I. INTRODUCTION

Dexis is soliciting proposals from qualified vendors to provide an Applicant Tracking System (ATS) solution for Dexis. The scope of functionality for the proposed ATS solution is included within the preferred requirements section of this RFP (Attachment I).

This request for proposal (RFP) contains background information on and specific information that must be included in the proposals submitted. An electronic version of the proposal must be received no later than 17:00 EST on October 9th, 2026. Any questions should be submitted by 17:00 EST on September 25th, 2026 to the Dexis Points of Contacts listed below in Section III.

II. BACKGROUND

Dexis is a mission-driven security analytics company that helps U.S. Government agencies protect Americans from evolving threats at home and abroad. With nearly 25 years of experience, we support national security objectives through data-driven analysis, operational support, and agile program implementation for clients like the Department of Defense, Department of State, and Homeland Security by providing expert personnel and scalable solutions in border security, counter-narcotics, organized crime, and hybrid threat environments.

Dexis complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

III. DEXIS CONTACT

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to Brandy Jones, Senior Director, Human Resources and Operations (bjones@dexisonline.com), Idra Pavin, Talent Acquisition Administration / Operations Lead (ipavin@dexisonline.com), and Salima Boughrara, Senior Director of Contracts, Grants and Procurement (sboughrara@dexisonline.com).

IV. PROFILE OF OFFERER

State whether the offeror is U.S. owned and include a brief description of the size of the proposer. State whether the offeror qualifies as a small business under SBA size standards and, if applicable, identify the specific SBA small business classification(s) claimed.

V. QUALIFICATIONS

Describe recent experience with implementing an integrated ATS solution for organizations of a similar size and/or industry to Dexis.

Include three client references, preferably organizations similar in size and industry to Dexis.

VI. SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE

Describe the offeror's understanding of the scope of services described in Attachment I, including the name/version of the product(s) proposed, how the proposed product meets the functionality requirements described in Attachment I, and estimated implementation schedule. Proposals should not exceed 10 pages. Proposals should include an overview of the implementation timeline (implementation must be complete by January 8, 2027), key milestones for transition, and any migration support services provided.

VII. PRICING

For the purpose of preparing this proposal, assume a workforce population of 150 staff.

Provide an estimate of total costs for the solution(s) you are recommending. Estimate must include all costs for product, implementation, and servicing. Please make sure the following are included:

License Fee:

Annual Maintenance:

Implementation costs:

Training costs:

Customization costs:

Interface/feed development costs:

Monthly hosting fees:

Monthly processing fees:

Monthly service fees:

Other monthly fees (please describe):

Other one-time fees (please describe):

All third-party costs:

VIII. EXCEPTIONS TO CONTRACT REQUIREMENTS

Any exceptions to the requirements of the sample contract shall be noted in the proposal. Dexis will have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

IX. EVALUATION CRITERIA

Proposals will be evaluated against the following criteria:

- Attentiveness to functionality as outlined in Attachment I
- Adaptability of customizability of ATS (workflows, user permissions, job fields)
- Ease of integration with Outlook, LinkedIn, Paylocity, and Adobe Sign
- Cost
- Dexis may request access to the solution as described from the top offerors prior to making a selection; if this option cannot be provided, please clarify this in your proposal.

Attachment I: Preferred Functionality

I. Candidate Experience

Application Process & Accessibility

- Candidates can apply to jobs or express general interest with 1-click, from any device (mobile, tablet, laptop, desktop), without needing to create a UserID or password.
- Candidates can apply using social profiles (e.g., LinkedIn) or upload a CV, accessible from any device.
- Candidates can easily search and view job ads, read relevant content, apply to jobs, and upload CVs or attachments from any device.

Candidate Portal & Profile Management

- Provides a single candidate portal where applicants can view and manage all their applications from any device.
- Candidates can modify, save, and update their application information at any time across all jobs applied to.
- Candidates can self-withdraw from jobs, delete their entire application, and export their application data at any time from any device.

Personalization & Alerts

- Candidates can register to receive personalized job alerts based on key search terms.

