# **Response to Request for Proposal**

July 22, 2025

**Applicant Tracking System (ATS) AND IMPLEMENTATION**

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AI-generated content may be incorrect.Request for Proposal: **#2025‐46**

Submitted by: **Inovium, LLC**

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**Contract#: 47QTCA24D000H**

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# **Transmittal Letter**

July 22, 2025

City of Bowling Green

Procurement Manager’s Office

City Hall Annex

1017 College Street, Bowling Green, KY,2024

Subject: Transmittal Letter for RFP

Dear City of Bowling Green Selection Team,

On behalf of Inovium LLC (Inovium) and our partner Brightmove, I am pleased to submit our proposal in response to your Request for Proposal (RFP) #2025-46 for the City of Bowling Green (City) Applicant Tracking System (ATS) and Implementation solution. Our team is excited about the possibility of working with the City to transition from your current solution to a best-of-breed Cloud solution, enabling your 900 team members with modern user-friend tools for day-to-day recruiting operations and in service to your constituents.

Our proposal outlines Inovium's comprehensive approach to the City’s transformation project. We have chosen to leverage the technology of our partner, Birghtmove, who offers a cutting-edge recruiting and tracking cloud solution. When coupled with our agile deployment methodology, we know that this will ensure flexibility and efficiency across the City’s hiring needs.

With a team of consultants experienced in all aspects of Human Resouces and Employee Lifecycle support coupled with Birghtmove’s 2+0 year track records, we are confident in our ability to deliver a seamless, exciting new experience. This solution will also simplify the City’s hiring by providing deep cutting edge technology that also simplifies the recruitment process.

Please find our detailed proposal enclosed, which includes the product offering, our technical approach, project management strategy, cost proposal, and information on our team's qualifications. We look forward to the opportunity to discuss this proposal further and to the prospect of contributing to the success of the City’s initiatives.

Thank you for considering Inovium for this project. If you have questions or need more information, please contact me directly.

Sincerely,

Michael Brandt

***Chief Revenue Officer***

**Inovium, LLC**

Mobile: +1 305-906-0390



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# **Executive Summary**

## Introduction

At Inovium, we are committed to fostering a foundation of trust and empowerment for our customers and their employees. Through our expert guidance and the innovative, agile approach to implementing Brightmove, we aim to lead businesses through transformative digital journeys.

## Mission

Our mission is to unlock the full potential of your workforce, enabling streamlined operations and enhanced productivity. We are dedicated to your success, ensuring that every digital transformation strategy we implement is designed to elevate your organization's efficiency and drive tangible outcomes.

## Our Purpose

To empower organizations by transforming their workforce management through innovative solutions, agile continual improvement, and expert consulting. Our purpose is to enable businesses to harness the power of digital transformation, optimizing their human capital potential and fostering a culture of trust, efficiency, and growth. We are dedicated to delivering strategic insights and practical solutions that drive organizational success and employee satisfaction, leveraging the strength of Brightmove’s Applicant Tracking System to achieve these goals.

## Historical Background and Customers

Since July 2017, we have specialized in human capital management and workforce management implementations and support. We are relentlessly dedicated to revolutionizing the digital landscape for HR and the workforce.

Our team boasts an average of over a decade of experience in both software and domain expertise, ensuring that your projects thrive, and your outcomes exceed expectations.

## Financial Stability

Inovium is pleased to extend an offer to provide financial documents upon request by the City of Bowling Green. Inovium is rooted in fiscal prudence and has consistently demonstrated profitable growth since our inception in 2017. Our success is attributed to our solid reputation and an expanding portfolio of success stories, underlining our year-over-year progress and advancements. This financial stability and growth trajectory underscore our commitment to excellence and the trust placed in us by our clients and partnership with Brightmove which also continues to build year over year.

## Experience and Proficiency

Inovium’s team represents one of the most experienced HR, HCM, and Workforce practices in the the industry. Our team of highly experienced consultants typically have well over a decade of experience as prior Brightmove staff, practitioners, and/or consultants for the recruitment space. Inovium is also a small business on the GSA schedule for Public Sector and Federal Work.

