



Purchasing Department
4400 University Drive, MS 3C1, Fairfax, VA 22030
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

**ADDITIONAL USER CONTRACT
GMU-ER0910-26**

In accordance with §6 of the *Governing Rules* it is the intent of George Mason University to access the contract listed below incorporating the Scope of Work as mutually agreed by both parties.

EFFECTIVE DATE: September 11, 2026

CONTRACT TITLE: Job Advertisement Services

CONTRACT ORIGIN: Wisconsin Technical Colleges Purchasing Consortium (WTC-PC)

RFP/IFB/CONTRACT NO: RFB 26-001AM / Contract # 228867

CONTRACTOR: **JobElephant.com Inc.**
5443 Fremontia Lane
San Diego, CA 92115

CONTRACT PERIOD: Effective Date to July 31, 2030, with two (2) successive one-year renewal options. This Contract will automatically renew if the Wisconsin Technical Colleges Purchasing Consortium elects to renew contract 228867.

SCOPE OF WORK: Contractor shall provide Job Advertising Services for the Human Resources department of George Mason University in accordance with this Additional User Contract and Wisconsin Technical Colleges Purchasing Consortium contract 228867. Job Advertising Services will be provided on an “as needed” basis. George Mason University (herein after referred to as “George Mason,” or “University”) is a public institution of higher education and agency of the Commonwealth of Virginia.

CONTRACT ADMINISTRATOR: Clifton Murray, Director of Talent Acquisition, Human Resources, cmurra2@gmu.edu

PRICING & PAYMENT SCHEDULE:

The pricing specified in this section represents the complete list of charges from the Contractor. George Mason shall not be liable for any additional charges.

Contractor will pass each ad fee through to George Mason at the ad placements list price. Contractor retains a commission through each agency’s commission plan. See attached WTC-PC contract Pricing/Fee Structure for specific examples.

Net 30 Payment Terms. Contractor should submit invoices directly to acctpay@gmu.edu to avoid delays in payment. Invoices must reference a George Mason Purchase Order number. All payments will be made Net 30 after receipt of goods, services rendered or when received at acctpay@gmu.edu, whichever is later.

CONTRACT DOCUMENTS IN ORDER OF PRECEDENCE:

- A. This signed Additional User Contract GMU-ER0910-26;
- B. WTC-PC Contract 228867 (attached).

ADDITIONAL TERMS AND CONDITIONS:

- A. APPLICABLE LAW AND CHOICE OF FORUM: This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor’s intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a

contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

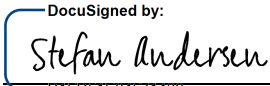
1. The Contractor must submit written claim to:
Chief Procurement Officer
George Mason University
Purch1@gmu.edu
 2. The Contractor must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
 3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail their decision to the Contractor within 60 days after receipt of the claim.
 4. The Contractor may appeal the Chief Procurement Officer's decision in accordance with § 55 of the *Governing Rules*.
- C. CONFLICT OF INTEREST: Contractor must immediately disclose to George Mason's Office of Institutional Compliance & Ethics (ethics@gmu.edu) any actual, potential, or perceived conflict of interest involving any of its officers, directors, owners, or partners. Contractor represents and warrants to George Mason that neither its execution of this Contract nor its performance under this Contract, whether by Contractor, its agents, officers, or employees, does or will involve, contribute to, or create a conflict of interest under Article 6 of the Virginia Public Procurement Act (Va. Code §§ 2.2-4367 through 2.2-4377, § 57 of the Governing Rules), the Virginia State and Local Government Conflict of Interests Act (Va. Code § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Va. Code § 18.2 – 498.1 et seq.), or any other applicable law or regulation
- D. DEBT SET-OFF ACKNOWLEDGMENT AND CREDIT OBLIGATION: The Contractor expressly acknowledges that payments issued by George Mason may be intercepted, in whole or in part, pursuant to Virginia Code § 58.1-520 et seq., as amended, through the Commonwealth of Virginia's Comptroller's Debt Setoff Program and any other similar applicable state or federal offset program. The Contractor agrees that any such interception shall constitute payment in full of the affected invoice or payment obligation in accordance with Virginia Code Annotated § 2.2-4350. The Contractor shall not delay, suspend, withhold, or condition the crediting of George Mason's account, performance under this Contract, or delivery of goods or services due to any such interception, offset, or seizure, and shall not seek duplicate payment from George Mason for amounts so intercepted.
- E. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless George Mason University, the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of George Mason or to the failure of George Mason to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered. Contractor understands and acknowledges that George Mason has not agreed to provide any indemnification or save harmless agreements running to Contractor.
- F. INFORMATION TECHNOLOGY ACCESS ACT: Computer and network security is of paramount concern at George Mason. George Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at George Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of George Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA. For more information, please visit <http://ati.gmu.edu>, under Policies and Procedures.

- G. **NON-EXCLUSIVITY**: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract will not restrict or prohibit George Mason from acquiring the same or similar goods and/or services from other entities or sources.
- H. **NON-SOLICITATION / NON-COMPETE**: George Mason University, as a state agency of the Commonwealth of Virginia, shall not be subject to or bound by any non-solicitation or non-compete provisions. All University positions are publicly posted, and contractor employees may freely apply for, be considered for, and accept employment with the University without restriction. Any provision to the contrary shall be deemed null, void, and unenforceable.
- I. **PAYMENT TO SUBCONTRACTORS**: Contractor shall take the following actions upon receiving payment from George Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from George Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify George Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for non-payment. The Contractor shall collect the appropriate Tax Identification Number (Either SSN# or EIN#) based on the entity type of the subcontractor. The Contractor shall pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from George Mason for work performed by the subcontractor under that contract, except for amounts withheld as allowed by prior notification. Unless otherwise provided under the terms of this Contract, interest shall accrue to subcontractors at the rate of one percent per month. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of George Mason. A contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.
- J. **PUBLICATION OF CONTRACT DOCUMENTS**: It is a statutory requirement for George Mason to utilize eVA (electronic Virginia), the Commonwealth of Virginia's agency-wide procurement online system. This Contract and related documents, including but not limited to purchase orders, invoices, proposals, scopes of work and pricing data are subject to publication and shall not be treated as confidential or require notification to any party prior to disclosure.
- K. **SOVEREIGN IMMUNITY**: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of George Mason.

IN WITNESS WHEREOF, this Contract has been executed by an authorized representative of each party as of the date set forth beneath such party's designated representative's signature.

JobElephant.com Inc.

DocuSigned by:

 DTFD51E64571439...
 Signature

Name: Stefan Andersen

Title: Account Manager

Date: 9/11/2026

George Mason University

DocuSigned by:

 E1DA89EA373640A...
 Signature

Name: Clifford Shore

Title: Chief Procurement Officer

Date: 9/11/2026

WISCONSIN TECHNICAL COLLEGES PURCHASING CONSORTIUM

This contract is entered into between the Wisconsin Technical College Purchasing Consortium (hereinafter called WTC-PC), a non-profit consortium of 16 Wisconsin Technical Colleges, and JobElephant. This contract is pursuant to the offer made to the WTC-PC by JobElephant to provide Job Advertisement Service and other related approved services at reduced rates and prices. WTC-PC and its participating Colleges are eligible to use this Contract under their rules and requirements. JobElephant agrees to provide the identified contracted commodities to WTC-PC, and as further clarified and mutually agreed by the parties herein.

The contract period will be: August 1, 2025 or date of last signature applied through July 31, 2030 with the option for two (2) individual one-year term renewals to occur for a total maximum term not to exceed seven (7) years; July 31, 2032.

WTC-PC wishes to confirm the following mutually agreed terms and conditions that are considered part of and included by reference in this contract. All other terms and conditions of the original contract remain in force and are not changed or altered under this agreement.

The parties agree to the following terms:

1. Any and all payments and any Purchase Orders issued will be done by the individual colleges and will not be made by the WTC-PC
2. JobElephant will work directly with individual colleges to determine the best solutions for their Job Advertisement Service
3. Pricing shall remain firm for the initial term of the contract

The terms of this agreement shall follow this order of precedence:

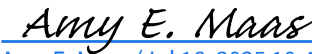
1. The specific terms and condition stated herein
2. The RFB response from Stefan Andersen – Account Manager at JobElephant dated 7/2/2025 (ATTACHMENT A)
3. The RFB including the original terms and conditions of the RFB document and any amendments submitted to proposers in this RFB process (ATTACHMENT B)

This contract may be amended only by written agreement of the parties.

Administrators for this Contract:

FOR: WTC-PC

FOR: JobElephant

Amy Maas	Stefan Andersen
Associate Director	Account Manager
 Amy E. Maas (Jul 16, 2025 10:46 CDT)	 Stefan Andersen (Jul 16, 2025 11:41 EDT)
WTC-Purchasing Consortium – Janesville, WI	JobElephant – San Diego, CA
Office: 920-785-8593	Phone: 619-243-1484
Email: amaas@wtcpc.com	Email: stefan@jobrephant.com

ATTACHMENT A



**REQUEST FOR PROPOSAL
Job Advertisement Service
RFB 26-001AM**

JobElephant.com Inc., a California corporation, offers its services to administrate and facilitate the purchase and placement of employee recruitment advertising for Wisconsin Technical College System.

Stefan Andersen

Respectfully,
Stefan Andersen
Account Manager



Bid Submission Signature Page

By submitting a Bid in response to this Request for Bid process, the Bidder agrees that they have read, fully understand, and agree to all terms, conditions and specifications and acknowledge that the WTC-PCRFB document on file shall be the controlling document for any resulting contract. We certify that we have not either directly or indirectly, entered into any contract or participated in and collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a Bid, that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor, that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor, that this statement is true and accurate under penalty of perjury. I certify that the information I have provided in this Bid is true and I understand that any false, misleading, or missing information may disqualify the Bid.

By submitting a Bid, the Bidder certifies that no relationship exists between the Bidder and the WTC that interferes with fair competition or is a Conflict of Interest, and no relationship exists between the Bidder and any other person or firm that constitutes a Conflict of Interest. Further, the Bidder certifies that no employee of the WTC whose duties relate to this Request for Bid assisted the Bidder in preparing this Bid in any way other than in his or her official capacity and scope of employment.