Candidate Data & History

- Single Candidate Record: Maintains one unified record per candidate with comprehensive details, including past applications, interview feedback, notes, and emails.
- Talent Archive: Store and disposition candidates not hired in a searchable database for future opportunities.

II. Hiring Manager Experience

Collaboration & Mobile Access

- Hiring managers can monitor job activity and progress from their iOS or Android mobile devices
- Hiring Managers can receive notifications of hiring activity
- Hiring Managers can advance or reject candidates, provide or respond to feedback, and enter notes from their mobile devices
- Promotes collaboration between recruiters and hiring teams, including the ability to share CVs, candidate profiles, and notes within the platform

III. Candidate Management

Sourcing & Lead Management

- Lead Pipeline: Dedicated, configurable pipeline for managing passive candidate sourcing efforts.
- Candidate Sourcing Tools: Source candidates using filters such as interview stage and disposition reason; create custom source tags to track applicants from recruiting events or universities.
- Browser Extension: Source candidates from LinkedIn or similar platforms without manual data entry; check for duplicates before profile creation.
- Duplication Management: Prevent duplicate candidate records by auto-merging based on email/LinkedIn; prompt users to confirm potential duplicates.
- LinkedIn Recruiter Integration:
    - View LinkedIn profiles, send InMails, and subscribe to updates directly from the ATS.
    - Export/import candidate info between ATS and LinkedIn.
    - See ATS history (jobs, stages, archive status) while sourcing.
    - Sync InMail responses and messages; auto-create candidate profiles.

Email & Outreach

- Email Sync: Sync candidate email communication via Microsoft Outlook.
- Domain & Deliverability: Ensure emails (including offers) are sent from company domain to avoid spam.
- Outreach Features:
    - Send For: Email on behalf of hiring managers/executives.
    - Delay Send: Schedule emails for future send times.
    - Open/Click Tracking: Monitor email engagement.
    - Campaigns & Templates: Multi-touch personalized email campaigns with customizable templates (e.g., scheduling, offers, rejections); support for self-scheduling links.

Candidate Applications

- Easy CV Review: Bulk review of inbound resumes with quick stage progression or rejection.
- Custom Application Questions: Role-specific or reusable screening questions.
- Knockout & Auto-Tagging: Automatically reject unqualified applicants or tag them into talent pools based on responses.

Task & Activity Management

- Task Management: View and manage candidate-related tasks across the pipeline.
- Notifications & Alerts:
    - Email reminders for tasks (e.g., interview feedback, CV review).
    - Inactivity alerts when candidates sit too long in a stage.

Scheduling & Interviews

- Self Scheduling: Allow candidates to book 1:1s via availability links.
- Manual Scheduling:
    - Schedule individual or panel interviews directly from the ATS.
    - Outlook integration for real-time interviewer availability.
    - Support for interview rescheduling and partial panel updates.
- Lead Scheduling: Interview leads/prospects before adding them to a requisition.
- Time Zone Support: Handle scheduling across time zones.

- Interview RSVP Alerts: Get notified of non-responses or declines.
- Interview Plans & Defaults:
  - Create reusable interview plans by stage or job.
  - Assign default interviewers per stage or job.
- Interview Kits: Prepare interviewers with CVs, structured questions, and logistics (mobile-optimized, auto-save enabled).
- Structured Feedback:
  - Feedback forms with customizable formats (e.g., rating scales, dropdowns, free text).
  - Visibility controls to prevent interviewers from seeing each other's input.
  - Auto-reminders for feedback completion (adjustable frequency).
- Candidate Experience Surveys: Customizable, anonymous post-interview surveys.

Internal Mobility & Referrals

- Internal Candidates: Identify and manage internal applicants.
- Referral Tools:
  - Simple referral forms and social media referral links.
  - Email alerts to recruiters for new referrals.
  - Custom fields to gather info from referrers or about candidates.