## **Partnered for Success: Introducing Brightmove for the City of Bowling Green**



**Brightmove** is a leading, cloud-based Applicant Tracking System (ATS) with over 25 years of experience in developing innovative hiring software. Designed to streamline recruitment processes, BrightMove combines ATS and CRM capabilities into a single, AI-powered platform that addresses modern talent acquisition challenges, including low unemployment and regulatory demands. As Inovium's implementation partner for this Applicant Tracking RFP, BrightMove offers a scalable, compliant solution tailored to the unique needs of public sector organizations, such as government agencies, educational institutions, and non-profits. Inovium, a specialized Human Capital Management (HCM) and Workforce Management (WFM) consulting firm headquartered in Austin, Texas, will leverage its expertise in enterprise software implementations to ensure seamless deployment, customization, and ongoing support, drawing from its alliances with leading HCM providers.inovium.cominovium.com

**Key Features Aligned with City Needs**

BrightMove's platform is highly customizable, enabling workflows that align with government hiring policies and support merit-based recruitment in regulated environments. Core features include:

* **AI-Powered Automation and Insights**: Human-in-the-loop AI agents automate candidate sourcing, screening, and matching, while providing real-time analytics to optimize diversity hiring and reduce bias.
* **Multi-Channel Job Distribution and Sourcing**: Free tools for posting to job boards, social media, and networks, facilitating outreach to diverse talent pools and supporting equal employment opportunity initiatives.
* **Mobile-Responsive Accessibility**: A web-based interface optimized for desktop, tablet, and mobile devices, ensuring ADA-compliant accessibility for candidates and recruiters in distributed public sector teams.
* **Advanced Reporting and Dashboards**: Comprehensive, ad-hoc reporting for audit readiness, including metrics on recruitment efficiency, applicant demographics, and process optimization.
* **Integrations and Scalability**: Seamless connections with email (e.g., Exchange), social networks, and HR systems, backed by 99.9% uptime to handle large applicant volumes typical in public sector hiring.brightmove.comresearch.com

**Compliance, Security, and Regulatory Support**

Public sector organizations require rigorous adherence to standards, and BrightMove excels in this area with built-in compliance features:

* **Regulatory Compliance**: Full support for OFCCP (Office of Federal Contract Compliance Programs), EEOC (Equal Employment Opportunity Commission), and GDPR, enabling automated compliance reporting and audit trails for federal contractors and data privacy.brightmove.comresearch.com
* **Security Standards**: SOC2 compliant, with role-based access controls, data encryption, and a publicly available Trust Center, ensuring the protection of sensitive candidate information in high-stakes government environments.brightmove.com+2 more
* **Diversity and Inclusion Focus**: Tools for tracking and promoting diverse hiring, aligning with public sector mandates for equity and transparency.

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**Partnership Value with Inovium**

As the implementation partner, Inovium brings specialized expertise in HCM deployments, ensuring rapid onboarding, tailored configurations, and post-go-live optimization. This collaboration minimizes risks associated with public sector implementations, such as integrating with legacy systems or meeting stringent timelines, while maximizing ROI through efficient talent acquisition.

In summary, BrightMove, partnered with Inovium, delivers a robust, future-proof ATS that enhances public sector recruitment efficiency, ensures regulatory compliance, and supports mission-critical goals like diversity and accessibility. This solution is ideal for the RFP, positioning your organization to attract top talent while maintaining operational excellence.

**Proposal Contact**

|  |  |
| --- | --- |
| Name of Company | Inovium, LLC |
| Software Brand Name | Brightmove |
| Name of Preparer | Michael Brandt |
| Name of Primary Contact for Follow‐Up Questions | Michael Brandt |
| Contact Phone Number | 305-906-0390 |
| E‐mail Address | michael.brandt@inovium.com |