The Bidder certifies by submission of the Bid that neither it nor its principals is presently debarred, suspended, declared ineligible or voluntarily excluded from participation in this Bid Process by any Federal or State Department or Agency.

JobElephant

Stefan Andersen

Company Name (Print)

Your Name (Print)

Account Manager

Stefan Andersen

Your Title/Position (Print)

Your Signature (Sign)

7/2/2025

stefan@jobelephant.com

Date

E-mail Address

619-614-4024

619-243-1484

Telephone

Fax

<https://jobelephant.com/>

Website

Terms and Future Needs

1. Vendor agreesto offer firm pricing through the initial term of five (5) yearswith this agreement.
 - a. Yes X
 - b. No

2. At the end of the terms list in #1, Vendor would like to:
 - a. Renewassociated agreement X
 - b. Terminate associatedagreement

3. Vendor agreesto offer related servicesand/or commodities at negotiated reduced rates asthey become available or the needs of the college(s) change.
 - a. Yes X
 - b. No

4. Vendor agreesthe maximum increase allowable by contract will be CPI-Ufor the previous 12 months prior to renewal date.
 - a. Yes X
 - b. No

5. Vendor would like to participate in offering their servicesthrough a national cooperative (group purchasing organization) if the Wisconsin Technical Collegewould choseto work with one in the future.
 - a. Yes X
 - b. No

6. Vendor agreesto offer pricing submitted via this RFBprocessto existing WTCScustomersif the pricing is lower than what they are currently paying.
 - a. Yes X
 - b. No

 X I understand that by answering No to #6 my submission may be disqualified.

References Form

Company Name University of Idaho	Contact Name Elissa Keim
Company Address 875 Perimeter Drive Moscow, ID 83844	Contact Phone Number 208-885-2322
Email Address of Contact ekeim@uidaho.edu	
Explain how the proposed solution is similar to the requirements of this RFB: JobElephant has been the agency of record since 2008 posting all recruitment ads institution wide. They have several unlimited subscriptions for cost savings and a JobWrap for automation.	

Company Name Pennsylvania State University	Contact Name Wendi Broker
Company Address 331 Innovation Boulevard, Suite 100 University Park, PA 16802	Contact Phone Number 814-865-1312
Email Address of Contact wm1@psu.edu	
Explain how the proposed solution is similar to the requirements of this RFB: JobElephant won this account through an RFP process in 2011 against a 20 year incumbent agency. PSU has 20+ campuses and extensions that all use JobElephant for their recruitment advertising. Our technology and efficiency help us easily manage this process for them.	

Company Name University of California Los Angeles	Contact Name Noah Apodaca, Talent Acquisition Consultant
Company Address 10920 Wilshire Blvd., Suite 205 Los Angeles, CA 20024-6543	Contact Phone Number (310) 794-0874
Email Address of Contact napodaca@chr.ucla.edu	
Explain how the proposed solution is similar to the requirements of this RFB: JobElephant is particularly dominant in California with 75% of all higher education institutions as clients. UCLA provided a particular challenge with extensive decentralization where there was no cohesive strategy and every department was on their own to post their ads. We organized a clear process with ample communication to 'herd the cats' as we say. UCLA places all recruitment ads through JobElephant and has for many years.	

Blackhawk Technical College, Fox Valley Technical College, Milwaukee Area Technical College, Nicolet College and Madison College are schools that are currently using JobElephant services

Cooperative Purchasing Form

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in the service gives vendors opportunities for additional sales without additional Bidding. Please be aware that your participation is voluntary. Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical, and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance, and inspection of goods directly from the contractor, and making payment directly to the contractor. WTC-PC in serving as the lead agency initiating this cooperative purchasing program on behalf of other Municipalities, is not party to any disputes arising from purchases made by other municipalities and is not liable for delivery or payment purchases made by other municipalities.

☒ I Agree to make the products or services of this Bid/Bid, as priced, for the period from 7/1/2025 to 12/31/2032 available to:

Wisconsin Municipalities (check all that apply):

☒ Wisconsin Technical Colleges

☒ University of Wisconsin System

☒ Wisconsin K-12 Schools

☒ Wisconsin Municipalities (Non-Educational) – please specify _____

☒ Within a certain region/section of the state – please specify _____

Indicate here if you would be willing to offer a discount to other public agencies that would "piggyback" and purchase additional items from your firm if a contract is awarded by WTC-PC to your firm (i.e.: other public agencies "piggybacking" a competitively awarded contract rather than needing to issue their own RFB):

0 % Discount if a second item/system is purchased or a second public agency purchases from the awarded contract.

0 % Discount if a third item/system is purchased or a third public agency purchases from the awarded contract.

0 % Discount if a fourth item/system is purchased or a fourth public agency purchases from the awarded contract.

By what date would other public agencies need to make a purchase from your firm before the price break policy expires: _____.

Note in your Bid any special conditions or provisions.

☒ Indicate here if you agree that should a system-wide agreement be executed between the awarded supplier and the Wisconsin Technical College System (WTCS), or any public cooperative contract agreement that the WTCS is authorized to utilize such as MICTA, NJPA, Federal GSA, etc., WTC-PC shall have the option, when such lower price is available for use by the WTCS, to transfer their license and/or contracted pricing and avail themselves of the terms and conditions negotiated on their behalf in that agreement. Such transfer shall take place upon written acknowledgement from the awarded supplier to the WTC-PC.

☐ I Do Not Agree to make the products/services of this Bid/Bid available to Wisconsin Municipalities.

Signature <i>Stefan Andersen</i>		Date (mm/dd/yyyy) 7/2/2025	
Name (Type or Print) Stefan Andersen		Title Account Manager	
		Email: stefan@jobelephant.com	
Company JobElephant		Tel: 619-243-1484	
		Fax: ()	
Address (Street) 5443 Fremontia Lane	City San Diego	State CA	ZIP + 4 92115
Commodity/Service Recruitment Advertising Services		Request for Bid/Bid Number RFB 26-001	

Qualified Supplier Certification and Proof of Responsibility Statement

In submitting this Bid, I certify that I am a "Qualified Supplier" for providing the items and/or services outlined in this Request for Bid. I agree to the following by initialing the Qualifications identified:

A	X	Our company has been in business for at least five (5) years.
B	X	Our company maintains a permanent place of business and is licensed to do business in the United States.
C	X	Our company is not presently debarred or disqualified by any Federal Agency, the Wisconsin Department of Administration or by any other State Agency for noncompliance with any equal opportunity, tax related or affirmative action requirements.
D	X	In connection with the performance of any work covered by this RFB, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability, sexual preference, or national origin.
E	X	Our company is an authorized sales and servicing dealer for all equipment/services/software or items provided under this RFB.
F		Our Company is a DBE or MBE Vendor: ____ MBE ____ DBE ____ Certified?

District Choiceby Bidder

Bidders should consider the map below and choose X by those districts on the list that they would be willing to offer all of the terms and conditions (including price) for this RFBC Contract.

• Blackhawk Technical College	<u>X</u>
• Chippewa Valley Technical College	<u>X</u>
• Fox Valley Technical College	<u>X</u>
• Gateway Technical College	<u>X</u>
• Lakeshore College	<u>X</u>
• Madison College	<u>X</u>
• Mid-State Technical College	<u>X</u>
• Milwaukee Area Technical College	<u>X</u>
• Moraine Park Technical College	<u>X</u>
• Nicolet College	<u>X</u>
• Northcentral Technical College	<u>X</u>
• Northeast Wisconsin Technical College	<u>X</u>
• Northwood Technical College	<u>X</u>
• Southwest Wisconsin Technical College	<u>X</u>
• Waukesha County Technical College	<u>X</u>
• Western Technical College	<u>X</u>



Service Specifications

1. Describe the process for creating and placing job advertisements with designated publications

JobElephant is a leader in print and online recruitment advertising services, placing 1M+ ads per year and tracking every ad to determine value for our significant government agency and higher-education clients. Currently, JobElephant works with more than 22,000 media resources and provides ad layout/design, media consulting, strategic research and planning, contract negotiation and complete ad placement services in all media including newspapers, trade journals and online job boards.

Objectives vary from client to client. We work with our clients individually and put a plan forward based on client goals. Outcomes can fluctuate depending on the scope of advertising, job posting, University branding, diversity recruitment, etc. We can target each focus individually for optimal results.

We pride ourselves on our responsiveness. Turnaround times depend upon the complexity of the campaign, but typically a quote for a pre-written job posting to a single job board, for example, would be sent back for approval within the hour. Initially, additional hours may be needed to write the ad copy and develop display ad design. After templates are developed including introductory and closing paragraphs written, and creative art design for print media developed, the process of going from request to approval, in most instances, takes less than one business day. We will always notify the recruiter/client representative if more time is needed.

Our experienced team of (in house) ad reps allows us to have full control over the production and quality of every ad placed. This allows us to deliver the finished ad to our clients quickly and accurately. Many agencies farm out all or part of this process and attach fees for this. We do not.

We will always send an ad “proof” to a Wisconsin Technical Colleges contact for approval in writing before we submit final copy to the publication. We never move forward with a publication until we have the confirmation in writing for the price quote and ad copy.

2. Describe your proven specialization in job postings for higher education institutions with access to publications targeting specific position audiences

JobElephant has been providing the requested services. We service clients in just about every vertical from state and local governments, healthcare telecommunications to manufacturing, just to name a few. 70% of our clients are in Higher Ed. We provide these services to 900+ Colleges and Universities nationwide

JobElephant is a leader in print and online recruitment advertising services, placing 1M+ ads per year and tracking every ad to determine value for our significant government agency and higher-education clients. Currently, JobElephant works with more than 22,000 media resources and provides ad layout/design, media consulting, strategic research and planning, contract negotiation and complete ad placement services in all media including newspapers, trade journals and online job boards.

JobElephant manages all job postings via automation and/or single one off postings for thousands of organizations nationwide. We will manage postings in the following fashions:

Via Automation - when managing a subscription on behalf of a client, twice a day our scraping technology will come by your ATS and look for new positions to post, look for edits and modifications to current postings and look for takedowns of positions and then we will apply the process to the subscriptions in place.

Via One Off Requests - For one off requests, clients will send us the link to the job from their ATS and tell us the various places they want to post the job (if they don't know where to post, we can provide recommendations that are all based on data). Once the request is received, JobElephant will put together a quote that outlines the costs to post on the various sites along with an online proof of the ad for approval. Once approval is received, we post the job and then send you an invoice.

