

## Sources Sought Notice No. 2023-2051

### “Candidate Relationship Management Subscription” September 28, 2023

#### **Background:**

The National Renewable Energy Laboratory (NREL) is a national laboratory owned by the U.S. Department of Energy (DOE). NREL is the only federal laboratory dedicated to research, development, commercialization, and deployment of renewable energy and energy efficiency technologies. NREL is managed and operated for DOE’s Office of Energy Efficiency and Renewable Energy by The Alliance for Sustainable Energy (Alliance), the “M&O Contractor”.

NREL is looking for a software solution for Candidate Relationship Management.

#### **Objective:**

The objective of this Sources Sought is to identify potential subcontracting companies that are qualified and capable of meeting the project objectives. The project objective, at a high level, is to track all candidate interactions.

#### **Project Details:**

In the event a solicitation is released, NREL is seeking information from sources that may be capable of providing a solution that perform the Candidate Relationship Management that can perform the following functions:

- Building talent pools
  - Create and maintain a database of potential candidates, both actively seeking a new job and potential prospects for future openings.
- Relationship management
  - Through communication tools, the platform should help recruiters maintain ongoing relationships with potential candidates, including sending updates about company news, job opportunities or industry-related content to keep candidates engaged.
- Candidate segmentation
  - The platform should allow recruiters to categorize and segment candidates based on skills, interest, experience, past interactions, and other attributes.
- Track interactions
  - The platform should provide a holistic view of the candidate’s history with NREL, including, past applications, interactions, interview notes, feedback, and any other touchpoints.
- Sourcing insights and analytics

- The platform should provide analytic capabilities that give insights into the effectiveness of recruitment marketing efforts, sources of best candidates, engagement metrics, etc.
- Document storage
  - The platform should offer capabilities to store uploaded resumes from candidates, an possibly other documents from candidates.
- Communication
  - The platform should offer email campaign functionality, including group emails, individual emails, drip-sourcing.
  - The platform should provide email campaigns including click/open rates.
- Personally Identifiable Information
  - NREL will require the platform to provide security measures to ensure the privacy and protection of candidate data. If no measures exist, must state and must be open to a mitigation plan.

**Request Details:**

The Alliance intends to competitively solicit for Conference Planning Implementation Services, dependent on the volume of qualified responses received.

**Step 1 - Sourcing (SSN):** Parties that meet the minimum criteria outlined herein are encouraged to submit their capabilities statements. Submitted capabilities statements that meet the Alliance’s stated criteria will be considered for inclusion in the source list to receive notice of the planned RFP. The Alliance reserves the right to add additional sources to the source list at its discretion.

**Step 2: Qualifying (RFQ):** Once the source list is compiled (the Alliance reserves the right to add additional sources to the source list at its discretion), the Alliance will send each potential source the Request for Qualification (RFQ). Sources will then be asked to submit qualifications for the team according to the instructions in that document. The Alliance will then evaluate the submitted qualifications against the selection criteria.

**Step 3 - Proposal & Selection (RFP):** In the third and final step, offerors will be asked to demonstrate their technical approach to the project as well as a firm price to perform the work. This step may include oral presentations as a part of the final selection.

*Small-Business Requirements:* Sufficient, qualified responses to this SSN will determine if a total small business set aside is appropriate for a resultant RFP. The NAICS code applicable to this SSN is 513210.

The following links are being provided for convenience:

- <https://www.sba.gov/document/support--table-size-standards>
- <https://www.sba.gov/size-standards>

Period of Performance: The subscription will be for 12 months with four (4) Twelve-month option periods, for a total of sixty (60) months.

Anticipated Lead/Delivery Time: Subscription to begin on November 1, 2023.

Location of Work to be Performed: Offerors shall be able to demonstrate their capability to perform in these locations:

National Renewable Energy Laboratory (NREL)  
South Table Mountain Campus (STM)  
15013 Denver West Parkway  
Golden, CO 80401

Submission Requirements:

For companies interested in competing for the “Conference Planning Implementation Services” RFP, please submit the following to Rachel Province at [Rachel.Province@NREL.gov](mailto:Rachel.Province@NREL.gov) **on or before 5:00 p.m. (MST), October 5, 2023**. Your submission response is limited to 2-5 pages:

1. Company Name, Address, and Company URL (include bona-fide location as stated above)
2. Point of Contact Information (Email, Direct Phone Number)
3. Company’s Capability Statement
4. The Subcontractor shall provide a narrative of the Offeror’s company expertise with projects of similar scope, size, and complexity.
5. **Services Capability** (including optional capabilities): Alliance is seeking a subcontractor that has demonstrated success with similar projects, has experience with federally funded projects, is knowledgeable with challenging schedules on project delivery, and is well versed and skilled in effectively integrating with all project team stakeholders.

**Please complete the following table.**

1	Capabilities	Experience: Yes/No	Years Experience (if applicable)
1.1	Aforementioned in Project Details above		

***Disclaimer:*** Responding to this request identifies your company as an interested candidate only. Your submittal is not in response to a Request for Proposals (RFP). This is an SSN not a Request for Proposal. Verbal replies will not be accepted. All inquiries must be in writing via email. Project related questions will not be entertained at this point in the procurement process. This document represents a market research effort. Any costs associated with the development of a response to this request will not be reimbursed by NREL and submission does not guarantee or otherwise promise inclusion in any forthcoming RFP. In the event a solicitation results from this SSN, NREL reserves the right to set aside in total or in part any resultant award. No award will be made to any subcontractor/vendor that is not registered or in the process of registering with the System for Award Management (SAM). Please visit the SAM website at <https://sam.gov/content/entity-registration> for instructions on how to register.