# **Vendor Background**

| **#** | **Question** | **Yes/No** | **Response** |
| --- | --- | --- | --- |
| **1** | Please state the year the Vendor started in the business of selling applicant tracking solutions. |  | **BrightMove:** Founded in 2005 (20 years in ATS solutions). **Inovium:** Founded in 2017 (7 years in HR technology implementation) and recently became a Brightmove Reseller and Partner. |
| **2** | Where is the Vendor company's headquarters? |  | **BrightMove:** 320 High Tide Drive, Suite 201, Saint Augustine Beach, FL 32080. **Inovium:** 1005 Congress Ave., Suite 925, Austin, TX 78701. |
| **3** | Please list the Vendor's sales in the previous three years: 2024, 2023, 2022 |  | Inovium has maintained steady annual growth since inception on the millions. We would be happy to furnish financial statements should we be shortlisted. |
| **4** | How many total employees does the vendor have in each category? |  | **Combined Team:**  Sales/Marketing: 12, Management/Administration: 8,  Help Desk/Support: 15,  Development: 25,  Implementation/Training: 18,  Other: 10. Total: 88 employees dedicated to supporting our joint venture clients. |
| **5** | Has this company or product being proposed ever been purchased or acquired by another company? |  | Both BrightMove and Inovium remain independent companies with stable ownership structures and long-term commitment to their respective markets. |
| **6** | Indicate if the company incurred an annual operating loss in the last 5 years. |  | Both companies have maintained profitability and positive cash flow over the past 5 years, demonstrating financial stability and sustainable business models. |
| **7** | Has the company had a workforce reduction during the past 5 years? | No | Both companies have experienced consistent growth in headcount over the past 5 years, expanding teams to support increasing customer demand and product development. |
| **8** | Has the company had a data breach within the past 5 years? | No | No data breaches reported. BrightMove maintains SOC 2 Type I certification and both companies follow strict security protocols and regular security audits. |
| **9** | Does the vendor have a toll-free support line? If so, what are the operating hours? | Yes | BrightMove: 904-861-2396 (Monday- Friday, 8 AM - 6 PM ET). Inovium provides dedicated project support during implementation with flexible scheduling for municipal clients. |
| **10** | Does the vendor have a knowledge base and updated training documentation available at no additional cost? | Yes | BrightMove LightHub (support.brightmove.com) contains 466+ articles, user guides, tutorials, and technical documentation. All included at no additional cost with comprehensive search capabilities. |
| **11** | Does the vendor offer training videos or recorded webinars at no additional cost? | Yes | Extensive library of training videos, recorded webinars, and interactive tutorials available through LightHub. Inovium provides additional customized training materials during implementation. |

**References**

Inovium would be happy to set up reference calls should we be shortlisted. Out of respect for our clients calendars and daily workload, we do not provide contract information at the RFP stage. We have listed a few of our customers for reference.

|  |  |
| --- | --- |
| Client Name | City of Corpus Christi |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email |  |
| Been a Client Since (Year) | 2023 |

|  |  |
| --- | --- |
| Client Name | City of Carrolton, TX |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email |  |
| Been a Client Since (Year) | 2022 |

|  |  |
| --- | --- |
| Client Name | Central Ohio Transit Authority |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email |  |
| Been a Client Since (Year) | 2024 |

**Applicant Tracking System - General Questions**

| **#** | **Question** | **Yes/No** | **Response** |
| --- | --- | --- | --- |
| **12** | Please explain how your product is licensed. How are additional licenses sold? |  | Per worksite employee model: $25 per employee per year. Includes unlimited user accounts (up to 10 full users included), all standard features, Tyler ERP integration, 99.9% uptime SLA, SOC 2 Type I security. Scales with your workforce - no per-user licensing complexity. |
| **13** | How are updates to your product deployed? How frequently? Are they manual or automatic? |  | Cloud-native platform with automatic updates deployed monthly. No manual intervention required. All updates include security patches, feature enhancements, and performance improvements with zero downtime deployment. |
| **14** | Please list the standard job posting/job board integrations included with the product. |  | Standard integrations include: Indeed, LinkedIn, ZipRecruiter, Glassdoor, CareerBuilder, Monster, Google for Jobs, and 50+ additional job boards. Custom integrations available for specialized boards. |
| **15** | Does the vendor offer a free evaluation period for the City to assess usability and functionality? | Yes | Sandbox environment available for $100/month during evaluation period. Provides full platform access for testing and evaluation purposes (not for staging/production promotion). |
| **16** | On pemises hosting | No | Cloud-native SaaS solution hosted on enterprise-grade infrastructure with 99.9% uptime SLA. Provides better security, scalability, and maintenance than on-premises solutions. |
| **17** | If the solution is fully cloud based, does the vendor commit to a 99.9% uptime percentage? | Yes | Guaranteed 99.9% uptime SLA with enterprise-grade infrastructure, redundant systems, and 24/7 monitoring. Comprehensive disaster recovery and business continuity planning. |
| **19** | Integration with on-premises Active Directory | Yes | Full Active Directory integration via LDAP/SAML for seamless single sign-on (SSO) and user authentication.  Supports both on-premises and cloud- based AD environments. |
| **20** | Two-factor authentication (2FA) | Yes | Multi-factor authentication (MFA) supported including SMS, email, and authenticator app options. Configurable per user group with administrative controls for security policies. |
| **21** | Mobile application that supports both iOS and Android operating systems | No | No standalone mobile app. Platform is fully responsive and mobile-optimized for candidates and hiring managers. Provides native mobile experience through web browsers on all devices. |
| **22** | Integration with Tyler Technologies New World ERP HRIS | Yes | Direct API integration with Tyler New World ERP for seamless data synchronization including employee records, position management, and payroll integration. Inovium has specific Tyler integration expertise. |
| **23** | Import new applicant information from .CSV files or other methods | Yes | Comprehensive import capabilities supporting CSV, Excel, XML, and direct database connections. Bulk import tools with data validation and error reporting for seamless data migration. |
| **24** | All data stored within the United States, including backups | Yes | All data and backups stored exclusively within United States data centers with strict data residency controls. SOC 2 Type I certified infrastructure ensuring compliance with government data requirements. |
| **25** | ADA Compliant applicant website | Yes | Fully ADA/WCAG 2.1 AA compliant career site with screen reader compatibility, keyboard navigation, and accessibility features. Regular accessibility audits and compliance monitoring. |
| **26** | Native e-signature and/or a fully embedded integration with DocuSign | Yes | Native e-signature capabilities for offer letters and documents. Additionally supports DocuSign integration for advanced document workflows and compliance requirements. |
| **27** | System leverages AI to search through the database of prospects to recommend matches | Yes | Wiz AI platform provides intelligent candidate matching, automated screening, and predictive analytics. AI- powered search and recommendation engine for optimal candidate-job matching. |
| **28** | Product integrates with Microsoft Outlook for interview scheduling | Yes | Direct Microsoft Outlook integration for calendar synchronization and interview scheduling. Supports both Exchange and Office 365 environments with automated calendar invitations. |
| **29** | Ability to send emails (leveraging templates or sending ad-hoc) to candidates, contacts, and other client users throughout the entire hiring process | Yes | Comprehensive email system with customizable templates, automated workflows, and ad-hoc messaging. Bi- directional communication tracking with full audit trail and personalization capabilities. |
| **30** | The platform provides the status of emails sent, providing transparency should an email address bounce or reject the email communication | Yes | Real-time email delivery tracking with bounce detection, open rates, and delivery confirmation. Detailed reporting on email campaign effectiveness and failed delivery notifications. |

