

## Request for Proposal (RFP)

### For the Development of a Faculty Sourcing and Onboarding Web Application

#### 1. Introduction

[University Name] (University) is seeking proposals from qualified vendors to develop and deploy a web application to streamline the faculty sourcing, screening, interviewing, and onboarding process. This application will be used by internal users across various departments and will also allow external nominations for faculty positions.

#### 2. Project Background

The University currently utilizes a manual, paper-based system for faculty recruitment, leading to inefficiencies and delays. This new web application aims to:

- Improve the efficiency of the faculty search process.
- Enhance collaboration and communication among departments involved in faculty recruitment.
- Provide a centralized platform for storing and managing faculty candidate information.
- Increase transparency and accessibility in the faculty search process.

#### 3. Project Scope

The project scope encompasses the development, deployment, and ongoing support of a web application with the following functionalities:

##### 3.1 User Management

- User roles with varying access levels:
  - o Administrator: Manage user accounts, approve faculty applications, modify application status.
  - o Faculty Search Committee Members: Access candidate information, collaborate on search processes, schedule interviews.
  - o Department Users: View faculty applications, participate in the screening process.
  - o Nominators (External): Submit nominations for faculty positions (limited access to application details).

##### 3.2 Faculty Sourcing

- Allow for the posting of open faculty positions with detailed descriptions and qualifications.
- Facilitate external nominations by allowing anyone to submit candidate information with supporting documents.
- Integrate with existing job boards or career websites.

##### 3.3 Candidate Screening

- Provide a centralized repository for storing and managing faculty candidate applications, including CVs, cover letters, reference information, and teaching materials.
- Enable search functionality based on keywords, skills, and experience.
- Allow committee members to collaborate on candidate reviews and rankings.

### 3.4 Interview Management

- Streamline the interview scheduling process with online calendar integration.
- Facilitate communication between committees and candidates through the platform.
- Allow for the collection of interview feedback and candidate evaluations.

### 3.5 Onboarding

- Provide a digital onboarding portal for new faculty hires to access essential information and complete required tasks.
- Facilitate communication between HR and new hires throughout the onboarding process.
- Allow for the storage and management of onboarding documents such as contracts and handbooks.

### 3.6 Reporting and Analytics

- Generate reports on faculty search activity, timeframes, and candidate demographics.
- Track key performance indicators (KPIs) related to the efficiency of the hiring process.
- Provide data visualization tools for analyzing trends in faculty recruitment.

### 3.7 Security

- Implement robust security measures to protect sensitive candidate information.
- Comply with all relevant data privacy regulations.
- Maintain a secure user authentication system with role-based access control.

### 3.8 System Integration

- Integrate with the University's existing Human Resources (HR) system for seamless data transfer.
- Explore potential integrations with other relevant University systems (e.g., student information system).

### 3.9 User Interface (UI) and User Experience (UX)

- Design a user-friendly and intuitive interface that caters to diverse user needs and skill levels.
- Ensure the application is accessible for users with disabilities.

- Provide a responsive design that adapts to different screen sizes and devices.

#### 4. Project Deliverables

The following deliverables are expected from the successful vendor:

- Functional web application meeting all requirements outlined in this RFP.
- Comprehensive user documentation for all user roles.
- System administration guide for ongoing maintenance.
- Source code and intellectual property rights for the application.
- Training sessions for administrators and key users.
- Warranty and ongoing support plan.

#### 5. Project Timeline

The University anticipates a project timeline of approximately [XX] months, with the following key milestones:

- Week 1-2: Proposal review and vendor selection.
- Week 3-4: Project kick-off meeting and requirements gathering.
- Month 2-X: Development and testing of application functionalities.
- Month X+1: User acceptance testing (UAT) and training.
- Month X+2: Deployment and go-live.

#### 6. Vendor Qualifications

The University seeks proposals from qualified vendors with a proven track record in developing and deploying web applications for the higher education sector. Vendors must demonstrate:

- Experience in developing similar faculty recruitment and onboarding systems.
- A strong understanding of secure software development practices.
- A team of skilled developers and UI/UX designers.
- A history of successful project delivery within budget and timeline constraints.