
| **Project Name** | *[Insert project name]* |
| **Phone Number** | *[Insert phone number]* |
| **Email** | *[Insert email address]* |

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| **6.3.2.1 The Prime Proposer or Lead JV Partner must possess the following qualifications:** |
| **Experience providing and implementing a cloud-based ATS to an organization (other than the City and County of San Francisco) that processes at least 100,000 job applications per year or has at least 10,000 employees**  *Which reference meets this minimum qualification and how? Reference (1, 2, or 3):* *[insert reference #]*   |  |  |  | | --- | --- | --- | | Processes at least 100,000 job applications per year | * Yes | *[Insert # of applications and calendar year]* | | Has at least 10,000 employees | * Yes | *[Insert # of employees]* |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Implemented a product that handles personally identifiable information**   |  |  | | --- | --- | | * Yes | * No |   *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Implemented a product that meets Gov Sec 508 and WCAG 2.0 or 2.1 guidelines as periodically amended or updated**   |  |  | | --- | --- | | * Yes | * No |   *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Implemented a product that integrates with PeopleSoft HCM**   |  |  | | --- | --- | | * Yes | * No |   *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Implemented a product that uses an API to interface with other core HR systems as well as smaller integration points or subsystems**   |  |  | | --- | --- | | * Yes | * No |   *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |

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| **6.3.2.2. The Proposed Project Manager must possess the following qualifications:** |
| **Experience working with agile development processes and investing in feedback cycles to improve products and processes in an iterative way**   |  |  | | --- | --- | | * Yes | * No |   *Which reference meets this minimum qualification? Reference (1, 2, or 3):* *[insert reference #]* |

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| **6.3.2.3. Geographic limitations:** |
| **CCSF data must be hosted on servers located within the continental United States**   |  |  | | --- | --- | | * Yes | * No | |