**Notifications/Messaging**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Question** | **Yes/No** | **Response** |
| **31** | Both bulk and adhoc emails can include attachments such as images, forms, pdfs, etc. | Yes | Full attachment support for all email types including PDFs, images, forms, and documents. Bulk email capabilities with attachment management and size limit controls. |
| **32** | Vendor platform provides the ability to text candidates (leveraging templates or sending ad-hoc) throughout the entire hiring process | Yes | Engage SMS module provides comprehensive text messaging with templates, automated workflows, and bi-directional communication. Full integration with hiring process stages and candidate journey. |
| **33** | Native SMS text capabilities and the ability to send individually or in bulk | Yes | Native SMS capabilities through Engage module with individual and bulk messaging. Includes dedicated phone numbers, campaign management, and message segment tracking. |
| **34** | System stores a detailed bi-directional communication log including date/time of all communication methods | Yes | Comprehensive communication audit trail capturing all email, SMS, and system interactions with timestamps, user attribution, and full message content for compliance and tracking. |
| **35** | Email, mobile push, and in platform notifications to alert users when key workflow tasks are ready for action | Yes | Multi-channel notification system with email alerts, in-platform notifications, and mobile-responsive alerts.  Configurable notification preferences and workflow-based triggers. |
| **36** | Configurable reminder notifications are automatically sent out to task holders to help ensure tasks are completed | Yes | Automated reminder system with configurable timing, escalation rules, and task completion tracking.  Customizable reminder schedules for different workflow stages and user roles. |

**Searching/Reporting**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Question** | **Yes/No** | **Response** |
| **37** | Detailed audit logs and/or reporting that can be automatically generated on a schedule | Yes | Comprehensive audit logging with automated report generation and scheduling. Tracks all user actions, system changes, and data modifications for compliance and security monitoring. |
| **38** | System provides out of the box reports and also supports building ad-hoc reports that can be viewed within the platform | Yes | Extensive library of pre-built reports plus custom report builder with drag- and-drop functionality. Real-time reporting with interactive dashboards and data visualization capabilities. |
| **39** | All fields, including custom fields, are available for reporting and analytics | Yes | Complete field availability for reporting including all standard and custom fields. Advanced analytics capabilities with cross-field analysis and trend reporting. |
| **40** | Out of the box reports that can be further configured to meet the needs of the organization | Yes | Configurable standard reports including activity workflow, time-to-fill, hiring manager productivity, source effectiveness, and EEO compliance reporting with customization options. |
| **41** | Ability to report on how much time applicants spend in each hiring stage/pipeline | Yes | Detailed pipeline analytics with time-in- stage reporting, bottleneck identification, and process optimization insights. Historical trending and comparative analysis capabilities. |
| **42** | Users can easily export search results and report data to Microsoft Excel in .CSV or  .XLS format | Yes | One-click export functionality for all reports and search results. Supports CSV, XLS, and XLSX formats with preserved formatting and data integrity. |
| **43** | Applicant search criteria can be saved as templates for recurring use | Yes | Saved search templates with customizable criteria, sharing capabilities, and quick access functionality. Template management with version control and user permissions |

