



NEGOTIATED REQUEST FOR PROPOSAL DC-2016-JW-04 HR APPLICANT TRACKING SYSTEM  
ADDENDUM #01

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NRFP DC-2016-JW-04 HR Applicant Tracking System

**Close Date/Time:**

January 20, 2017  
14:00 hours  
Pacific Time

**Issue Date:** January 6, 2017

**From:** CTC Procurement

**To:** All Vendors

**E-mail:** procurement@destinationcanada.com

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Below are answers to question(s) submitted in regards to the above noted NRFP DC-2016-JW-04 HR Applicant Tracking System

**Q1. How many hiring managers do you anticipate being on the system?**

Answer: We anticipate no more than 20 hiring managers.

**Q2. Regarding Section E1.3 Applicant data is currently stored in Outlook, what type of data is currently stored in Outlook that will be required for migration and what is the volume of it?**

Answer: Resumes and cover letters in both Microsoft Word and PDF version are currently stored in Outlook. Approximately 4.6GB of this type of data will need to be migrated.

**Q3. Is it possible to have an extension to the NRFP due to the holiday schedule?**

Answer: Unfortunately, our schedule does not allow for any additional time.

**Q4. Is it possible to have a native version of the NRFP document?**

Answer: Please see the attached native versions of the NRFP in both English and French.

**Q5. Is there any requirement to integrate with DC's HRIS system and if so, what type of data should be transferred and received?**

Answer: This is not a requirement at this point in time. DC may revisit this option in the next three to five years. Data includes employee personal data (social insurance numbers, addresses, marital statuses), work data (position history, job history), and benefits data.

**Q6. Please clarify what is meant by the mandatory requirement of an *ATS meets or exceeds Canada's privacy and data security requirements*.**

Answer: DC adheres to the best practise approach as it relates to the electronic storage of sensitive information. DC's preference is to have sensitive data stored in Canada. If the data cannot be stored in Canada then please provide jurisdiction(s) in which the data could be stored.