Offers & Hiring

- Offer Form: Configurable fields with support for various input types.
- Approval Workflows: Multi-step routing based on job, department, location, etc.
- Email-Based Approvals: Approvers can review and approve offers via email (no login needed).
- Offer Letter Templates:
  - Upload .docx templates with merge fields.
  - Support for dynamic clauses based on conditions (e.g., relocation, bonus).
- E-signature Integration: Capture signatures via Adobe Sign.
- Signature Tracking: View status (sent, opened, signed) and auto-store signed offers in candidate record.
- Offer Deliverability: Ensure offer emails are sent from company domain.

Post-Hire & Analytics

- New Hire Sync: Integrate with HRIS (e.g., ADP, BambooHR, Paylocity) to pass new hire data.
- Custom Archive Reasons: Define disposition reasons (e.g., withdrew, compensation, backup).
- Source Tracking: Automatically detect and log source for reporting; handle multiple sources per candidate.

IV. Job Management

Requisition Management & Approvals

- Requisition Dashboard: Manage job requisitions and view details (names, active offers, department, recruiter, candidates in pipeline).

- Requisition Form: Configurable form to initiate recruitment, with Hiring Manager access to request new roles.
- Approval Workflows: Multi-step, configurable workflows route requisition approvals to stakeholders (Finance, HR, Execs) based on job, location, department, etc.
- Email-Based Approvals: One-click requisition approvals/declines via email, including all relevant requisition details (no ATS login needed).
- Requisition Statuses: Track requisitions as open, closed, draft, pending, rejected, or on hold.
- Copy Requisition: Duplicate requisitions for similar roles with options to edit and route for approval.
- Requisition Visibility & Permissions: Custom permission levels to restrict requisition and candidate visibility to specific users.
- Custom Requisition Fields: Add structured, optional or required custom fields (text, number, date, dropdown, groups).
- Auto-Generate Requisition Codes: Automatically create requisition identifiers.
- Requisition Reporting: Pre-built reports tracking progress and metrics (status, volume, time to fill, etc.).

Job Advertisement & Posting

- Job Dashboard: Customizable dashboard to manage job ads and view posting details (name, codes, location, work type, candidate counts) with filters.
- Requisition Template Library: Copy, edit, and route job ad templates for reuse and approval.
- Posting Templates: Standardized, uneditable paragraphs (e.g., About Us, EEO statements) appended to postings globally or by department/location.
- Posting Approval Workflows: Multi-step workflows for job description approval by stakeholders (Talent, Branding, DEI, etc.), configurable by criteria.
- Email-Based Posting Approvals: One-click job description approvals via email including ad details (no ATS login needed).
- Evergreen Postings: Post continuously open jobs without affecting requisition data or metrics like Time to Fill.
- Automated Job Board Syndication: Automatically publish public jobs to multiple boards (LinkedIn, Glassdoor, Google, Indeed) and track source performance.
- Custom Career Site: Fully or partially customizable career site including job listings, descriptions, and application forms.

Application Forms & Candidate Experience

- Configurable Application Form: Create job-specific or reusable application forms with optional/required fields.
- Custom Application Questions: Add screening questions tailored by role or standardized.
- Single Page Application: Simplified application form designed to be completed in 5 minutes or less.
- No Candidate Login Required: Reduce drop-off by allowing applications without account creation.
- Mobile Optimized Apply: Career site and forms optimized for all mobile devices.
- Apply with LinkedIn: Enable candidates to apply using LinkedIn profile data.
- Prevent Redundant Applications: Block or remind candidates who attempt to apply multiple times for the same job within a set timeframe.
- Source Tracking: Automatically detect and log source of career site applicants for reporting.

Communication & Email Templates

- Email Templates: Customizable templates for key recruitment stages (application confirmation, interview scheduling, reference collection, rejection).

V. Platform Capabilities

Integrations

- LinkedIn Recruiter Integration – LinkedIn Preferred Partner with pre-built integration that syncs data both ways, including InMail message sync.
- Email & Calendar Integrations – Office365 integration with automated two-way email sync; supports viewing availability, calendar events, conference room booking, RSVPs, and rescheduling.
- Video Conferencing Integrations – Integrates with Zoom, Teams, etc., to automatically add meeting links to invitations for candidates and interviewers.
- HRIS Integrations – Integration with Paylocity to automatically send new hire data (contact info, offer, position) when candidates are hired.
- Job Board Syndication – Automatically publish jobs to major job boards (Glassdoor, Google, Indeed, LinkedIn, Seek, ZipRecruiter, etc.) and track applicant sources.
- SSO – Integration with Okta Single Sign-On.