**Candidate Facing**

| **#** | **Question** | **Yes/No** | **Response** |
| --- | --- | --- | --- |
| **48** | Self-scheduling capabilities for qualified candidates for interviews and other events | No | No candidate self-scheduling tools available. Interview scheduling managed through hiring manager calendar integration with manual coordination. Alternative scheduling solutions can be integrated if required. |
| **49** | Automated candidate messaging at different stages of the hiring process | Yes | Comprehensive automated messaging system with stage-based triggers, personalized templates, and workflow integration. Configurable timing and content for all hiring process stages. |
| **50** | Resume parsing to improve the candidate's application experience and reduced data entry | Yes | Advanced resume parsing technology with high accuracy rates and support for multiple file formats. Automatic field population and data validation to streamline application process. |
| **51** | Candidates can create a user account to make updating application information, resumes, and applying for multiple jobs convenient | Yes | Candidate portal with account creation, profile management, and application tracking. Resume storage, job alerts, and application history with easy reapplication capabilities. |
| **52** | Candidates can apply for a job posting without creating a user account | No | Account creation required for all job applications to ensure data integrity, communication tracking, and enhanced candidate experience. Quick registration process minimizes barriers to application. |
| **53** | Mobile friendly career site that allows candidates to view, search, and filter job opportunities | Yes | Fully responsive, mobile-optimized career site with advanced search, filtering, and job discovery capabilities. Optimized for all devices with fast loading and intuitive navigation. |
| **54** | Digital offer process - ability to send customized offer letter to candidate that they can reject/accept and notification be sent back to offer owner | Yes | Complete digital offer management with customizable offer letters, e-signature capabilities, and automated workflow notifications. Track offer status and response with audit trail. |

**Configuration/Administration**

| **#** | **Question** | **Yes/No** | **Response** |
| --- | --- | --- | --- |
| 55 | Ability to create custom user groups and multiple user roles | Yes | Comprehensive role-based access control with unlimited custom user groups and granular permission settings. Department-specific roles and hierarchical access management. |
| 56 | Ability to limit user access to certain application pages and questions (confidential information for public safety positions) | Yes | Granular access controls with field-level and page-level restrictions. Configurable confidentiality settings for sensitive positions and background check information. |
| 57 | Flexibility to create different types of custom questions including: multiple choice, rating scale, open-ended, checkbox, drop down validation sets, yes/no, and file upload | Yes | Comprehensive question builder with all specified question types plus conditional logic, validation rules, and scoring capabilities. Unlimited custom questions with advanced formatting options. |
| 58 | Create, configure, and manage multiple workflows from within the product | Yes | Visual workflow builder with drag-and-drop functionality, conditional branching, and automated actions. Multiple workflows per job type with approval chains and escalation rules. |
| 59 | Ability to create custom fields on both job postings and applicants that can be organized into sections/groups | Yes | Unlimited custom fields with section organization, field grouping, and conditional display logic. Support for all data types with validation and formatting options. |
| 60 | Job postings can be organized and grouped based on user defined categories | Yes | Flexible job categorization system with custom categories, hierarchical organization, and multi-level grouping. Department-based organization with custom taxonomy support. |
| 61 | All fields (standard or custom) can be set as required, hidden, or read-only throughout the platform for each individual user group | Yes | Granular field-level controls with user group-specific settings. Dynamic field behavior based on user permissions and workflow stages with inheritance capabilities. |
| 62 | Ability to create job specific screening questions | Yes | Job-specific screening questionnaires with knockout questions, scoring algorithms, and automated candidate ranking. Customizable per position with conditional logic. |
| 63 | Ability to prevent applicant from proceeding if they don't meet minimum qualifications | Yes | Knockout question functionality with automatic disqualification and customizable messaging. Minimum qualification screening with transparent feedback to candidates. |
| 64 | Create, configure, and manage a library of form, letter, and email templates | Yes | Comprehensive template library with version control, sharing capabilities, and merge field support. Customizable templates for all communication types with approval workflows. |
| 65 | Ability to set user viewing permissions at the job posting level | Yes | Job-level access controls with user and group-specific permissions. Confidential job postings with restricted access and internal-only visibility options. |
| 66 | System offers career site that is fully customizable within the product without the need for an outside design agency | Yes | Built-in career site builder with drag-and-drop customization, branding options, and embedded video support. No external design agency required with professional templates and customization tools. |
| 67 | Ability to create and track custom sources of candidates | Yes | Custom source tracking with unlimited source categories, UTM parameter support, and ROI analytics. Track specific job fairs, social media campaigns, and referral programs. |
| 68 | Toolset provided to create assessments, forms, and surveys for applicants to complete during the application process | Yes | BrightForms module provides comprehensive assessment and survey creation tools with scoring, analytics, and integration capabilities. Custom forms with conditional logic and validation. |
| 69 | Workflow/process steps/pipelines can be created per job posting | Yes | Job-specific workflow configuration with custom pipeline stages, approval processes, and automated actions. Flexible workflow design with conditional routing and escalation rules. |
| 70 | Job templates that contain foundational data and custom job fields can be used during job creation to pre-populate and reduce data entry | Yes | Comprehensive job template system with pre-populated fields, custom field inheritance, and quick job creation capabilities. Template library with version control and sharing options. |

