

REQUEST FOR VENDOR
APPLICANT TRACKING SYSTEM



COUNTY OF FRANKLIN, PENNSYLVANIA

Due Date: February 3, 2023
County of Franklin, PA
Department of Human Resources
272 N. Second Street, Suite 900
Chambersburg, PA 17201

**County of Franklin, PA
Request for Proposal
Applicant Tracking System**

Purpose and Request for Proposal

The County of Franklin, herein the County, acting through its Department of Human Resources invites the submission of proposals from firms with expertise and experience to assist the County in the implementation of a hosted Applicant Tracking System (“ATS”).

The County has identified a need for an ATS to further the development of state-of-the-art human resource practices across the organization.

The Human Resources (“HR”) department at the County currently manages its processes in relation to candidate recruitment and tracking by manually entering this information. This is a very repetitive, tedious, and time consuming process that lacks the ability to identify potential candidates for vacant positions throughout the organization.

The County seeks an ATS that will provide process improvements within HR, add improved recruitment processes, and reduce the processes between HR and Payroll systems.

Background

The County is located in South Central, Pennsylvania and operates under the Franklin County Board of Commissioners. The County has 52 departments, approximately 615 full time and 110 part time employees. The County has multiple operations, encompassing several 24/7 facilities, that serve its population including, but not limited to, the Department of Emergency Services, the 911 Dispatch Center, the Franklin County Jail, the Franklin County Sheriff’s Department, Children and Youth Services, Adult & Juvenile Probation Offices, the Area Agency on Aging, and Court/Judicial operations.

Authorized Users

The hosted ATS will mainly be used by the Human Resources Department and hiring managers.

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Scope of Services

Franklin County is seeking qualified proposals for an on-line applicant tracking and talent acquisition systems for the Franklin County Human Resources Department. The solution must be capable of differentiating between 52 County Departments for record keeping and referral purposes.

Franklin County is seeking a comprehensive solution for online applicant tracking and talent acquisition system to be used for:

- Publishing job advertisements
- Generating an applicant pool
- Receiving, processing, and tracking applications
- Processing applications throughout the hiring process workflow
- Internal and external communication
- Reporting compliance and new employee on-boarding

When implemented, the system will be utilized to facilitate and track all facets of the hiring process, from the posting of a vacant position to gathering of post hire information. The applications will be housed on a server(s) of the software provider, otherwise referred to as an application service provider (ASP) arrangement Franklin County is open to a hosted or cloud solution.

The mission of the project is to streamline the recruiting, hiring, and onboarding process, from the posting of a vacant position to gathering of the new hire paperwork and the gathering of post hire information. One of the top priorities of Franklin County Government is to attract and retain highly qualified employees to support the County's Mission, Vision, and Values. This goal is accomplished through the recruitment, development, and retention of a talented, diverse, and a fully engaged team.

Streamlining the staffing process

1. Maintain overall recruitment cycle time, which is about an average of 42 days.
2. Reduce unnecessary processing time by increasing efficiencies in applicant data entry, tracking, and information retrieval.
3. Have a document source list/generator for standard applicant communications such as exam and interview invitations, regret letters and letters of offer, etc...
4. Reduce the use of paper processes.

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Pre-Screening capabilities

1. Improve the format of the information and data received from applicants to allow for valid and effective evaluations of an applicant's education, experience and competencies by providing a mechanism for applicants to answer job specific questions regarding qualifications.
2. Build a talent pool by maintaining a database of applicants with historical data which can be accessed and queried based on immediate staffing requirements.
3. Have a ready source/database of qualified candidates.

Talent Management

1. Ability to maintain a database which allows for applicant profiling and placement (inventory of internal skills, queries on specific skill sets, identification of skill gaps).

Reporting

1. Provide easily customized, real-time reporting/analytics features to the HR staff and management.
2. Provide competition and applicant status reports and updates through the entire staffing process.

Proponent Experience

The Proponent must specialize in hosted applicant tracking systems and the Proponent's ATS should have been in production for a minimum of 5 years with experience with County Government and Municipalities preferred.

