**ETB0051 - Simplified Bid**

**for**

**Korn Ferry Talent HUB or Equivalent Product**

**Wisconsin Department of Employee Trust Funds**

**Email: ETFSMBProcurement@etf.wi.gov**

**Release Date: February 4, 2022**

**Bids Due: Wednesday, February 16, 2022, by 4 PM CST**



The Wisconsin Department of Employee Trust Funds (Department) is requesting bids for Korn Ferry’s Talent HUB (Intelligence Cloud) Profile Manager with Content Library or equivalent competency framework and job competency/position library(ies) product.

**Simplified Bid Requirements:**

Your bid must be for the Korn Ferry Talent HUB product or equivalent competency framework and job competency/position library(ies) product.

Your product must integrate with the following Cornerstone OnDemand modules: Careers, Performance Management, Learning & Development. Your product must have a history of proven success of full integration with the aforementioned Cornerstone OnDemand modules within the last 5 years as verifiable by reference checks.

**A**. Your product must include the following:

1. Definitions for leadership, behavioral, and technical competencies, along with detailed descriptions for each standard of proficiency expected by organizational level.
2. A holistic, research-based repository of 4,000+ job roles. These profiles must be customizable and include all of the following proven dimensions of role success:
   1. Responsibilities
   2. Behavioral and technical competencies
   3. Traits and drivers
   4. Education
   5. Experience
   6. Detailed technical skills
   7. Critical experiences
3. The library(ies) provided with your product must be validated and updated annually at a minimum.

**B**. In addition to the product and product requirements above, the bid cost you enter below must include the following:

1. A two-year, unlimited license for 300 Department staff and at least 200 unique positions.
2. A minimum of ten (10) hours of customer support per year during the contract term for the successful use and implementation of the offered product by the Department.
3. All access and implementation fees, customizations, and any maintenance fees.

**C**. To compete for this solicitation, please provide the price for year one, year two, and the total price for years one and two combined for the product/services described above:

**Year 1:** $ \_\_\_\_\_\_\_\_\_\_\_\_

**Year 2:** $ \_\_\_\_\_\_\_\_\_\_\_\_

**Total:** $ \_\_\_\_\_\_\_\_\_\_\_\_

The total price listed above must not exceed $49,999.00 and must hold firm for the entire contract/license term (two years).

**D**. Complete the following:

| ***Company Name*** | ***Contact Name*** | ***Contact Email*** | ***Contact Phone*** |
| --- | --- | --- | --- |
|  |  |  |  |

**E**. Include with your bid response:

* this document with your price and contact details included; and
* a detailed description of your competency framework and job competency/position library(ies) product; and
* the completed (attached) bidder-required form.

**F**. Send your response to Beth Bucaida at: [**beth.bucaida@etf.wi.gov**](mailto:beth.bucaida@etf.wi.gov); include the text “Simplified Bid ETB0051” in the subject line.

**\*\*Vendor bids are due via e-mail (no faxes or mailed responses): Wednesday, February 16, 2022, by 4 PM CDT\*\***

**G**. The Department reserves the right to reject any and all bids. An award will be made, if the Department chooses to award a contract, to the vendor offering a combination of:

* the ability to **meet all of the above requirements** as determined by the Department; and
* **positive reference checks/results**; and
* the **lowest total bid price.**

**Special Terms:**

1. Indemnification – As a state agency, the Department cannot and will not indemnify a vendor on behalf of either the Department or the State of Wisconsin.

2. Security – The selected vendor will not have access to the Department’s systems, and no Department information will be shared with the selected vendor. The selected vendor must be ISO certified and provide services in a standard fashion and on a global basis. SOC reports of certain providers used by the selected vendor in delivering services to the Department (e.g., AWS, MS Azure) may be made available by the selected vendor to the Department in certain circumstances, subject to consent of those providers.

3. Audit – Given the scope of the product/services the selected vendor will provide to the Department, it is highly unlikely an audit pertaining to the contract between the selected vendor and the Department would be required. However, as a state agency, the Department is subject to state and Legislative Audit Bureau rules and regulations regarding audits. Should an audit be required, the Department would be responsible for the costs of such audit(s) except for any and all costs incurred by the selected vendor or the selected vendor’s subcontractors and related third parties to supply the information and data to conduct the audit(s). The selected vendor agrees to cooperate with the Department and the auditors in the event an audit is required. Audits will be no more frequent than once per year. Advanced notice will be given to the selected vendor should an audit be required.

4. Data Protection – The Department will not provide any protected health information (“PHI”) to the selected vendor, and therefore the selected vendor will not be considered a “Business Associate.” With the exception of relevant log-in information for one or two Department employees, the selected vendor will not host any personally identifiable information (PII) from the Department. As a state agency, the Department is subject to the Wisconsin Public Records Law.

5. Governing Law / Controlling Law – The contract between the selected vendor and the Department shall be construed in accordance with the laws of the State of Wisconsin.

6. Taxes – The Department is a state government entity and as such is tax exempt.

7. Advertising – Reference to or use of the Department, the State of Wisconsin, any of its departments, agencies or other subunits, or any State of Wisconsin official or employee for commercial promotion is prohibited. News releases pertaining to the Contract, shall not be made without prior approval of the Department.