**General Functionality**

| **#** | **Question** | **Yes/No** | **Response** |
| --- | --- | --- | --- |
| **71** | System allows for free-form notes on applicants. Each note includes the date, time, and user created information | **Yes** | Comprehensive note system with timestamp tracking, user attribution, and rich text formatting. Individual and bulk note capabilities with search and filtering options. |
| **72** | Internal secured notes can be created that can only be viewed by specific users | **Yes** | Confidential note system with user-specific access controls and secure viewing permissions. Internal notes with audit trail and access logging for sensitive information. |
| **73** | System can manage applicant/talent pools, allowing individuals to submit personal data and resumes without applying for a job opening | **Yes** | Talent pool management with proactive candidate database, resume storage, and skills tracking. Candidates can join talent pools for future opportunities with automated matching. |
| **74** | Users can add tags/keywords to candidates that can be used for easy searching | **Yes** | Flexible tagging system with custom keywords, bulk tagging capabilities, and advanced search integration. Tag management with autocomplete and standardization features. |
| **75** | Tags/keywords can be used to add candidates to specific talent pool(s) | **Yes** | Tag-based talent pool assignment with automated categorization and smart pool management. Dynamic pool membership based on keyword combinations and criteria. |
| **76** | Ability to filter candidates by individual responses and/or overall rank based on weighted questions or knockout questions | **Yes** | Advanced filtering with weighted scoring, knockout question logic, and multi-criteria ranking. Customizable scoring algorithms with automated candidate ranking and qualification assessment. |
| **77** | Mobile app that allows users to search and view candidate information, jobs they have applied to, and the ability to add notes/feedback | **No** | No standalone mobile app. Full functionality available through mobile-responsive web interface with optimized mobile experience for all hiring manager tasks and candidate management. |
| **78** | Mobile app provides a "to-do" page for each system user with unviewed/actionable items | **No** | No mobile app. Task management and notifications available through responsive web interface with dashboard alerts and notification system for actionable items. |
| **79** | Job postings can be posted to display internally or externally | **Yes** | Flexible posting options with internal-only and external visibility controls. Configurable posting rules with approval workflows and automated posting schedules. |
| **80** | Ability for internal-only jobs to have internal screening questions and messaging | **Yes** | Internal job configurations with specialized screening questions and messaging templates. Separate workflows and communication paths for internal candidates. |
| **81** | User can specify the date/time to automatically post and unpost the job | **Yes** | Automated posting scheduler with date/time controls for job publication and removal. Timezone support and recurring posting options with notification alerts. |
| **82** | Ability to track post offer activity (reference checking, drug/alcohol test results, background check, physical fitness exam, etc.) | **Yes** | Comprehensive post-offer tracking with customizable activity types, status management, and integration capabilities. Workflow automation for background checks and pre-employment requirements. |

## **Project Methodology**

The City, with its diversity, requires a comprehensive, cloud-based finance and payroll administrative system. Brightmove ATS, partnered with Inovium, offers the most complete, robust, scalable, and secure solution tailored to meet the unique needs of public sector customers and each of your departments’, ensuring seamless integration and operational efficiency.

Inovium’s Deployment Methodology for cloud is comprised of four key iterations with smaller iterations with each: These iterations are Analyze and Design, Build and Validate, Deploy, and ongoing Configuration Support. The key concept of Inovium’s model is ensuring the customer is actively involved in each iterative sprint validating every step of the way. This ensures that every aspect of the city’s requirements are validated in real-time. The diagram below articulates the flow of a single iteration and then a visual of how the entire project flows.



*A computer screen shot of a diagram

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***Project Management***

As outlined in the previous section, Inovium follows a SCRUM agile approach to implementations.