Expectation of the Proponent's working hours

Throughout the lifecycle of the project, the proponent will be available either remotely or on site at the County of Franklin for bi-weekly status meetings. During the design and implementation of the ATS, the proponent should be available to work from Monday to Friday, 8 am to 5 pm (Eastern Standard Time).

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Definition

Applicant Tracking System: An applicant tracking system (ATS) is a web application that enables the electronic handling of recruitment needs. It provides an automated way to manage the entire recruiting process, from receiving applications to hiring and placing employees. The information in the database is used for screening candidates, applicant testing, scheduling interviews, managing the selection process, checking references, and completing new hires and onboarding paperwork.

Requirement for Support for candidates and County of Franklin users

After implementation, the proponent must provide help desk services to users (external to the County and internal to the County) in both official languages. The proponent should provide the users with help desk services both by telephone 7 days a week from 8am to 8pm (Eastern Standard Time) and online 24 hours a day, 7 days a week. The proponent should provide HR staff with help desk services during normal business hours from 8 am to 5 pm Monday to Friday (Eastern Standard Time) both by telephone and on-line.

Support Model

The Proponent should describe its support model, escalation process and contact information to be used in the event of problems (during Implementation and post Implementation) or any other Franklin County Government requests. The description of the support model must clearly identify the key elements required to provide user support.

Compatibility

The proponent should ensure compatibility with the technology within the County and also ensure that its resources are properly trained and equipped to work with the County's technology. The proponent's hosted solution should have a Uniform Resource Locator (url) that the County can link on its website, making it easier for public applicants to find this resource. Key areas of consideration in this area are:

1. The proponent's hosted ATS should be compatible with Web trends.

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2. The proposed hosted ATS should incorporate Adaptive Technology, which consists of work-related devices or equipment that allow employees with disabilities to participate as fully as possible in the workplace and include items such as magnification software and hardware, voice recognition software and augmentative communication devices’.

Security Requirements

The proponent should demonstrate that their application is secure and safeguarded against internet threats. Specifically:

1. The application should use Transport Layer Security (TLS) for all sensitive pages traveling on the public Internet;
2. Users should authenticate every time they use the application and their sessions can be timed out after being idle for a set timeframe;
3. The application should have the ability to perform auditing, usage logs and reporting on such data when required;
4. The application is a role based application allowing for segregation of duties amongst the user base;
5. The proponent should ensure that the solution is fully mitigated against the current OWASP Top 10.
6. The proponent should provide a quarterly security report on the solution. Any outstanding security issues should be reported with a corresponding mitigation, as well as a timeline for the implementation of said mitigation. A follow-up security report should be required after the implementation of each mitigation.
7. Franklin County reserves the right to perform a vulnerability and/or penetration test on the solution at their discretion. Any discovered vulnerabilities should be reported to the proponent, to which they should have a reasonable amount of time to respond with mitigation and a timeline for the implementation of said mitigation.
8. User credentials should not be stored in clear-text. Follow industry best practices for securing credentials, including password reset procedures.
9. The proponent should demonstrate their security patching methodology to ensure that threats are mitigated as quickly as possible.

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10. Internal County Staff accessing the system to review applicants or perform administrative functions should be using a Multifactor Authentication system."

Staff Qualifications

- Identify the key staff that the firm will assign to fulfill software solution requirements. Detail who would be the contract manager(s), project manager(s), IT manager, web developer, web administrator, database developer and database administrator and support staff assigned to the software solution.
- Detail the general technical qualifications and expertise of staff to be assigned to the software solution Contract.