Via Both Automation and One Off Requests - we service some clients with both services.

JobElephant will place your jobs on free sites, government sites, state employment boards, etc. The only place that JobElephant can't post jobs is on ListServes. We don't post to ListServes for two reasons - we don't control the email address associated with the ListServ and secondly, we can't provide you proof that we have posted the job. We provide proofs for all work that we do.

Objectives vary from client to client. We work with our clients individually and put a plan forward based on client goals. Outcomes can fluctuate depending on the scope of advertising, job posting, Organizational branding, diversity recruitment, etc. We can target each focus individually for optimal results.

Our experienced team of (in house) ad reps allows us to have full control over the production and quality of every ad placed. This allows us to deliver the finished ad to our clients quickly and accurately. Many agencies farm out all or part of this process and attach fees for this. We do not.

We will always send an ad "proof" to Wisconsin Technical Colleges for approval in writing before we submit final copy to the publication. We never move forward with a publication until we have the confirmation in writing for the price quote and ad copy.

We pride ourselves on our responsiveness. Turnaround times depend upon the complexity of the campaign, but typically a quote for a pre-written job posting to a single job board, for example, would be sent back for approval within the hour. Initially, additional hours may be needed to write the ad copy and develop display ad design. After templates are developed including introductory and closing paragraphs written, and creative art design for print media developed, the process of going from request to approval, in most instances, takes less than one business day. We will always notify the recruiter/client representative if more time is needed.

Our experienced team of (in house) ad reps allows us to have full control over the production and quality of every ad placed. This allows us to deliver the finished ad to our clients quickly and accurately. Many agencies farm out all or part of this process and attach fees for this. We do not. We will always send an ad "proof" to Wisconsin Technical Colleges for approval in writing before we submit final copy to the publication. We never move forward with a publication until we have the confirmation in writing for the price quote and ad copy.

Our company currently services the following volume of ad requests for clients:

5 Clients – 5000+ Ads Processed and Posted in a Year

30+ Clients – 1000+ Ads Processed and Posted in a Year

25+ Clients – 500+ Ads Processed and Posted in a Year

100+ Clients – 200+ Ads Processed and Posted in a Year

100+ Clients – 100+ Ads Processed and Posted in a Year

We have 1000's of clients using our services

JobElephant has been in the recruitment advertising space for 25 years. We have grown from 2500 ads per month 10 years ago to over 5000 ads per day in 2025. We are able to handle this large volume of ads thanks to our **JobWrap** technology.

We reply promptly with prepared ads (camera-ready display ads if displays were requested) along with a campaign summary, which includes prices and any other details like run dates, department or specific PO numbers, etc., for each publication/site. Plus, every ad that is requested is returned for approval with additional job-specific recommendations that would be beneficial. Upon approval, we submit the print ads to the publishers electronically and/or post the jobs on the websites. In terms of print advertising, the publication's deadline is also our deadline. However, with many of the publications we regularly use, it is possible to get an ad in after the deadline.

Print Advertising:



Assistant Teaching Professor and Program Director for Inclusive Pedagogy

The responsibilities of the position of Assistant Teaching Professor and Program Director for Inclusive Pedagogy are to prepare and teach post-secondary introductory and upper level classroom courses in the theory and practice of Education and Inclusive Pedagogy within the University of Notre Dame du Lac Kanab Center for Teaching Excellence – the Assistant Teaching Professor & Program Director for Inclusive Pedagogy will teach the following courses: GRED 63801 – Pedagogy and Practice in the College Classroom (3 Credit Hours) and GRED 60011 – Inclusive Teaching (1 Credit Hour); Evaluate and grade post-secondary students' classroom work, assignments, and papers while maintaining student attendance records, grades, and other required records, as well as oversee the design of sophisticated inclusive pedagogy curriculum and syllabus development focused on DEI for classroom courses, programs, and workshops throughout University of Notre Dame du Lac's seven colleges and schools; Lead and conduct scholarly research and publication in the field of Education and Inclusive Pedagogy and consult with individual faculty and teaching teams on the development, implementation, and evaluation of inclusive teaching strategies; Participate in the University of Notre Dame du Lac Kanab Center for Teaching Excellence governance by participating in faculty committee work and meetings, as well as oversee the programmatic DEI assessments, teaching practices, and foundational course transformation for specific departments and individual teaching consultations; and Direct the planning, development, and implementation of multifaceted inclusive pedagogy programming and resources to help University of Notre Dame du Lac faculty, staff, and other campus partners generate inclusive DEI (diversity, equity, and inclusion) learning experiences both inside and outside the classroom.

The position of Assistant Teaching Professor and Program Director for Inclusive Pedagogy requires an earned Doctorate level degree (Ph.D.) in Educational Studies, Education, or a similarly related field. The place of employment for the position of Assistant Teaching Professor and Program Director for Inclusive Pedagogy will take place at University of Notre Dame du Lac - Kanab Center for Teaching Excellence, 353 DeBartolo Hall, Notre Dame, Indiana 46556.

Persons interested in this position should mail a resume to Kevin Barry, Senior Director - Notre Dame Learning, University of Notre Dame du Lac Kanab Center for Teaching Excellence, 353 DeBartolo Hall, Notre Dame, Indiana 46556.



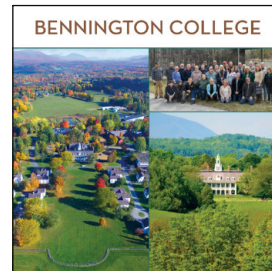
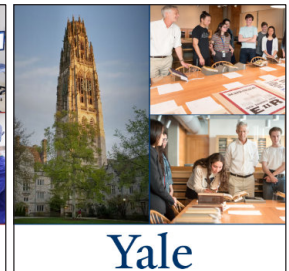
Associate/Full Tenure-Track Professor Position and Founding Director SDSU Cybersecurity Center for Academic Excellence

San Diego State University (<http://www.sdsu.edu>) seeks to fill a Founding Director position for the San Diego State University Cybersecurity Center for Academic Excellence (SDSU/CACE) to begin August 2023. The research Center will become a platform to conduct research on a variety of cybersecurity topics such as offensive & defensive cyber operations, secure mobile computing, secure software design & development, digital privacy, network & IoT security, supply chain security, security of hardware engineering, and homeland security. The Center will also support cybersecurity workforce development to meet the industry and government demands. This Associate/Full Professor tenure-track faculty position will be housed in the appropriate academic department (e.g., MIS, Computer Science, Electrical and Computer Engineering, etc.). Candidates should indicate in their application cover letter the department at SDSU that they believe is best suited for their academic training and expertise. Academic home determination for college department affiliation will depend on candidate academic training, fit with potential college departments and college dean approval. The selected candidate will be responsible for building an interdisciplinary research program from existing faculty expertise in SDSU departments and programs to develop a robust and resilient, externally funded research program that also delivers leading-edge workforce development opportunities for students in Southern California. SDSU/CACE is positioned at the dynamic epicenter of applied research in cybersecurity coupled with creating new formal degree offerings. The Founding Director will articulate the vision for the Center and help hire an Executive Director and assist in recruiting the first cohort of faculty cluster hires that the campus is making in this emergent field.

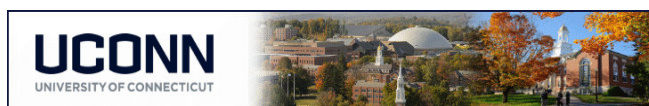
Applicants must have an earned Ph.D. in Cybersecurity, Computer Science, Computer Engineering, Management Information Systems, or related disciplines in the application of cybersecurity across a spectrum of applications and workforce development required. Additional academic qualifications or a degree in data science are a plus. Applications received by March 1, 2023 will receive full consideration; the position will remain open until filled. Candidates must apply via Interfolio at <https://appfor.com/3741419>. Questions related to this search may be addressed to cybersecurity@sdsu.edu.

SDSU is a Title IX, equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

Social Media Advertising:

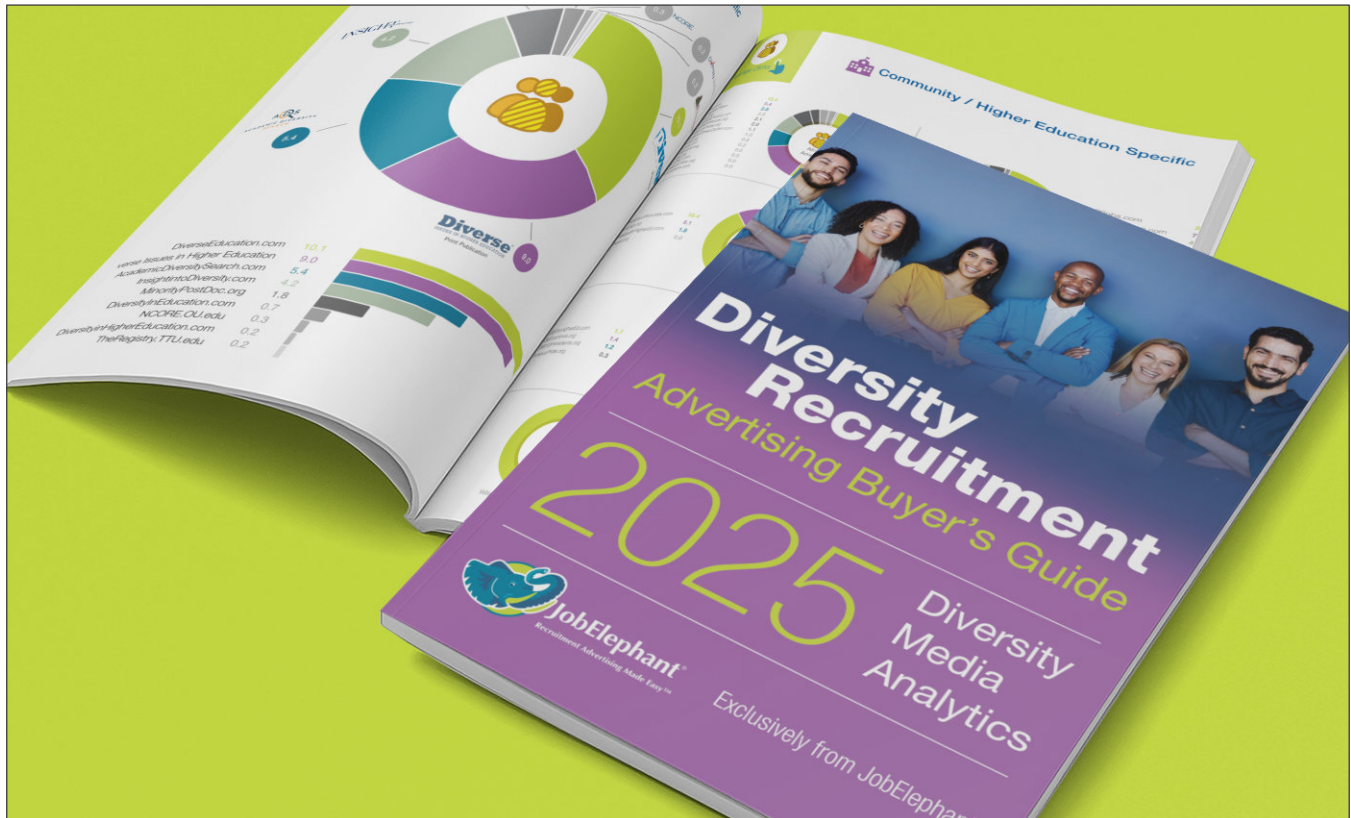


Web Banners:



3. Describe your specialized diversity and inclusion job posting services with documented D&I publication networks

Each year JobElephant publishes a guide to help our client's ads get in front of diverse candidates. JobElephant is the industry leader in compiling and analyzing the top diversity job boards and publications.



Aligned with Wisconsin Technical Colleges DEI Objectives:

By tracking year-over-year data, we provide clear insights into where your advertising dollars can yield the highest return on investment (ROI). This data-driven approach ensures that your DEI initiatives aren't just lip service; they're backed by tangible results.

Unlock the Power of Targeted Advertising:

Our exclusive Buyer's Guide analyzes **439,599** real diversity job postings from 2024. This data reveals the top-performing publications for reaching diverse talent pools, across industries - from generalist roles to specific needs in higher education and niche communities.

See the Results:

- **370+ Publications Analyzed:** Maximize your reach with the most effective platforms.
- **4.3 Million Impressions:** Get your job openings seen by millions of diverse candidates.
- **2.8 Million Clicks from Applicants:** Attract qualified talent ready to apply.

Stop Guessing. Start Data-Driven Hiring:

Struggling to find the right diversity recruitment resources? JobElephant takes the guesswork out of the process.

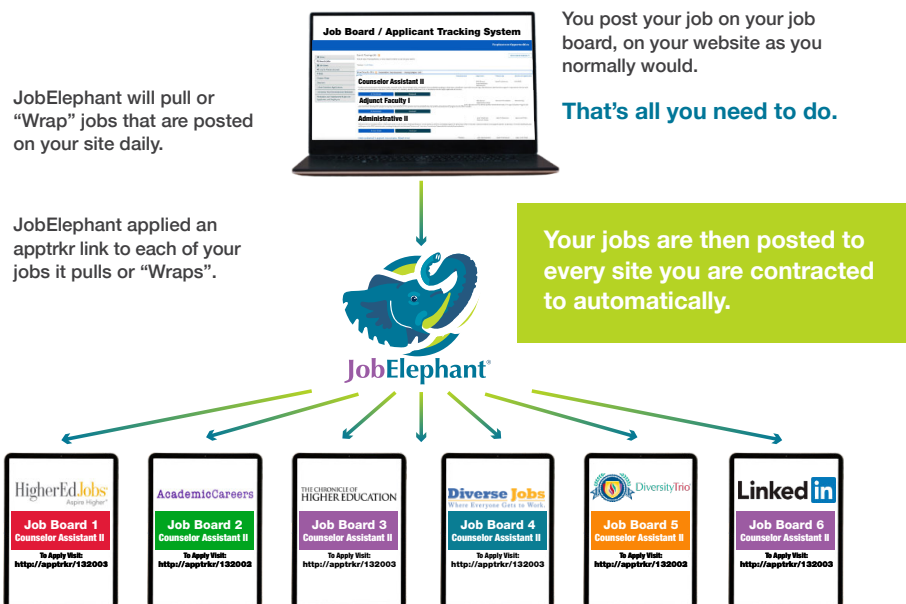
4. Describe your technology capabilities for extracting job postings and automatically distributing to multiple external platforms, including technical specifications, limitations, and integration compatibility

JobWrap

Feeds, Sweeps, Scrapes; JobElephant has the technology to keep all of your job postings current every business day. Twice per business day, our proprietary JobWrap system imports all employment announcements from your career sites(s) or Applicant Tracking System (ATS) into the JobElephant Ad Control System in order to automatically identify new postings, edits to current postings, or deleted postings. Our team of experts (Ad Reps) manually validates the data for errors. Once quality control is complete, the updated job listings are immediately released to all of the predetermined lists of job boards agreed upon between the client and JobElephant for reposting. The precise, automated “mirroring” with client websites coupled with the manual verification of data integrity ensures the accuracy of your postings while taking advantage of the speed of automation. For clients with more than one primary media resource for their recruitment advertising, this FREE service will also save considerable money by avoiding the fees charged by most job boards to set up a sweeping/scraping service, as well as those charged by ATSs for customizing software to work with external sites.

Our Job Wrap requires no technological help from your ATS, Human Resource Information System, or the job board media and will work with nearly all client websites. ATS's are notoriously delicate and inflexible, so we've created a process to monitor and maintain over 200 client JobWraps. Our solution is ATS agnostic meaning we can automate job postings from just about any platform, and today we have over two dozen ATS's setup including: CornerStone, iCims, Interfolio, InterviewExchange, Kenexa, NeoGov, PageUp, PeopleAdmin, Taleo, and WorkDay.

We have internal reports set-up for the JobWraps. This allows us to troubleshoot and fix any breaks in the JobWrap that might occur. Breaks will sometimes occur when an ATS updates itself. Because we are aware that the JobWrap didn't run properly when looking for jobs on your site, we will immediately fix the JobWrap so that the automation will occur. If there are any breaks, this doesn't stop our services from being available and we will process jobs manually until the JobWrap is back up and running.



Apptrkr

“How did you hear about this job?” Chances are, your organization asks this question of applicants already, and the answers may vary from “newspaper” to “internet” to “your website”. But how did the applicant actually get to your page to find the job? Even if you get a specific answer, it's voluntary and may not be reliable data. Recognizing that the importance of this question is to evaluate which of the media resources are worth your money, JobElephant has developed Apptrkr, a proprietary solution to track the response rate of ANY recruitment ad to inform the most effective campaign strategy.

Clicks? ... Views?

The Apptrkr.com reports show start date, publication/media source, job title, views and clicks.

A View is recorded each time a person (we filter out robots) loads the full job announcement and presumably reads the description. This is done through a pixel tracking technique. For more info: https://en.wikipedia.org/wiki/Web_beacon

Some older media don't allow us to track views because they are not HTML compatible.

A Click is whenever a job seeker clicks on the hyperlink within the ad to apply for the position on your Applicant Tracking System (ATS). Our Apptrkr.com URL is usually invisible to the public (hidden in the HTML) and happens immediately. This is done through URL redirecting:

https://en.wikipedia.org/wiki/URL_shortening

For a print journal, the Apptrkr.com is visible to the job seeker and when they enter the short URL into a browser it still takes them to your ATS to apply. We can always track the number of clicks across any media. JobElephant will provide data reports to any department that requests it. We can produce a campaign ‘snapshot’ (see below) or drop the data into a spreadsheet.

 AppTrkr.com Summary Madison Area Technical College				
Start Date	Publication	Job Title	Views	Clicks
6/18/2025	AsiansInHigherEd.com	Director, Libraries & Academic Support Services	4	0
6/18/2025	BlacksInHigherEd.com	Director, Libraries & Academic Support Services	2	0
6/18/2025	NativeAmericansinHigherEd.com	Director, Libraries & Academic Support Services	3	0
6/18/2025	HispanicsinHigherEd.com	Director, Libraries & Academic Support Services	2	1
6/18/2025	HigherEdJobs.com	Director, Libraries & Academic Support Services	237	13
7/1/2025	ALA.org	Director, Libraries & Academic Support Services	108	0
6/26/2025	NCLCA.wildapricot.org	Director, Libraries & Academic Support Services	0	1
6/26/2025	AcademicCareers.com	Director, Libraries & Academic Support Services	32	0
6/30/2025	InsideHigherEd.com	Director, Libraries & Academic Support Services	15	2
6/26/2025	HigherEdJobs.com	Director, Libraries & Academic Support Services	105	9
7/2/2025	Facebook.com/Instagram.com	Director, Libraries & Academic Support Services	0	0

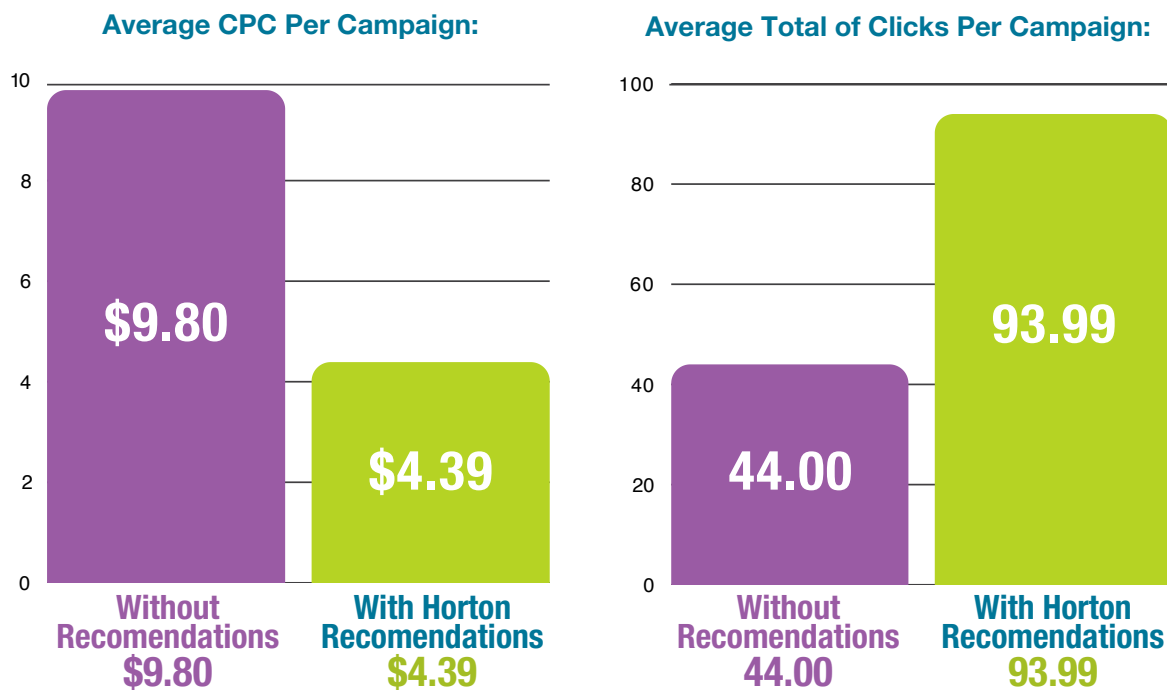
For most hiring managers, knowing where to advertise a job is often a combination of guesswork and tradition (e.g., “We’ve always advertised here.”) While not necessarily wrong, this certainly isn’t precise.