**Project Team**

The typical project team is made up of the following Inovium Team:

* **Scrum Master**
  + Primary contact for clients
  + Manages Jira board
  + Manages project scope
  + Tracks hours burn, milestone dates, and projected overages
  + Enforces rigor on Agile process
  + Coordinates effort with Brightmove processes, including support tickets, access and provisioning, defect resolution, and escalations
  + Manage enhancements/extension contracts (CR). Coordinates with Solution Architect for sizing and with Sales for commercials
* **Solution Architect**
  + Escalation point for technical and functional approaches
  + Provides best practices in the industry and product
  + Coding/configure the product for high complexity or high complexity solutions
  + Effort sizing and timeline estimates for new projects, upgrades, enhancements, and CRs to existing implementations
  + Escalation for in-scope vs out-of-scope requirements
  + Mentor consultants on product features
  + Keep updated on the latest features of the product
* **Application Consultant**
  + Configures, develops, and unit tests product.
  + Creates and refines Jira cards
  + Author BDDs and supporting documentation
  + Coordinate testing efforts - SIT, UAT, and parallel testing
  + Extracts and analyzes data to investigate issues and determine best practices.
  + Primary contact for client SMEs
* **Migration Manager (optional)**
  + Executes migrations to promote configurations to production instances
  + Enforces rigor on migration logs / packages
  + May involve using the technical tool (DMT) or manually reconfiguration directly in production instance

**Services Available**

Inovium offers a full spectrum of consulting and support services over the entire implementation life cycle and continuous improvement initiatives post-go-live and years thereafter. Inovium is strongly positioned to provide the necessary experience and skill set to assist you as it looks to migrate to the Brightmove complete recruiting platform. We have one of the most successful implementation track records and adhere to a disciplined project management approach. Our well-defined agile methodology will ensure complete transparency and long-term success.

Throughout all service lines, we ensure quality through structured service approaches, total customer transparency and proactive project management. Inovium’s proprietary Agile Implementation Methodology forms the framework for smooth, fast, and accurate implementations, a proven, disciplined approach backed by knowledgeable, experienced people, and practical tools and processes.

**Enjoy the Benefit of Agile, Progressive Deployment**

At Inovium, we recognize that an enterprise software solution is a significant investment. With Inovium, customers will be able to:

* Deploy quickly and reliably anywhere in the world.
* Accelerate time to value and minimize risk.
* Achieve a cost-effective, easily supported deployment.
* Maximize the long-term value of City of Bowling Green investment.
* Experience a focus on constant improvement.

**The key benefits of Inovium’s Deployment Method include:**

* + 1. **Business Process Thinking:** Focus on business benefits, not just the software.
    2. **Enterprise Architecture:** Designing a sustainable I.T. foundation.
    3. **Enterprise-Wide Rollouts:** Model company definition followed by repeatable deployments.
    4. **Project and Program Management:** Provides structure and governance.
    5. **Organization Change Management:** Ensures adoption and enterprise-wide value realization.
    6. **Flexibility:** Methodology tasks can be combined differently to suit the organization's specific needs.
    7. **Knowledge Transfer:** Built-in training and organization change management disciplines.
    8. **Reduced Project Risk:** Address high-risk items during early iterations, coupling with a focus on risk mitigation and contingency strategies.

## **Pricing Assumptions**

The following assumptions were used when estimating this project. Additionally, we leveraged internal resources that have worked with City of Bowling Green directly.

* All supporting documentation work products will be developed for industry-standard Microsoft Windows-based PCs using applicable (as reasonably determined by Inovium) Microsoft Office applications (Word, Excel, and PowerPoint).
* Unless otherwise expressly stated, no software code development will be made under this Prposal.
* Unless otherwise expressly stated, any data cleansing or data cleanup is wholly the responsibility of the Customer.
* The Customer will provide knowledgeable, decision-empowered resources that are available to work on the Project as part of the Project team.
* The Project will be sponsored by the Customer’s senior management, who will be available on a timely and regular basis to monitor the Project's progress and make policy decisions and resolve issues.
* When/If Onsite is needed, the Customer will provide a working environment and facilities adequate for Inovium to perform their assigned duties. This includes but is not limited to, adequate conference rooms, cubicle space, and telephone access. The Customer will provide Inovium with all necessary authorizations.
* The Customer will support the use of the Inovium team laptops on its network or the Customer will provide PCs with the Microsoft Office Suite and e-mail capability for the Project team.
* Project team members will be given access to the Customer’s Brightmove environment. The Customer shall provide secure dial-in and/or direct access to Customer networks as necessary.
* Inovium will be provided with the necessary access to all of the Customer’s facilities necessary for the Project, including all necessary identification material (badges, cards, etc.), subject to the terms and conditions of the PSA. This includes necessary access to such buildings and systems during and after normal business hours, on weekends, and on holidays. Limitation of Inovium access during these times may reduce Inovium’s ability to maintain the proposed schedule. Inovium will also be provided with the necessary authorizations for remote access to Customer’s systems. The responsibilities and assumptions are considered to be material contract duties of the Customer. The Customer agrees that any estimates provided in this SOW may be subject to change if Customer’s responsibilities and Project assumptions are not fulfilled.

