

**PRODUCT/SERVICE**

Provide the U. S. Department of Energy (DOE) with QuickHire System and Support as follows:

QuickHire Subscriptions (25 users)

QuickHire User Support (5 users)

Technical Support

**Statement of Work for Automated Staffing and Classification Systems**

***Period of Performance:***

Base Period: August 1, 2005 through July 31, 2006

Option Period One: August 1, 2006 through July 31, 2007

Option Period Two: August 1, 2007 through July 31, 2008

***Task Objective/Purpose:***

To support the Department of Energy's initiative by Human Resource offices throughout the country to automate the staffing process which includes case examining and merit promotion hiring processes. This initiative includes streamlining the staffing process, saving time during the recruitment process, and providing faster candidate referral to managers to fill critical positions.

***Additional Security Requirement:***

System must be fully compliant with the National Institute of Standards and Technology (NIST) Special Publication 800-37, Guide for the Security and Accreditation of Federal Information Systems.

***Description of Deliverables:***

- (1) Provide a web-based hiring system for applicants to apply for the Department of Energy's positions and submit applications/resumes electronically with built in capability to:
  - (a) Create on line vacancy announcements for all DOE positions (including Wage Grade)
  - (b) Post announcements to various websites automatically (sites include, but are not limited to, interface to Office of Personnel management's USAJOBS, DOE Jobs, internet web pages, diversity organization, state and local governments, etc.)
  - (c) Collect Race and National Origin data from applicant and maintain privacy\_
  - (d) Rate and rank applicants, including score and screen out applicants.
  - (e) Generate a certificate of eligible personnel.
  - (f) Provide web-based capability to screen and certify applicants to selecting officials.
  - (g) Provide electronic notification to applicants of the results *if the applicant status option is exercised.*
- (2) Provide customization of the product *as requested by the Project Officer up to the amount funded.*
- (3) Provide capability to import data *other than addresses, such ranking criteria.*
- (4) Ability to produce workload reports, statistical summaries, EEO Reports, and ad hoc reporting from databases and export data *as specified in the base QuickHire system.*

- (5) Provide training and training material for users.
- (6) Provide technical support and/or system updates.
- (7) Provide setup and/or configuration of infrastructure for production as well as a testing platform to conduct user test prior to production.
- (8) Provide back-up schedule for data maintenance, data integrity and contingency plans for system failures.
- (9) Ability to establish virtual private network and encryption of data.

***Description of Option Items***

*The following items may not all be available as line items in the current version of QuickHire as priced on the GSA Schedule. If these items become available during this order (including any option periods if exercised) these items may be ordered at the GSA Schedule price minus any discount the vendor chooses to offer.*

- (10) As an option, provide a web-based position classification system within DOE and/or deployment Department wide.
  - (a) Based on DOE information, establish pre-classified duty statements.
  - (b) Based on DOE information, establish rating schemes for individual series.
  - (c) Will assign classification based on pre-classified duties, rating schemes and percentages of times duties are performed.
  - (d) Will provide workflow mechanism from manager to personnel specialists and electronic signature.
  - (e) Will provide automated creation of vacancy announcement based on position description classified in the system. *(This item may be ordered as an option item when it becomes available.)*
  - (f) Will provide hardware/software to support the functions; application engineer to setup and deploy hardware and software and perform all setup steps needed for deployment to DOE staff.
  - (g) Will be developed in conjunction with DOE goals and objectives.
  - (h) Will provide training sessions and material for users.
  - (i) Will provide technical support and/or configuration of infrastructure for production as well as a testing platform to conduct user test prior to production.
  - (j) Will provide back-up schedule for data maintenance, data integrity, and contingency plans for system failures.
  - (k) Ability to establish virtual private network and encryption of data

***Description of Custom Services to be Available as Option Items:***

Provide the following custom services as requested: - Custom Development/System Interface

- Application Engineering
- Custom Reporting
- System Installation
- Web Site integration
- Onsite Support
- Maintenance of Customization