

REQUEST FOR PROPOSALS – Development of a Job Bank Database

Pincrest-Queensway Employment Services is a full-suite employment service providing employment services to job seekers and employers in Ottawa’s west end. We currently assist a number of job seekers with job search skills and techniques and provide opportunities for employers to connect with skilled candidates. Our services include workshops, employment resource room, employment counseling, job development, assistance with applications to government funded training and self-employment support, and supports to employers.

We are currently looking for a consultant to develop a database that can match job postings to job seeker resumes and provide an email alert to job seekers of the opportunities that match their skills and qualifications.

CONTEXT

We are currently working with a number of job seekers and employers to match job seekers with job opportunities. This is presently being done manually in the following steps:

1. Employer Liaison works with an employer to identify job opportunities
2. A job posting is generated either by the Employer Liaison or the employer
3. The posting is then communicated to the remaining employment services staff (Employment Counselors and Resource Room staff) either verbally or by email.
4. Employment Counselors and Resource Room Staff then communicate this information to job seekers either verbally or by email.
5. Job Seekers then respond their intentions to apply for the position to the staff member who has informed them of the job posting. If this is an Employment Counselor or a Resource Room staff person, they would then need to inform the Employer Liaison of the job seeker’s intent to apply for the job posting.
6. The Employer Liaison then screens all applicants based on employer requirements.

This is a time consuming and labour intensive means of facilitating a match between a job seeker and a job opportunity. We would like to have a database that is able to notify via an email notification system of job opportunities that match job seekers’ skills and goals.

SCOPE OF DATABASE

PQ Employment Services is interested in engaging consultants who are able to create an internal SQL database with the purpose of collecting job seeker profiles with job search criteria and connecting them with job opportunities available. This database should have the capacity for 4,000 job seeker profiles, 400 employer profiles, and 600 job ads. All information will be entered into the database by employment staff at the employment program site. Job seekers and employers will not need access to enter information into the database; however clients should be able to respond to the email that is sent to them. The scope of the work also requires the consultant to train staff members to maintain the database, provide a roll-out training to the staff, and create a user manual. In addition, an operational manual of how the system is set up and operates is required. Upon completion, ownership of the database will belong to PQ Employment Services.

The database should have the following functionality:

1. Job seeker profiles with a brief (5) set of criteria/indicators (pre-populated drop down menu).
2. Ability to load/attach resumes (.doc, .pdf) to job seeker profiles.
3. Employer profiles with a capacity for 400 employers, job seeker profiles for 4,000 job seekers, and 600 job ads.
4. Job ad descriptions with brief (5) set of criteria (including a comments field) and option to attach ad (.doc, .pdf).
5. An optional auto-archive option to set when ads are automatically deleted from the system after closing date.
6. Ability to export information into excel or word documents.
7. Ability to manually email ads and messages to job seekers within the system or by criteria/occupational grouping
8. Ability to auto-send job ads via email to job seekers based on their selected criteria.
9. Ability of job seekers to respond directly to job ads and attach resume in response.
10. Ability to search/group job seekers and employers by their occupational groups or criteria and to mail merge these groups.
11. Ability to generate basic reports, including reports on employers.

12. Database functions in both official languages.

13. Support for Microsoft SQL Server 2008 and Microsoft IIS 7.5

QUALIFICATIONS

- Demonstrated knowledge and experience in database development
- Ability to develop easy to use learning tools and to train staff on database usage and maintenance.
- Capacity to collaborate effectively and produce high-quality results by March 31, 2012.

SUBMISSION REQUIREMENTS

All proposals will be treated in confidence. Proposals should be succinct, easy to understand by non-technical screeners and include the following;

- a brief narrative of your approach to this project that reflects your understanding of its scope and outlines why your experience and qualifications are a good fit for the project
- A proposed timeline for proposed deliverables
- Other expectations you may have that are not addressed in the Request for Proposals
- Brief resume of the lead consultant(s)
- Names of three individuals who can provide references for you, addressing your ability to complete conceptual, high quality work, on time and on budget

The maximum allowable budget for this review is \$17,500.

Please submit your proposal by sending electronic copies to r.beauregard@pqchc.com

DEADLINE FOR PROPOSALS: 12:00 noon Friday, February 3, 2012