Implementation Timeline

Proposers must include a clear and concise timeline in which implementation would be completed. Outline of distinct steps required throughout the implementation process, timeline milestones, target completion dates, etc. The vendor should describe its project management strategy and methodology as well as provide example deliverables for all major project milestones. This should include but not be limited to the following:

- Project Planning Process – include examples of deliverables
- Frequency of project meetings
- Action Item Tracking
- Issue Tracking
- Status Reporting
- Project Change Management
- Problem Resolution

The vendor is responsible for providing to the County a proposed Design and Implementation plan. This plan will adhere to the County's timelines and will include any and all associated consulting work either by the vendor or a third party. The implementation plan will be reviewed as part of the selection process. The vendor's proposed implementation plan must include:

- Implementation methodology and approach – include examples of deliverables
- Project Management, communications, change management and reporting
- Business process re-engineering and system configuration
- Hardware and software training and development of standard procedures
- Overall project schedule with detailed timeline
- Proposed number of Vendor consultants and their qualifications and experience relevant this implementation

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- Expected deliverables and assumptions
- Required skill sets to ensure that the County can perform future maintenance support and release upgrades with minimal to no vendor consulting.

- Training for staff that will be users of the product.
- Other areas critical to project success not defined above.

Organization Capabilities: Document a proven history of providing your ATS to state and federal agencies, counties, local municipalities and private sector partners.

- Describe your firm's experience and capabilities in providing your ATS within the past five years. At least three experiences should include implementing a solution to a county or state-level organization and to an organization with a minimum user base of 500, both of which may be satisfied through the same client. Be specific; identify the client, client's organization, implementation timeline, number of users, system hierarchy and results. Also include details concerning follow-up maintenance, support and customization for the client.

Strategic Direction

The vendor should describe its current technological and business functionality environment as well as any strategic direction determined critical to the vendor's long term success and viability in the marketplace. This analysis should include a description of how this implementation or project fits into the Vendor's strategic business plan and must answer the following questions:

- What differentiates the vendor from its competitors?
- Why should the County select and implement the Vendor's systems versus that of other vendors?

References

Proposals must include in their RFPs a list of at least five clients/buyers/organizations with whom the proposer has done business like that required by this solicitation within the last two years. Preferably public sector and/or government entities. For each client/buyer/organization, the proposer must include the name, title, address, and telephone number of a contact person along with a brief description of the project or assignment which was the basis for the business relationship. References may be contacted to assess the quality of work performed and personnel assigned to the project. The results of any reference contacts may be used in the evaluation of the proposal.

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Reference Chart

Company Name	
Address	
Installation Date	
Contact Name and Title	
Contact Coordinates (telephone number and email address)	

Reference Chart RFP Timeline (approximate)

Publish RFP	12/05/2022
Proposer questions by 3:00pm EST	01/06/2023
Distribute Responses to Questions	01/20/2023
RFP Submission deadline by 3:00pm EST	02/03/2023
Proposal Evaluation	02/24/2023
Vendor Presentations/Best and Final Offers	03/10/2023
Selection of Vendor	03/24/2023
Contract Execution	04/05/2023
Contract Start Date	04/06/2023
Implementation Timeframe	10/01/2023

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proposer should notify immediately the above named individual of such error and request modification or clarification of the RFP.

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RFP Process and Rules of Participation

Proposal Contents. Proposals should be organized and presented in the order and by the number assigned in the RFP. The technical proposal shall not exceed 25 pages.

1) Cover Sheet. A cover sheet containing the following information:

- a) RFP Title
- b) Vendor Name, Address, Telephone Number, and Email Address
- c) Principal contact person name and contact information
- d) Brief description of Proponent /Firm

2) Table of Contents. The proposer must provide a table of contents with page numbers.

3) Executive Summary. Provide a summary of no more than one page describing how you will meet the goals of the RFP and a summary of the cost information.

4) Vendor's Background and Organization: In this section provide the following information:

General Information

- 1) Number of employees
- 2) Organization chart
- 3) Audited financial statement for the last 3 years
- 4) Background of principals
- 5) Recently completed similar size projects
- 6) A copy of any licenses relevant to this project
- 7) Duration you have been doing business in this service or product line
- 8) Is your solution cloud based or on premises?
- 9) How many customers do you currently have? How many are with County Government agencies?
- 10) Describe your company's growth in the last 3 years.
- 11) What is your approach toward the future of recruiting?
- 12) How do you plan to improve your product or services in the next year?
- 13) How is your solution different from other similar systems?