Using our **Apptkr** data, JobElephant will make additional data-driven recommendations for every campaign strategy we build based on best historical return on investment, not price. All publications are not created equal, and price doesn’t necessarily dictate quality. Wisconsin Technical Colleges of Wisconsin Technical Colleges’s success is our success, and our **Horton** advertising recommendations will always be evidence-driven: not price-driven.

We will provide additional recommendations with each ad request submitted to us. There is no extra charge for this, it’s always a part of our service.

Horton® Advertising Recommendation Engine

Stop wasting your recruitment budget! JobElephant's Horton® Advertising Recommendation Engine leverages the power of predictive analytics to pinpoint the perfect publications for your open positions. By targeting the most relevant traffic sources, Horton connects you with the ideal candidates you're searching for.



The Proof is in the Numbers:

Recruiters who use Horton see a dramatic improvement in their recruitment ROI:

56% Lower Ad Spend: Save over twice as much on your job ads! Horton ensures your budget is used efficiently, delivering maximum impact for every dollar spent.

114% Higher Click-Through Rates: Boost your job posting visibility! Horton connects you with the right audience, driving significantly more clicks and qualified applicants.

Data analytics information:

Hiring is expensive and time-consuming. Many clients waste resources on advertising platforms that promise big results but deliver little.

JobElephant is different. We provide the data and insights you need to make informed hiring decisions. Our technology tracks ad performance, measures engagement, and calculates ROI. This means you can spend your budget wisely, maximize your hiring efforts, and achieve real results.

Get a crystal-clear view of your advertising performance with JobElephant's in-depth analytics report. Wisconsin Technical Colleges of Wisconsin Technical Colleges will be able to:

- See all your recruitment campaigns at a glance, making it easy to identify trends and top performers.
- Dive deeper into each publication where your ads are run. Understand exactly how much you're spending, the average clicks per ad, and where your ideal candidates are coming from.
- Eliminate wasted spending! Identify which publications are generating results and which ones are not. Focusing your budget on the channels that attract qualified applicants.

Here's a snapshot of annual spending for a client in the image below.

Publication Name	Average Clicks Per Ad	National Average	Spend	Number of Ads	Total Clicks	Average Cost Per Click
HigherEdJobs.com	6.43	16.6	\$7,350.00	4693	30184	\$0.24
LinkedIn.com	36.57	33.8	\$292,794.60	833	30387	\$9.64
AIUAnet.org	5.11	4.4	\$4,493.00	10	46	\$97.67
NCAA.org	37.14	46.3	\$2,255.00	8	260	\$8.67
Indeed.com	75.77	40.5	\$83,200.00	192	14548	\$5.72
NEJMCareerCenter.org	5.6	5.7	\$97,650.00	126	706	\$138.31
HealthECareers.com	5.23	5.1	\$46,014.00	84	439	\$104.82
Chronicle.com	19.38	7.2	\$27,840.00	64	1240	\$22.45
AANP.org	1.52	3.4	\$17,556.00	44	67	\$262.03
amwa-dcc.org	4.62	0	\$11,550.00	42	194	\$59.54
ScienceCareers.org	46.64	76.5	\$25,830.00	39	1819	\$14.20
NMANet.org	1.92	5.3	\$16,290.00	38	73	\$223.15
ZipRecruiter.com	86.79	45.1	\$12,512.00	38	3298	\$3.79
ACC.org	3.22	5.2	\$18,463.00	37	119	\$155.15
Diversity.com	1.31	1.9	\$9,100.00	35	46	\$197.83
NHIMAdm.org	3.88	12.3	\$17,865.00	33	128	\$139.57
JAMANetwork.com	3.45	0	\$22,390.00	29	100	\$223.90
BlacksInHigherEd.com	4.11	8.2	\$4,674.26	28	115	\$40.65
MDSearch.com	1	1.3	\$0.00	28	28	\$0.00
PedJobs.org	2.78	8.3	\$14,445.00	27	75	\$192.60
DiversityInHigherEducation.com	4	4.9	\$3,483.00	27	108	\$32.25
IHireAdvancedPractitioners.com	96.35	96.3	\$7,774.00	26	2505	\$3.10
ACDg.org	5.62	4.8	\$12,626.00	24	135	\$93.53
ResearchAdminJobs.com	34.83	25.4	\$4,830.00	23	801	\$6.03
VeteransInHigherEd.com	4.61	5.9	\$3,679.25	23	106	\$34.71
NativeAmericansInHigherEd.com	3.43	7.1	\$3,636.50	23	79	\$46.03
CareerBuilder.com	2.68	6.5	\$8,558.00	22	59	\$145.05
HispanicsInHigherEd.com	7.32	7	\$3,480.25	22	161	\$21.62
WomenAndHigherEd.com	3	9.3	\$3,437.50	22	66	\$52.08
DisabledInHigherEd.com	3.91	7.8	\$3,437.50	22	86	\$39.97
CAP.org	2.9	3	\$12,970.00	21	61	\$212.62
AsiansInHigherEd.com	3.14	6.6	\$3,281.25	21	66	\$49.72
Gastro.org	4.05	4.8	\$10,381.00	19	77	\$134.82
SRAInternational.org	18.26	20.2	\$7,100.00	19	347	\$20.46
LGBTInHigherEd.com	3.05	7.1	\$3,011.50	19	58	\$51.92
JoinHandshake.com	23.26	11.4	\$0.00	19	442	\$0.00
NCURA.edu	3.11	3.6	\$1,200.00	18	56	\$21.43
asecho.org	0.71	0.7	\$3,383.00	17	12	\$281.92
ENPnetwork.com	17.12	15.5	\$6,224.00	16	274	\$22.72
InsideHigherEd.com	10.12	14.7	\$5,584.00	16	162	\$34.47
MinorityNurse.com	2.75	6.7	\$5,584.00	16	44	\$126.91
PathologyOutlines.com	43.13	82	\$15,000.00	15	647	\$23.18

We will deliver this information on demand. We can also schedule data-set meetings to discuss the results for all subscriptions and single job postings and determine if a site is worth the cost of the renewal and/or explore bulk posting opportunities.

5. Describe your complete job posting process from initiation to completion with specified communication protocols, documented placement timelines, and administrative processes across online, print, and radio platforms

The goal for JobElephant is same day service from request to placement. Quotes are generally returned within 2-3 hours after the request and most email inquiries are answered within the hour or within minutes. If we ever encounter delays which may extend beyond this (ie; waiting for a price quote from a publication) we will communicate this delay to the appropriate parties. We also have the ability to 'rush' orders upon request if a client needs a turn around time within minutes.

We have the technology to post hundreds of jobs per hour; therefore, we handle the administrative task of posting the jobs on your behalf with speed and efficiency, while sending you a single invoice regardless of the number of ads posted. We will post all of your open positions on your requested job boards, saving you countless hours of administrative work and costs. We have long standing partnerships with all of the key job boards like LinkedIn, Indeed or Zip Recruiter. We have long established terms of payment with the publications and always pay in a consistent, timely manner.

 Campaign Summary Georgia College & State University					
Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
6157793	4/21/2025 27 Days	InsideHigherEd.com	Chief Human Resource Officer	284527	\$0.00
Invoice to: Careers					
6157794	4/21/2025 27 Days	Chronicle.com	Chief Human Resource Officer	284527	\$0.00
Invoice to: Careers					
6157795	4/21/2025 27 Days	HigherEdJobs.com	Chief Human Resource Officer	284527	\$0.00
Invoice to: Careers					
6159884	4/22/2025 60 Days	CollegeBusinessOfficeJ obs.com	Chief Human Resource Officer	284527	\$120.00
Invoice to: Jen Yearwood					
6159889	4/22/2025 60 Days	HRMjobs.com	Chief Human Resource Officer	284527	\$125.00
Invoice to: Jen Yearwood					
6159886	4/22/2025 30 Days	CUPAhr.org	Chief Human Resource Officer	284527	\$195.00
Invoice to: Jen Yearwood					
6159892	4/22/2025 60 Days	HRinHigherEd.com	Chief Human Resource Officer	284527	\$210.00
Invoice to: Jen Yearwood					
6159885	4/22/2025 60 Days	UniversityJobs.com	Chief Human Resource Officer	284527	\$275.00
Invoice to: Jen Yearwood					
6159881	4/22/2025 90 Days	AcademicCareers.com	Chief Human Resource Officer	284527	\$295.00
Invoice to: Jen Yearwood					
6159883	4/22/2025 45 Days	CooperCareerCentral. com	Chief Human Resource Officer	284527	\$295.00
Invoice to: Jen Yearwood					
6159882	4/22/2025 30 Days	ZipRecruiter.com	Chief Human Resource Officer	284527	\$349.00
Invoice to: Jen Yearwood					
6159888	4/22/2025 60 Days	HumanResources.com	Chief Human Resource Officer	284527	\$349.00
Invoice to: Jen Yearwood					
6159891	4/22/2025 30 Days	SHRM.org	Chief Human Resource Officer	284527	\$399.00
Invoice to: Jen Yearwood					
Total:					\$2,612.00

