



REQUEST FOR PROPOSAL: AUTOMATED RECRUITMENT AND SELECTION SYSTEM

Appendix D: Glossary of Terms

This appendix contains definitions that are used throughout this procurement document, including appropriate abbreviations.

Appendix D: Glossary of Terms

A-I
J-Q
R-Z

Term	Definition
A-I	
Acceptance	Approval, after a test period, of software or any other contractor supplied component of this project, by the Procuring Agency.
Application Service Provider (ASP) Solution	The Vendor owns and operates a software application; owns, operates and maintains the servers that run the application; employs the people needed to maintain the application; makes the application available to customers everywhere via the Internet; and provides the related customer services.
Assumption	Information that the Vendor presumes to be true and upon which the Vendor has provided information in response to the RFP.
Central Human Resource Administrators	Human Resource (HR) professionals who will manage the setup, configuration and administration of the system and will provide help desk services.
Certification	Statements to which the Vendor attests.
Contract	An agreement for the procurement of items of tangible property or services.
Contractor	The firm with which the State of Delaware negotiates a contract to provide, host, maintain and support a system and provide related services as negotiated as a result of this RFP.
Customization	The altering of the delivered system functionality to fit the State's specific business needs.
RFP Designated Contact	The person authorized by OMB/HRM to receive and manage this procurement.
Determination	The written documentation of a decision including findings of fact supporting a decision. A determination becomes part of the procurement file to which it pertains.
DTI	Department of Technology and Information.
ERP	Enterprise Resource Planning. Referring to commercial enterprise software. The State of Delaware's ERP software is PeopleSoft.
Exception	An objection to or exclusion of a term or condition of the RFP made by the Vendor
Hiring Manager	Any State employee, usually a supervisor or manager, responsible for initiating requests to fill a vacancy and making and recording decisions about job applicants.
HRM	Human Resource Management, central executive HR office for State of Delaware government agencies.
Instructor Led Training	Training that is only conducted in formal classrooms with instructors. It is supported with approved training materials and is kept current through a formal process and conducted under a specified training infrastructure.
J-Q top	
Job Classification (Class)	A group of positions that perform similar duties, require similar job requirements, use the same salary range and test standards for each position in the group
Job Code	A unique alpha/numerical ID for a job class
Job Posting	Job postings are the primary source of information for applicants when applying for a vacancy. They are the advertisements of a job vacancy and the mechanism to communicate job information to applicants and to collect applications. Job postings include job specific information such as salary, pay grade, location, agency, job requirements, and open/close date and job duties



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Job Requirements	The mandatory education, training and experience required to successfully perform a job at entry, which are used to screen applicants. Job requirements consist of: KSA based competencies with proficiency levels, accomplishments and questions.
Job Specification	A written description of the core essential functions, levels of work, and knowledge, skills and abilities of a job classification
Manage Recruitment	Process of using historical information to plan for recruitment according to vacancy and retention rates, determine timeline and length of time for posting a vacancy (ies
Off-Site	Work being completed outside of a State of Delaware facility
OMB	Office of Management and Budget
On-Site	Work being completed at a State of Delaware facility
PHRST	The State's Payroll Human Resource System Technology
Prime Vendor	The vendor that is solely responsible for fulfillment of any contract with the State as a result of this procurement.
Process	Activity describing the targeted creation or changing of business objects or conditions, usually representing one or more transactions.
Project Plan	A document that describes the tasks and timeframe for the completion of system implementation and related tasks.
Proposal Evaluation Team	A body appointed by the OMB/HRM to perform the evaluation of Vendor proposals.
R-Z	top
Ranking Criteria	Ranking criteria are job factors that are scored in order to rank applicants.
Recruiter	HR professional responsible for recruitment and selection business activities and tasks.
Recruitment	The process of posting job vacancies and receiving applications.
Request for Proposal (RFP)	A purchasing document describing the State's interest in procuring products and/or services
Screening Criteria	See Job Requirements above.
Service Level Agreement	Document setting out the Vendor's standards including but not limited to: service delivery and performance measurements, system availability, problem handling, maintenance, system and customer support, performance reporting and penalty provisions for services not provided.
Services	Training, technical support, conversion and implementation services required for the effective implementation of the system.
System	Any and all Vendor software products including, but not limited to, conversion and interface software routines. The term "system" applies to all parts of software, including new releases, upgrades, updates, and modifications of software.
State	The State of Delaware.
Subcontractor	A vendor assigned by the Prime Vendor to provide a particular service. Prime Vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.
System Documentation	Manuals, handbooks, and other publications supplied with products or supplied in connection with services.
Training Material	All documents, presentations, instructor guides, and exercise guides and scenarios.
User	Any person who interacts with the system.
Vendor	Company which submits a proposal in response to this RFP.
Web Based Training	Self-paced instruction available via the internet
WWW	World Wide Web.