Candidate Engagement & Pipeline Automation

- Email Campaigns – Automated multi-touch email campaigns for passive candidates with custom timing, follow-ups, and disposition actions.
- Pipeline Progression – Automatically advance candidates when recruiters reach out and candidates respond.
- Engagement Alerts – Use signals like open/click rates and timing to proactively notify recruiters of highly interested candidates.
- Screening Questions – Configurable questions that auto-disposition candidates based on responses.

User Collaboration & Notifications

- Users can respond to @mentions directly from email or activity feed.
- Users can create secure (private) notes attached to one or multiple candidate profiles.
- Users can create open notes shared across the hiring team.
- Users may share candidate profiles with other users on the platform.
- Organized notifications list on login via desktop or mobile to track hiring updates requiring attention.
- Configurable automated notifications to alert hiring team members when action is needed.

Compliance & Data Privacy

- Unique data retention periods per country for automatic deletion of candidate PII per GDPR.
- Ability to add/configure separate privacy policies per country where jobs are posted.
- Platform links to provider’s privacy policy on job applications to inform candidates about data processing.
- Candidates can provide explicit consent on data use; platform records and tracks consent for compliance.

- Platform collects EEO and OFCCP data during application, with built-in screening questions and compliance reports.
- Downloadable on-demand EEO and applicant flow reports.

Talent Pooling & Candidate Search

- Talent Pooling – add candidates to a general database for future opportunities.
- Talent Pooling – tag and categorize candidates into custom pools for easy resurfacing.
- Advanced Search – full-text CV search and Boolean search to find candidates by keywords.
- Search Filters – filter results by stage, archive reason, source, interview rating, tags, etc.
- Snooze – set reminders to follow up with candidates at a future date.
- Candidate Notes – add ad hoc notes with @mentions to notify relevant stakeholders.

Mobile & Usability

- Mobile Optimized – fully optimized system for recruiters to search, review CVs, leave feedback, and add notes without needing an app.

VI. Security / Compliance & Support

Data Security & Encryption

- Data is encrypted in transit (via TLS) and at rest (AES-256 encryption).
- Files uploaded are automatically scanned for viruses on upload and download; infected files are quarantined.
- Data separation in the multi-tenant system is secured by a dedicated authorization engine and cloud-provider protections.
- Production and backup data stored in physically separated but logically connected data centers.
- Redundant infrastructure across multiple physically isolated data centers.
- Intrusion Detection and Prevention System (IDPS) and Web Application Firewall (WAF) protect infrastructure.
- Secure Software Development Lifecycle (SDLC) implemented for code development.

Compliance Certifications & Standards

- Provider's platform and physical locations are ISO 27001 certified.
- Data centers certified with ISO 27018, ISO 9001, SOC-2, PCI DSS Level 1, FISMA, DIACAP.
- Provider is SOC 2 Type II compliant and can share SOC 2 report under NDA.
- GDPR compliance with extensive options including data hosting in EU, appointed Data Protection Officer (DPO), Privacy Shield certification (EU-US and Swiss-US).
- FedRamp compliance or planned roadmap available under NDA.
- EEOC/OFCCP compliance with tools to collect demographic data anonymously and generate compliance reports.

Access Control & Authentication

- Single Sign-On (SSO) support via SAML 2.0 with user provisioning.
- Segregation of duties implemented as part of access control.
- Granular permission controls, including export permissions on a per-user basis.
- Integration with enterprise Identity and Access Management (IAM) platforms and support centralized authentication, authorization, user provisioning/deprovisioning, access governance,

role-based access control, multi-factor authentication, conditional access policies, audit logging, and federation standards including SAML 2.0, OAuth 2.0, OpenID Connect (OIDC), and SCIM.