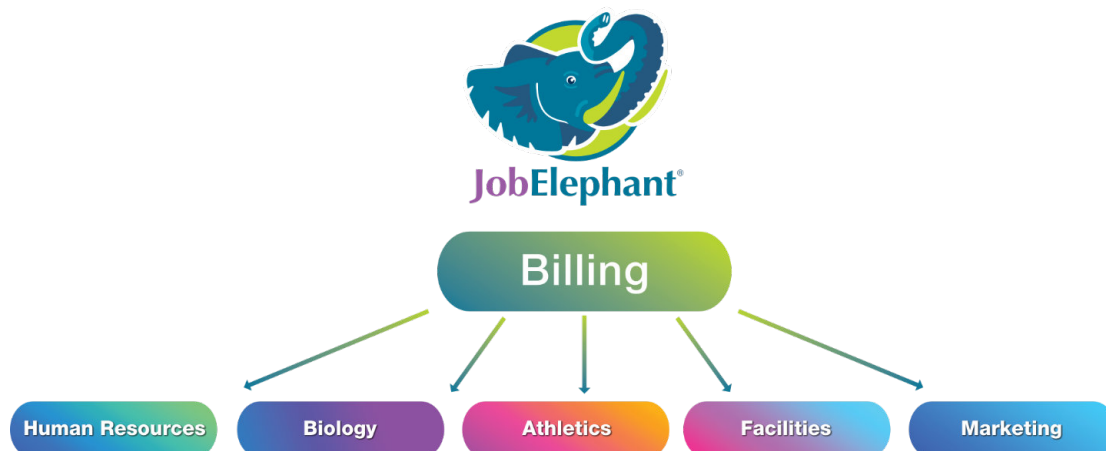
Upon approval, we submit the print ads to the publishers electronically and/or post the jobs on the websites. In terms of print advertising, the publication's deadline is also our deadline. However, with many of the publications we regularly use, it is possible to get an ad in after the deadline.

JobElephant's services are all 100% In-House by JobElephant employees. Our art director has extensive experience in designing and creating recruitment ads specific to higher education. We will work with any department directly if needed so all ads comply with the university's branding initiative. There are no costs for this service and no limits of how many edits and changes need to be made.

Email is the preferred method of communication for all of our clients and we accept hundreds of order requests daily and manage these with efficiency and clarity. If we have you on JobWrap automation, the changes you make within your ATS to any ad will be received as a needed change within 24 hours and we will process this changes with each live publication. Time frames for each site to 'sync' can vary from a couple hours to 24 hours depending on the publication. The average turnaround time is 2-3 hours during most times of the year and 3-4 hours during busy Faculty season between July and November.

Decentralized? No problem.

We can invoice all recruitment ads to any department.



- Split billing for consortium ads
- Group invoices by department, PO, job title
- cc: invoices to AP, hiring manager, etc.
- Consolidated &/or Decentralized Invoicing
- Custom Invoicing for every client need
- Electronic or paper invoicing options
- Multiple payment options and just one payee, JobElephant

BILL TO

Maven Delta

MesaState College

One Barnard Drive

Chowchilla, California 92306

United States

Phone: (760) 795-4885

Email: merrgh@mesastate.edu

Invoice #:

3422362

Date:

01/22/2024

Due Date:

NET 30

Status:

Closed

paid

AD #	PUBLICATION	JOB TITLE	PO#	Dept	Start Date	Price	Tax	Total
492418	HealthRecruiters.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/16/2024	\$499.00	\$0.00	\$499.00
						Invoice Total: \$499.00		
						Paid: \$499.00		
						Balance: \$0.00		

FROM:

JobElephant.com

5443 Fremont Lane

San Diego, California 92115

United States

Phone: (619) 795-8887

Email: ae@jobelephant.com

US TAX ID: 03-0270299

BILL TO

Maven Delta

MesaState College

One Barnard Drive

Chowchilla, California 92306

United States

Phone: (760) 795-4885

Email: merrgh@mesastate.edu

Invoice #:

3418058

Date:

01/22/2024

Due Date:

NET 30

Status:

Closed

AD #

PUBLICATION

JOB TITLE

PO#

Dept

Start Date

Price

Tax

Total

4931187

AbilityJobs.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/12/2024

\$0.00

\$0.00

\$0.00

4924092

InsiderHighEd.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/10/2024

\$0.00

\$0.00

\$0.00

4931186

HealthRecruiters.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/15/2024

\$180.00

\$0.00

\$180.00

4931184

HighEdJobs.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/12/2024

\$0.00

\$0.00

\$0.00

4924093

LSBInsiderHighEd.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/09/2024

\$0.00

\$0.00

\$0.00

4924095

HighEdJobs.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/10/2024

\$0.00

\$0.00

\$0.00

4924077

CCCRecruiting.org

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P_F_2304_006

F2304005P

01/12/2024

\$0.00

\$0.00

\$0.00

4924091

AsiansHighEd.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/09/2024

\$0.00

\$0.00

\$0.00

4924079

BlackInsiderHighEd.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/09/2024

\$0.00

\$0.00

\$0.00

4924088

WesternInsiderHighEd.com

Nursing Instructor - LVN
Programming with Med
Surg Experience (2024)

22002058_P

F2304005P

01/09/2024

\$0.00

\$0.00

\$0.00

4924078	Indeed.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/09/2024	\$0.00	\$0.00	\$0.00
4924090	GovernmentJobs.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/10/2024	\$0.00	\$0.00	\$0.00
4931183	Chronicle.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/12/2024	\$0.00	\$0.00	\$0.00
4924084	HACU.net	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/11/2024	\$0.00	\$0.00	\$0.00
4931185	BlackPHENetwork.org	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/12/2024	\$199.00	\$0.00	\$199.00
4924089	NativeAmericansHighEd.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/09/2024	\$0.00	\$0.00	\$0.00
4924081	edgim.org	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/11/2024	\$0.00	\$0.00	\$0.00
4924087	southern-ca-highed.org	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/10/2024	\$0.00	\$0.00	\$0.00
4924082	JustHireWebJobs.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/10/2024	\$0.00	\$0.00	\$0.00
4924086	LatinInsiderHighEd.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/10/2024	\$0.00	\$0.00	\$0.00
4924090	AbilityJobs.com	Nursing Instructor - LVN Programming with Med-Surg Experience (2024)	22002058_P F2304005P		01/10/2024	\$0.00	\$0.00	\$0.00
Invoice Total:							\$379.00	
Paid:							\$379.00	
Balance:							\$0.00	
FROM								
JobElephant.com								

6. Describe your priority placement services for job postings with documented service level agreements

Online Ad Placement

We handle the administrative task of posting the jobs on your behalf, with zero additional costs to you. We will post them for the same price as you would pay to the vendors directly with the additional benefit of sending you a single invoice regardless of the number of ads posted. There is no extra cost to edit an ad. With our automated technology, we can post hundreds of ads per hour maximizing speed and efficiency. We can serve as your posting source to sites you already have a contract with, saving you countless hours of administrative work and costs.

Print Ad Placement

You pay the same as if placing the ad with the paper directly. The advantage is you don't have to worry about prepayment, deadlines, (ever changing) rate cards, column sizes, special offers, timing, keywords, etc. All of the same benefits we offer for online ad placement also apply with print. Speed – accuracy – efficiency. Need Design? No problem. We will design your ad at no cost if we place the ad for you.

Upon approval, we submit the print ads to the publishers electronically and/or post the jobs on the websites. In terms of print advertising, the publication's deadline is also our deadline. However, with many of the publications we regularly use, it is possible to get an ad in after the deadline.

JobWrap

Feeds, Sweeps, Scrapes; JobElephant has the technology to keep all of your job postings current every business day. Twice per business day, our proprietary JobWrap system imports all employment announcements from your career sites(s) or Applicant Tracking System (ATS) into the JobElephant Ad Control System in order to automatically identify new postings, edits to current postings, or deleted postings. Our team of experts (Ad Reps) manually validates the data for errors. Once quality control is complete, the updated job listings are immediately released to all of the predetermined lists of job boards agreed upon between the client and JobElephant for reposting. The precise, automated "mirroring" with client websites coupled with the manual verification of data integrity ensures the accuracy of your postings while taking advantage of the speed of automation. For clients with more than one primary media resource for their recruitment advertising, this FREE service will also save considerable money by avoiding the fees charged by most job boards to set up a sweeping/scraping service, as well as those charged by ATSs for customizing software to work with external sites.

Our Job Wrap requires no technological help from your ATS, Human Resource Information System, or the job board media and will work with nearly all client websites. ATS's are notoriously delicate and inflexible, so we've created a process to monitor and maintain over 200 client JobWraps. Our solution is ATS agnostic meaning we can automate job postings from just about any platform, and today we have over two dozen ATS's setup including: CornerStone, iCims, Interfolio, InterviewExchange, Kenexa, NeoGov, PageUp, PeopleAdmin, Taleo, and WorkDay.

We have internal reports set-up for the JobWraps. This allows us to troubleshoot and fix any breaks in the JobWrap that might occur. Breaks will sometimes occur when an ATS updates itself. Because we are aware that the JobWrap didn't run properly when looking for jobs on your site, we will immediately fix the JobWrap so that the automation will occur. If there are any breaks, this doesn't stop our services from being available and we will process jobs manually until the JobWrap is back up and running.

7. Outline the process for ensuring job postings go live within 24 hours and provide the tracking/reporting methodology

JobElephant has been in the recruitment advertising space for 25 plus years. We have grown from 2500 ads per month 10 years ago to over 4389 ads per day in 2024. We are able to handle this large volume of ads thanks to our **JobWrap** technology.

We reply promptly to Wisconsin Technical Colleges recruiters with prepared ads (camera-ready display ads if displays were requested) along with a campaign summary, which includes prices and any other details like run dates, department or specific PO numbers, etc., for each publication/site. Plus, every ad that is requested is returned for approval with additional job-specific recommendations that would be beneficial.

Upon approval, we submit the print ads to the publishers electronically and/or post the jobs on the websites. In terms of print advertising, the publication's deadline is also our deadline. However, with many of the publications we regularly use, it is possible to get an ad in after the deadline.

JobElephant's services are all 100% In-House by JobElephant employees. Our art director has extensive experience in designing and creating recruitment ads specific to higher education. We will work with any department directly if needed so all ads comply with the university's branding initiative. There are no costs for this service and no limits of how many edits and changes need to be made.