Hiring Process and Integrations

- 14) Do you offer features for approving job openings
- 15) How does your system help the County communicate with applicants?
- 16) How does your system track email communication with applicants?
- 17) How does your system help us manage candidate profiles?
- 18) Can the County store a searchable candidate database in your system?
- 19) Can you upload resumes into your system and in which formats?
- 20) How does your system help the County manage and increase referrals?

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- 21) Can we send offer and no-offer letters via your system? If yes, do you have offer letter templates we can customize?
- 22) Does your system support an offer letter approval process?
- 23) Describe the process of posting a job with your system?
- 24) Do you offer templates for creating job ads?
- 25) Can we promote job ads on social media?
- 26) Can the County connect your system with our employment openings/careers page? List all the additional costs related to our employment openings/careers page on the pricing form. List all additional costs related to our employment openings/careers page on the pricing form.
- 27) How many job boards (free and paid) does your system integrate with? Please provide a list of all integrated job boards for the County to review.
- 28) Does your software provide testing solutions?
- 29) Does your solution integrate with Tyler Technologies?
- 30) Do you integrate with employee/background checking services?

Candidates and User Experience

- 31) Does your system capture duplicate candidate profiles?
- 32) How does your system help us search for new candidates online?
- 33) Can we have multiple hiring managers for each role? If yes, please describe how your system facilitates collaboration between hiring team members throughout the selection process and to assess the candidates?
- 34) Does your system offer email templates? Can the County create our own inside the system?
- 35) Does your system sync with Google calendars? How can we schedule interviews with your system?
- 36) Does your system work on mobile devices (Androids, iOS) and how? Do you have an app? Are the application forms optimized for mobile?
- 37) Does the system offer new hire onboarding capabilities?
- 38) Are there provisions in your system for people with disabilities?
- 39) What does the application process look like from the candidates perspective?
- 40) Does the system provide an employment application form that can be customized?
- 41) Can candidates apply without uploading a resume?
- 42) If the position requires higher education transcripts of other documentation, can they be uploaded with a letter of interest and a resume?
- 43) Do you offer electronic signature service for candidates and internal approvals?

Implementation and Sustainability

- 44) What is your usual implementation procedure? How long does it take to fully implement your system?
- 45) What actions for you to take to migrate data from existing systems?
- 46) What training do you provide during the implementation period?
- 47) What level of support do you offer after implementation?

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- 48) What training materials do you offer that are always accessible?
- 49) How and when can we reach your support services?

- 50) Describe your issue escalation procedure.
- 51) How do you resolve issues (e.g. crashes, slow loading, email malfunctions)?
- 52) How often do you upgrade/maintain your system? How much downtime is expected during system upgrades/maintenance?
- 53) How do you notify users of system upgrades/maintenance?

Security and Data Protection

- 54) What are your security standards/certifications?
- 55) What are your systems built in security provisions?
- 56) Where do you keep personal data of candidates and users?
- 57) Who has access to the data that the County will store in your system?
- 58) Can we have different levels of access for different internal or external hiring team members?
- 59) How would you help the County be EEO-complaint?
- 60) How are passwords reset if an applicant forgets their password or is locked out of their account?

Reporting

- 61) What report and analytics does your solution offer?
- 62) In what ways can we classify reports (e.g by role, department, open/closed vacancy)?
- 63) Does the system support custom reporting? If yes, can custom reports be done in house?
- 64) How does the system help us survey candidates and report on their experiences with the County's hiring process?

5) Technical Proposal. The Technical Proposal must address all items in the Scope of Work and include any other information you believe would be relevant.

6) Cost Proposal. If not already addressed in the Technical Proposal, the vendor must set forth a cost proposal including line item detail of equipment, labor and all overhead and profit within the proposal.