# **Appendix 1: Additional Support Options: Configuration as a Service (Optional Add-On Service)**

The key to any successful deployment is what happens after go-live. With this offering, City of Bowling Green gains:

1. Ongoing Configuration Management
2. Strategic Software Adoption Support
3. Admin Staff Augmentation
4. Functional Support Desk and Portal
5. Ticketing System for Tracking Requests (Email/Web)
   1. Nature of the Issue
   2. Request Validation and Assignment
   3. Provide Support, Direction and Content
   4. Continual Status Updates
   5. Collaboration on Issue Resolution
6. Cadence of Business/Functional Review Monthly
7. Product Functionality Adoption Recommendations
8. Communication Brightmove Product Functionality NewsA screenshot of a computer

   Description automatically generated

# **Appendix 2: Inovium Social Policies and Data Security**

To address the RFP requirements for Section 5 on Social Policies and Data Security for WS/FSC, Inovium's practices and plans include:

1. **Equity, Diversity, and Inclusion (EDI):**

Inovium’s practices Equity, Diversity, and Inclusion (EDI) through the following:

1. **Diversity in Recruitment**
   1. Inovium actively seeks to diversify its workforce by implementing inclusive recruitment practices.
   2. Utilizing diverse recruitment channels, partnerships, and networks to reach a broader candidate pool.
   3. Ensuring that job descriptions are inclusive and free from biased language that might discourage underrepresented groups from applying.
2. **Equity in Company HR Benefits and 401 Investing**
3. The organization aims to provide equitable HR benefits to all employees, regardless of background or position.
4. Regularly reviewing and updating benefits packages to ensure they are inclusive and address the diverse needs of the workforce.
5. Offering flexibility in work arrangements to accommodate various personal and family situations.
6. Providing resources such as counseling services and employee assistance programs to support mental health and well-being.
7. Quarterly monitor and evaluation of 401 Employee Investing for Compliance
8. Implementing transparent and fair investment policies within the 401(k) plan that consider the varied financial goals and risk appetites of employees.
9. Regularly monitoring investment options to ensure they align with diverse employee needs and preferences.
10. Providing financial education and advisory services to help employees make informed investment decisions.
11. Ensuring compliance with regulations related to retirement benefits and tracking investments to maintain adherence.
12. **Inclusion**
    1. Implementation of Associate Consultant Program in 2022 to provide specialized training in Workforce Management (WFM) consulting.
    2. Ensuring the program is open to junior hires from diverse backgrounds, providing equal opportunities for career advancement.
    3. Pairing junior hires with mentors who can provide guidance and support throughout the program.
    4. Creating a supportive and inclusive learning environment that values diverse perspectives and experiences.
    5. Inovium added an Internship Program in 2023 to actively promote the Associate Consultant Program to include graduating university students through various channels.

In summary, the Inovium’s plan involves a holistic approach to Equity, Diversity, and Inclusion, integrating these principles into recruitment, HR benefits, investment tracking, and training programs to create a workplace that is not only diverse but also equitable and inclusive. Regular assessments and adjustments will be made to ensure ongoing improvement and alignment with the organization's EDI goals.

1. **Conservation of Natural Resources and Environmental Protection:**

At our core, Inovium focuses on digital transformation which represents helping organizations reduce and eliminate their paper and hard footprint. Our goal is to reduce City of Bowling Green carbon footprint through Infor’s cloud-based solutions and streamlined digital processes. For City of Bowling Green , Inovium will incorporate eLearning, mobile first design and implementation of an optimized cloud Brightmove offering. Our goal is a near zero footprint.

1. **Protection of Physical and Digital Assets**

Using Brightmove’s secure audited cloud environment, all City of Bowling Green assets are protected, leveraging audited secure infrastructure hosted on AWS’s Tier 4 hosting environment. Additionally, Inovium practices a access by need policy with all customer assets, if an employee is not physically working on this project, they will not have access to any of the project assets.