Email is the preferred method of communication for all of our clients and we accept hundreds of order requests daily and manage these with efficiency and clarity. If we have you on JobWrap automation, the changes you make within your ATS to any ad will be received as a needed change within 24 hours and we will process this changes with each live publication. Time frames for each site to 'sync' can vary from a couple hours to 24 hours depending on the publication.

The average turnaround time is 2-3 hours during most times of the year and 3-4 hours during busy seasonal hiring.

JobElephant is based on the west coast which we consider to be an advantage to our east coast clients. Our office is open from 6:00am – 6:00pm, PST, Monday-Friday allowing for approvals well past east coast working hours. We are happy to set the relationship with any departments which need specific deadline days and times for print publications. We will also make them aware of any deadline changes for holiday's, etc.

Every ad we place for our clients includes a full itemized cost list specific to each publication requested. This is dictated by Ad Number, Start Date and duration (default run time), Publication, Job Title, PO# and price. We also offer additional recommendations based on our data (see below) and an online proof link to our server. Our clients review this information and reply back with a written approval prior to our posting.

Hi Debra,
Here are your quotes on the attached campaign summary for your approval.

Horton Advertising Recommendation Engine
<https://www.jobelephant.com/analytics/>

Based on our AppTrkr.com data for this position, consider adding one or more of the following to your campaign. These are listed in order of best potential value for this specific job.

[Talent.com](#) = \$50 / 30 Days
[Idealist.org](#) = \$135 / 30 Days (25000 character limit)
[ZipRecruiter.com](#) = \$299 / 30 Days
[GovernmentJobs.com](#) = \$199 / 60 Days
[AIHA.org](#) = \$279 / 30 Days

Diversity

For additional Diversity outreach we also recommend one or more of the following to your campaign.

These are also listed in order of best potential value for this specific job.

[MilitaryJob.com](#) = \$125 / 120 Days
[abilitylinks.org](#) = \$400 / 30 Days
[MPNDiversityJobs.com](#) = \$125 / 30 Days
[ProDivNet.com](#) = \$495 / 60 Days
[WorkplaceDiversity.com](#) = \$200 / 60 Days

Online Proof:

HTML: <https://jobelephant.com/display.php?ad=3840186>

Plain Text: <https://www.jobelephant.com/ads/3840188.html>

Please let me know if you want to add any additional advertising to this campaign.

Also confirm that the invoice contact listed on your Campaign Summary is correct or provide an alternative invoice contact.

 Campaign Summary Clemson University					
Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
5802658	11/14/2024 60 Days	InsideHigherEd.com	Master's of Real Estate Development Program Director	159023	\$0.00
Invoice to: Brennan Ledford					
5802659	11/13/2024 301 Days	HigherEdJobs.com	Master's of Real Estate Development Program Director	159023	\$0.00
Invoice to: Brennan Ledford					
5813240	11/18/2024 60 Days	Chronicle.com	Master's of Real Estate Development Program Director	159023	\$0.00
Invoice to: Brennan Ledford					
5802810	11/13/2024 60 Days	DiversityinHigherEducation.com	Director of Master's of Real Estate Development Program	159023	\$129.00
Invoice to: Brennan Ledford					
5802799	11/14/2024 31 Days	Idealist.org	Master's of Real Estate Development Program Director	159023	\$145.00
Invoice to: Brennan Ledford					
5802806	11/13/2024 30 Days	Planetizen.com	Director of Master's of Real Estate Development Program	159023	\$149.95
Invoice to: Brennan Ledford					
5802804	11/13/2024 30 Days	MPNDiversityJobs.com	Director of Master's of Real Estate Development Program	159023	\$175.00
Invoice to: Brennan Ledford					
5802801	11/13/2024 65 Days	HBCUconnect.com	Master's of Real Estate Development Program Director	159023	\$249.00
Invoice to: Brennan Ledford					
5802813	11/13/2024 30 Days	NAWIC.org	Director of Master's of Real Estate Development Program	159023	\$249.00
Invoice to: Brennan Ledford					
5802805	11/13/2024 365 Days	FMA.org	Director of Master's of Real Estate Development Program	159023	\$250.00
Invoice to: Brennan Ledford					
5802812	11/13/2024 30 Days	IREM.org	Director of Master's of Real Estate Development Program	159023	\$270.00
Invoice to: Brennan Ledford					
5802802	11/13/2024 60 Days	UniversityJobs.com	Director of Master's of Real Estate Development Program	159023	\$275.00
Invoice to: Brennan Ledford					
5802803	11/14/2024 90 Days	AcademicCareers.com	Master's of Real Estate Development Program Director	159023	\$295.00
Invoice to: Brennan Ledford					
5802811	11/13/2024 30 Days	Planning.org	Director of Master's of Real Estate Development Program	159023	\$295.00
Invoice to: Brennan Ledford					
5802800	11/13/2024 30 Days	AcademicJobs.com	Director of Master's of Real Estate Development Program	159023	\$315.00
Invoice to: Brennan Ledford					
5802809	11/14/2024 120 Days	AcademicKeys.com	Master's of Real Estate Development Program Director	159023	\$315.00
Invoice to: Brennan Ledford					
5802807	11/13/2024 90 Days	LatinosinHigherEd.com	Master's of Real Estate Development Program Director	159023	\$360.00
Invoice to: Brennan Ledford					
5802808	11/13/2024 30 Days	ARESnets.org	Director of Master's of Real Estate Development Program	159023	\$399.00
Invoice to: Brennan Ledford					
Total:					\$3,870.95

8. Provide comprehensive analytics on campaign effectiveness with established regular reporting schedules, including monthly reporting capabilities, measurement criteria, and customizable reporting functionality

Data analytics information:

Hiring is expensive and time-consuming. Many clients waste resources on advertising platforms that promise big results but deliver little.

JobElephant is different. We provide the data and insights you need to make informed hiring decisions. Our technology tracks ad performance, measures engagement, and calculates ROI. This means you can spend your budget wisely, maximize your hiring efforts, and achieve real results.

Get a crystal-clear view of your advertising performance with JobElephant's in-depth analytics report. Wisconsin Technical Colleges will be able to:

- See all your recruitment campaigns at a glance, making it easy to identify trends and top performers.
- Dive deeper into each publication where your ads are run. Understand exactly how much you're spending, the average clicks per ad, and where your ideal candidates are coming from.
- Eliminate wasted spending! Identify which publications are generating results and which ones are not. Focusing your budget on the channels that attract qualified applicants.

Here's a snapshot of annual spending for a client in the image below.

Publication Name	Average Clicks Per Ad	National Average	Spend	Number of Ads	Total Clicks	Average Cost Per Click
HigherEdJobs.com	6.43	16.6	\$7,350.00	4693	30184	\$0.24
LinkedIn.com	36.57	33.8	\$292,794.60	833	30387	\$9.64
AIUnet.org	5.11	4.4	\$4,493.00	10	46	\$97.67
NCAA.org	37.34	46.3	\$2,255.00	8	260	\$8.67
Indeed.com	75.77	40.5	\$83,200.00	192	14548	\$5.72
NEJMCareerCenter.org	5.6	5.7	\$97,650.00	126	706	\$138.31
HealthCareers.com	5.23	5.1	\$46,014.00	84	439	\$104.82
Chronicle.com	19.38	7.2	\$27,840.00	64	1240	\$22.45
AANP.org	1.52	3.4	\$17,556.00	44	67	\$262.03
amwa-doc.org	4.62	0	\$11,550.00	42	194	\$59.54
ScienceCareers.org	46.64	76.5	\$25,830.00	39	1819	\$14.20
NMAAnet.org	1.92	5.3	\$16,290.00	38	73	\$223.15
ZipRecruiter.com	86.79	45.1	\$12,512.00	38	3298	\$3.79
ACC.org	3.22	5.2	\$18,463.00	37	119	\$155.15
Diversity.com	1.31	1.9	\$9,100.00	35	46	\$197.83
NHMAmd.org	3.88	12.3	\$17,865.00	33	128	\$139.57
jAMANetwork.com	3.45	0	\$22,390.00	29	100	\$223.90
BlacksinHigherEd.com	4.11	8.2	\$4,674.26	28	115	\$40.65
MDSearch.com	1	1.3	\$0.00	28	28	\$0.00
PedJobs.org	2.78	8.3	\$14,445.00	27	75	\$192.60
DiversityinHigherEducation.com	4	4.9	\$3,483.00	27	108	\$32.25
IHireAdvancedPractitioners.com	96.35	96.3	\$7,774.00	26	2505	\$3.10
ACDG.org	5.62	4.8	\$12,626.00	24	135	\$93.53
ResearchAdminJobs.com	34.83	25.4	\$4,830.00	23	801	\$6.03
VeteransinHigherEd.com	4.61	5.9	\$3,679.25	23	106	\$34.71
NativeAmericansinHigherEd.com	3.43	7.1	\$3,636.50	23	79	\$46.03
CareerBuilder.com	2.68	6.5	\$8,558.00	22	59	\$145.05
HispanicsinHigherEd.com	7.32	7	\$3,480.25	22	161	\$21.62
WomenAndHigherEd.com	3	9.3	\$3,437.50	22	66	\$52.08
DisabledinHigherEd.com	3.91	7.8	\$3,437.50	22	86	\$39.97
CAPong	2.9	3	\$12,970.00	21	61	\$212.62
AsiansinHigherEd.com	3.14	6.6	\$3,281.25	21	66	\$49.72
Gastro.org	4.05	4.8	\$10,381.00	19	77	\$134.82
SRAInternational.org	18.26	20.2	\$7,100.00	19	347	\$20.46
LGBTinHigherEd.com	3.05	7.1	\$3,011.50	19	58	\$51.92
JoinHandshake.com	23.26	11.4	\$0.00	19	442	\$0.00
NCURA.edu	3.11	3.6	\$1,200.00	18	56	\$21.43
asecho.org	0.71	0.7	\$3,383.00	17	12	\$281.92
ENPnetwork.com	17.12	15.5	\$6,224.00	16	274	\$22.72
InsideHigherEd.com	10.12	14.7	\$5,584.00	16	162	\$34.47
MinorityNurse.com	2.75	6.7	\$5,584.00	16	44	\$126.91
PathologyOutlines.com	43.13	82	\$15,000.00	15	647	\$23.18

We will deliver this information on demand. We can also schedule data-set meetings to discuss the results for all subscriptions and single job postings and determine if a site is worth the cost of the renewal and/or explore bulk posting opportunities.