Audit, Monitoring & Incident Management

- Real-time Audit API for monitoring key events, user activity, and security incidents.
- Security Information and Event Management (SIEM) platform used.
- Monthly internal penetration tests; biannual external penetration tests.
- Annual Business Continuity Plan (BCP), Disaster Recovery Plan (DRP), and social engineering tests.
- Emergency Incident Procedure (EIP) with monthly testing and Root Cause Analysis available on-demand.
- Breach notification procedures notify customers within 24 hours per global privacy regulations.

Privacy & Candidate Rights Management

- GDPR-compliant features including lawful basis, privacy notice, consent period, data retention timelines.
- Candidate options for consent to future contact (applicants and sourced candidates).
- Tools to manage individual rights requests (access, rectification, deletion) with task queues for recruiters.
- Configurable data retention and ability to anonymize or bulk delete Personally Identifiable Information (PII) after retention period.
- Separate privacy policies can be configured per country; candidates explicitly consent to data use.
- Platform links provider's privacy policy on job application pages.

Infrastructure Resilience & Disaster Recovery

- Traffic automatically redirected to secondary data center during primary data center failure.
- Hot-deployment mode for releases, allowing updates without downtime or service degradation.

Platform APIs & Customization

- Career Site API for full or partial customization of career site and application forms.
- Audit API for programmatic security and activity monitoring.
- Comprehensive API documentation provided for developers.
- Pre-integrated, configurable HRIS connectors for seamless integration.

Vendor Security Governance & Support

- Information Security Management System (ISMS) implemented organization-wide.
- Security governance based on risk assessments, with a dedicated Security Team.
- Regular employee security training.
- Provider Management Process for third-party vendors with regular audits.
- Dedicated security personnel managing customer data security.
- Support offerings include Live Chat during support hours, Support Portal, and a robust Help Center.
- Configurable admin settings allow customers to make changes without support intervention.
- Quarterly business impact reviews and roadmap updates.
- Professional services manage implementation, data migration, and training (virtual/on-site).
- Public real-time status monitoring page with outage notifications subscription.

VII. User Permissions

User & Team Management

- Create custom hiring teams and assign team roles to enable collaboration within the platform.
- Platform supports multiple admins for shared management responsibilities.
- Admins can add users, assign roles, manage permissions, and restrict or limit user access centrally.

Role-Based Access Control (RBAC)

- Standardized access roles aligned with recruiting functions (e.g., interviewer, recruiter, hiring manager).
- Custom access roles configurable by job, department, team, location, or combinations thereof.

Permissions & Access

- Admins can configure access groups allowing users to review jobs or candidates without being part of the hiring team.
- Grant granular permissions to sensitive information (offer details, private notes, candidate feedback) on a per-user basis.
- Permission to employee records (hired candidates/current employees) granted on a per-user basis.
- Users of any permission level can view CVs across the candidate database, without access to job-specific private details.

Approval Workflow Management

- Admins can configure both sequential and parallel approval workflows for requisitions and job offers to ensure appropriate review levels.

Reporting & Audit

- Admins have full reporting capabilities and APIs to track and audit activity.
- One-click download of pre-built reports for easy audit trail generation.

VIII. Reporting

Pre-Built Reports & Metrics

- Offer Reporting: pre-built reports tracking total offers extended with metrics like offer status, revisions, volume over time, average Time to Accept, and acceptance rate.
- Recruiting Reports: interactive reports on key recruiting metrics such as requisition status, pipeline conversion, source of hire, time to hire, time to fill, interview load, and offer status.
- Sourcing Reports: reports on sourcing metrics including emails sent, reply rate, pipeline conversion, effectiveness of messaging, and optimal number of touchpoints.

Report Customization & Management

- Report Filters: reports can be filtered by date range, job, department, team, location, status, source, recruiter, hiring manager, and more.
- Saved Reports: ability to save reports along with filters for ongoing use, with date ranges that update automatically.
- Scheduled Delivery: option to schedule reports and dashboards for automatic email delivery on a regular cadence.
- Exports: capability to export reports in various formats for further analysis or sharing.