**Scope of Work**

The AOC, Recruitment Unit is seeking proposals for vendors to provide online employment posting services to assist the AOC in their recruitment efforts. The AOC is seeking one to three vendors to provide this service and will be posting for up to 10 positions at a time. **We reserve the right to award in whole or part.**

**The overall goals are to:**

1. Establish the AOC as a viable and successful employer by attracting a sufficient and diverse applicant pool using the most cost effective means;
2. Provide competitive rates for online job postings that reach the largest audience feasible to entice new job applicants to work for the AOC, specifically in the San Francisco, Sacramento and Burbank locations;
3. Have postings that do not have minimum advertising timeframes (posted until removed);
4. Includes the ability to source or search for resumes posted to their site in the widest area possible;
5. Ease of use of service and customized job postings.

**Deliverables**

1. Provide the various cost options for posting job advertisements on your site during the one-year term. The AOC reserves the right to offer an additional one year extension of contract based on funding and competitive pricing.
2. Describe the ability and cost (if applicable) for customized job postings with “Branding” to look like state agency websites that grab the attention of prospective employees.
3. Describe the ability and cost (if applicable) to include URL’s to the AOC’s website.
4. Describe the ability and cost (if applicable) to search for resumes throughout California, specifically in the San Francisco Bay Area, Sacramento and Burbank (Los Angeles area) locations.
5. Provide reports or metrics that would be available.
6. Describe the process for posting jobs (including any restrictions) and using your service.
7. Describe other job search engines that utilize job postings from your site.
8. Describe costs associated to bulk postings.  Are there discounts available based on the number of postings?
9. Describe the ability and cost to create candidate screening filters.
10. Describe the ability and cost to contact candidates through your site.