7) County of Franklin Professional Services Agreement. The contract between the County and the selected vendor will include the following non-negotiable contract provisions:

- a) Indemnification of the County.
- b) Non-indemnification of the contractor.
- c) Forum selection (Franklin County, PA Court of Common Pleas).
- d) Choice of law (Commonwealth of Pennsylvania).
- e) Termination for convenience/termination for cause by the County.
- f) County ownership of the instruments of service/deliverables.
- g) Prevailing party attorneys' fees.
- h) Nondiscrimination.

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- i) Suspension and debarment.
- j) Release of liability in favor of the County.
- k) Non-release of liability of the contractor.
- l) Insurance coverage and County status as an additional insured.
- m) Terms of payment and invoicing, including 45 day payment period.
- n) Data security, confidentiality, and use of County data and information.
- o) Any and all federal and state contract provisions required as a result of grant funding.

The County reserves the right to request additional contract provisions it deems necessary as needed to protect the best interest of the County.

Any confidential or proprietary information should be marked accordingly. Such information deemed by the vendor to be confidential or proprietary shall be easily separable from the non-confidential or non-proprietary sections of the proposal. All responses are subject to the Pennsylvania Right to Know Law, 65 P.S. §§ 67.101-3104, ("RTKL" or Right to Know Law"), which may mandate the release of any and all information and documents submitted by the proposer. By submitting a proposal, all proposers acknowledge the County's non-waivable duties under the Right to Know Law, and agree to cooperate therewith.

Any exceptions taken to such mandatory terms may result in rejection of the proposal. Any exceptions to the terms and conditions must be set forth in writing, with reasons for such objection, and alternate language suggested, or is otherwise waived.

Proposal Preparation and Submission. Proposers must submit an Original, two (2) copies, and an electronic version of all materials required for acceptance of their proposal. Electronic copies must be PDF documents accessible via Adobe Acrobat. Proposals must be received in the below office by the specified time stated above. To ensure confidentiality of all documents, proposals must be packaged and sealed.

**County of Franklin
Human Resources Department
272 N. 2nd Street, Suite 900
Chambersburg, PA 17201**

The County is not responsible for deliveries that do not reach the Human Resources Office by the required due date and time.

For ease of evaluation, the proposal must be presented in a format that corresponds to and references sections outlined within this RFP and must be presented in the same order. Written responses must be clearly identified and placed immediately following the applicable RFP question, statement and/or section. Exceptions/assumptions to this may be considered during the evaluation process.

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional

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materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Unnecessarily elaborate responses beyond what is sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Offeror's lack of environmental and cost consciousness.

If discrepancies are found between two (2) or more copies of the proposal, the original copy will provide the basis for resolving such discrepancies. If one (1) copy of the proposal is not clearly marked

"ORIGINAL," the County may reject the proposal. However, the County may at its sole option, select one (1) copy to be used as the Original.

The County, in its continuing efforts to reduce solid waste and to further recycling efforts requests that proposals, to the extent possible and practical, be submitted on recycled paper; not include pages of unnecessary advertising; be printed on both sides of each sheet of paper; and be contained in re-usable binders or binder clips as opposed to spiral or glued bindings.

Evaluation

1. Evaluation Committee. An Evaluation Committee shall be formed and composed of a minimum of five persons who will evaluate the proposals.

2. Scoring. The Evaluation Committee shall score and weigh responsive proposals of proposers that meet the Minimum Qualifications in accordance with the scoring criteria set forth below in this RFP.

3. Presentations. The Evaluation Committee may require all or a short list of proposers to give one or more oral or visual presentations in support of their proposals and/or otherwise demonstrate the information contained therein. Not all Proposers may be invited for demonstrations. A successful demonstration of the Proposers product(s) and/or service(s) does not constitute acceptance by the County. Any product(s) and/or service(s) furnished by the Proposer for the purposes of this presentation must be identical in every respect to those which will be furnished if a Contract results.

Award of Contract. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. The County shall not be obligated to accept the lowest priced proposal.

After negotiations have been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The County reserves the right to reject any or all proposals received prior to

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contract award. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

Proposals shall be kept confidential until a contract is awarded to the extent permitted under applicable law.

Rules of Participation

- 1.** Communication with the County. From the date this RFP is issued until the award of contract proposer and its staff shall direct all communications relating to this RFP solely to the person set forth on the first page of this RFP.
- 2.** Solely within its discretion, the County may withdraw this RFP prior to award of a contract, postpone this RFP, reject all proposals, or choose not to award a contract as a result of this RFP.
- 3.** Addenda. The County may issue an addendum to this RFP to correct or clarify the solicitation. It is the proposer's responsibility to ensure that it has received all addenda. Prior to submitting the Proposal Package the proposer should check with the contact person on the first page of this RFP.
- 4.** Modifying Proposals. A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the submission deadline.
- 5.** Mistakes. The County may waive or modify any mistakes in proposals that are deemed to be not material.
- 6.** The County shall not be bound by any oral or written representations, statements or explanations other than those made in this RFP or in formal written addenda issued to this RFP.
- 7.** Proposal. The proposal is a written offer and shall be irrevocable for six months. The offer may not be withdrawn after the submission deadline. Modifications to or withdrawals of a proposal after the submission deadline shall not be considered.
- 8.** Costs. Prices offered by the vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates, and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal. Systems and software upgrades shall be included as part of the maintenance agreement at no additional cost for the duration of the contract term.

The County shall not be liable for any costs incurred by proposers in the preparation of

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proposals or for any work performed in connection therewith. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the RFP,

are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the County.

9. Conditions of Award. All proposed awards will be subject to compliance with the County's legal requirements, vendor responsibility determination, and approval by its internal governing bodies.

10. Right-to-Know. Offeror understands that this request for proposal and records related to or arising out of this solicitation are subject to requests made pursuant to the Pennsylvania Right-to-Know Law.

11. Reservation of Rights. The County's name, logo, crest, seal, etc. shall not be used without prior, expressed, written consent of the County.

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Instructions for Non-Collusion Affidavit

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this RFP. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. RFP rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the vendor with responsibilities for the preparation, approval or submission of the RFP.
4. In the case of an RFP submitted by a joint venture, each party to the venture must be identified in the RFP documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary RFP" as used in the affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to submit an affidavit with the RFP in compliance with these instructions may result in disqualification of the proposal.

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NON-COLLUSION AFFIDAVIT

Contract Name _____
State of _____ County of _____
I state that I am _____ (Name and title)
of _____ (Name of firm) and that I am authorized to make this
affidavit on behalf of my firm, and its owners, directors, and, officers. I am the person
responsible in my firm for the price(s) and the amount of this RFP. I state that:

(1) The price(s) and amount(s) of this RFP have been arrived at independently and without
consultation, communication or agreement with any other contractor, vendor or potential
vendor.

(2) Neither the price(s) nor the amount(s) of this proposal, and neither the approximate price(s)
nor approximate amount(s) of this proposal, have been disclosed to any other firm or person
who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from
responding to this contract, or to submit a proposal higher than this proposal, or to submit any
intentionally high or non-competitive proposal or other form of complementary proposal.

(4) The proposal of my firm is made in good faith and not pursuant to any agreement or
discussion with, or inducement from, any firm or person to submit a complementary or other
noncompetitive proposal.

(5) _____ (Name of firm), its affiliates, subsidiaries, officers, directors, and employees
are not currently under investigation by any governmental agency and have not in the last four
years been convicted or found liable for any act prohibited by state or federal law in any
jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public
contract, except as follows:*

I state that _____ (Name of firm) understands and acknowledges that the above
representations are material and important, and will be relied on by Franklin County in awarding
the contract(s) for which this proposal is submitted. I understand and my firm understands that
any misstatement in this affidavit is and shall be treated as fraudulent concealment from the
Purchasing Agency of the true facts relating to the submission of this RFP.

(Name and Company Position) SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF
_____, 20____ *Note: Such a conviction of liability does not prohibit acceptance of your bid
or award of a contract but may be a basis for a determination that you are not a responsible
bidder. Please list any convictions or liabilities in the attached pages to this affidavit.