9. Describe your portal access capabilities with documented functionality and security specifications



Online Resource

Online Resource for recruitment advertising management.

- Tearsheets, invoices, ad posting, complete campaign visibility.
- Different departments can have their own login.

Dashboard

Notifications

Request New Quote

My Campaigns

Invoices

Media Contracts

City of Lafayette

My Campaign | 5 Active Campaigns

Request

Search by Campaign Title or Job #...

All 5Active 5Expired 0Drafts 0

CAMPAIGN TITLE	JOB #	START DATE	TOTAL	REVIEW BY JE	PENDING APPROVAL	PROCESSING	PUBLISHED	EXPIRED/CANCELED	
ACTIVE Administrative Assistant - Part Time		05/13/2025	0	0	0	0	0	0	View Details
ACTIVE Administrative Analyst - City Manager's Office	176/19	03/12/2025	4	0	0	1	0	3	View Details
ACTIVE Senior Planner	172/19	01/29/2025	4	0	0	0	0	4	View Details
ACTIVE Accounting Technician		01/17/2025	3	0	0	0	0	3	View Details
ACTIVE Accounting Assistant		01/10/2025	0	0	0	0	0	0	View Details

<1>

JobElephant can place your ads anywhere. We streamline your recruitment advertising efforts, allowing you to focus on what matters most: finding the best talent.

- Anywhere you want to post an ad. JobElephant advertises with 23,000+ media sources and growing. We are the one stop shop for recruitment advertising.
- Industry Leaders: Established in 2000 with a proven track record of success.
- Transparent Pricing: No hidden fees, you only pay the publisher's rates.
- Data-Driven Results: Track every ad for maximum ROI and optimize your campaigns.
- Advanced Technology: Our leading-edge technology empowers faster, more efficient, and effective recruitment campaigns.
- Full-Service Support: Dedicated account managers, expert customer service, and comprehensive analytics.



Data and Security FAQ

Data FAQ

Does JobElephant itself collect or store any data?

If so, is any personally identifiable information or other confidential/sensitive data collected?

JobElephant stores just the information we receive from our clients, this includes all Horton Recommendations made.

User Information is only tracked if sent to us through the user end-point. Applicant Data is anonymous and is linked backed to a stored IP address from the initial engagement of the ad.

Where is the data stored?

The data is stored through the Azure SQL database and FileMaker Server stored in Azure Cloud. All data centers are located in the USA.

How long is the job posting stored/retained?

All job data is retained indefinitely, feel free to reach out to us if you have any questions regarding past placements.

How are the job postings uploaded into JobElephant? For example, is it uploaded manually, via API, SFTP File Transfer, pdf/.csv file or another method?

Job postings are uploaded via API.

Security FAQ

Do you have a dedicated security team in place?

Currently no, our entire company upholds thorough vigilance and so a dedicated team is not necessary.

Are you obligated to inform your customers of data breaches?

Our policy is to notify our customers of any data breaches we are aware of.

Our privacy policy can be viewed in detail here: <https://jobelephant.com/privacy-policy/>

Do you have your own vendor risk management practices?

Yes, we do.

VPAT or Accessibility & Compliance Documentation

For further details please see: <https://jobelephant.com/wp-content/uploads/2022/12/JobElephant.com-VPAT-2020.pdf>

10. Provide comprehensive lists of contracted publications serving higher education institutions and diversity/inclusion recruitment

JobElephant is a leader in print and online recruitment advertising services, placing 1M+ ads per year and tracking every ad to determine value for our significant government agency and higher-education clients. Currently, JobElephant works with more than 22,000 media resources and provides ad layout/design, media consulting, strategic research and planning, contract negotiation and complete ad placement services in all media including newspapers, trade journals and online job boards.

JobElephant automates the process of recommending relevant recruitment sources to Wisconsin Technical Colleges. These recommendations include:

- **Academic and Discipline-Specific Sites:** To target specific fields of study.
- **Diversity-Focused Sites:** To reach a wider and more diverse pool of candidates.
- **Sources Aligned with Wisconsin Technical Colleges DEI Objectives:** To ensure outreach efforts support the college's commitment to inclusion, diversity, equity, and accessibility.

Hi Avery,

Here are your quotes on the attached campaign summary for your approval.



Horton Advertising Recommendation Engine
<https://www.JobElephant.com/analytics/>

Based on our AppTrkr.com data for this position, consider adding one or more of the following to your campaign. These are listed in order of best potential value for this specific job.

[EngineeringInHigherEd.com](#) = \$120 / 60 Days

[ACAD.org](#) = \$249 / 30 Days

[InsideHigherEd.com](#) = \$349 / 60 Days

[Idealist.org](#) = \$135 / 30 Days

[AcademicCareers.com](#) = \$295 / 90 Days

Diversity

For additional Diversity outreach we also recommend one or more of the following to your campaign. These are also listed in order of best potential value for this specific job.

[JBHE.com](#) = \$299 / 60 Days

[SWE.org](#) = \$220 / 30 Days

[SHPE.org](#) = \$299 / 30 Days

[DiverseEducation.com](#) = \$375 / 30 Days

[DiversityJobs.com](#) = \$295 / 30 Days

Online Proof:

HTML: <https://JobElephant.com/display.php?ad=4873023>

Plain Text: <https://www.JobElephant.com/ads/4873022.html>

Please let me know if you want to add any additional advertising to this campaign. Also confirm that the invoice contact listed on your Campaign Summary is correct or provide an alternative invoice contact.

11. Provide corporate history, management summary, and demonstrate minimum three years of similar service experience with documented company growth

JobElephant has been providing some of the requested services in this RFP for over 25 years to our clients. We service clients in just about every vertical from state and local governments, healthcare telecommunications to manufacturing, just to name a few.

JobElephant is a leader in print and online recruitment advertising services, placing 1M+ ads per year and tracking every ad to determine value for our significant government agency and higher-education clients. Currently, JobElephant works with more than 22,000 media resources and provides ad layout/design, media consulting, strategic research and planning, contract negotiation and complete ad placement services in all media including newspapers, trade journals and online job boards.

JobElephant manages all job postings via automation and/or single one off postings for thousands of organizations nationwide. We will manage postings in the following fashions:

Via Automation - when managing a subscription on behalf of a client, twice a day our scraping technology will come by your ATS and look for new positions to post, look for edits and modifications to current postings and look for takedowns of positions and then we will apply the process to the subscriptions in place.

Via One Off Requests - For one off requests, clients will send us the link to the job from their ATS and tell us the various places they want to post the job (if they don't know where to post, we can provide recommendations that are all based on data). Once the request is received, JobElephant will put together a quote that outlines the costs to post on the various sites along with an online proof of the ad for approval. Once approval is received, we post the job and then send you an invoice.

Via Both Automation and One Off Requests - we service some clients with both services.

JobElephant will place your jobs on free sites, government sites, state employment boards, etc. The only place that JobElephant can't post jobs is on ListSrvs. We don't post to ListSrvs for two reasons - we don't control the email address associated with the ListServ and secondly, we can't provide you proof that we have posted the job. We provide proofs for all work that we do.

Objectives vary from client to client. We work with our clients individually and put a plan forward based on client goals. Outcomes can fluctuate depending on the scope of advertising, job posting, Organizational branding, diversity recruitment, etc. We can target each focus individually for optimal results.

We pride ourselves on our responsiveness. Turnaround times depend upon the complexity of the campaign, but typically a quote for a pre-written job posting to a single job board, for example, would be sent back for approval within the hour. Initially, additional hours may be needed to write the ad copy and develop display ad design. After templates are developed including introductory and closing paragraphs written, and creative art design for print media developed, the process of going from request to approval, in most instances, takes less than one business day. We will always notify the recruiter/client representative if more time is needed.

Our experienced team of (in house) ad reps allows us to have full control over the production and quality of every ad placed. This allows us to deliver the finished ad to our clients quickly and accurately. Many agencies farm out all or part of this process and attach fees for this. We do not. We will always send an ad "proof" to Wisconsin Technical Colleges for approval in writing before we submit final copy to the publication. We never move forward with a publication until we have the confirmation in writing for the price quote and ad copy.

Our company currently services the following volume of ad requests for clients:

5 Clients – 5000+ Ads Processed and Posted in a Year

30+ Clients – 1000+ Ads Processed and Posted in a Year

25+ Clients – 500+ Ads Processed and Posted in a Year

100+ Clients – 200+ Ads Processed and Posted in a Year

100+ Clients – 100+ Ads Processed and Posted in a Year

We have 1000's of clients using our services

JobElephant has been in the recruitment advertising space for 25 years. We have grown from 2500 ads per month 10 years ago to over 5000 ads per day in 2025. We are able to handle this large volume of ads thanks to our **JobWrap** technology.

Comparable References:

Emerson College	University of the Pacific	Northeastern University
Utah State University	University of Texas at Austin	University of the Virgin Islands
The Catholic University of America	Georgia Southern University	University of Nevada, Reno
Quinnipiac University	Utah Valley University	Santa Clara University
Naropa University	Stony Brook University	Vassar College
Maricopa Community Colleges	Gustavus Adolphus College	Washington State University
Pratt Institute	University of Texas Rio Grande Valley	The University of Nevada, Las Vegas
Albertus Magnus College	Eastern Kentucky University	Medical University of South Carolina
Western University of Health Sciences	Western Carolina University	University of Florida
University of Texas at San Antonio	Seattle University	Kansas State University
Contra Costa Community College District	Lee College	Central Michigan University
Lasell University	SUNY Brockport	Temple University
University of Rochester	Minnesota State University, Mankato	University of Mary
Bridgewater State University	Adelphi University	Park University
College of the Holy Cross	University of New Orleans	Savannah State University
Webster University	Metropolitan State University of Denver	University of Central Florida
Bucknell University	Rockhurst University	University of Wyoming
Georgetown University	Hawaii Pacific University	Community Colleges of Spokane
Colgate University	Seattle Pacific University	Georgia College & State University
Simmons University	Athens State University	Colorado School of Mines
Johns Hopkins University	Columbus State University	University of North Carolina Wilmington
Eastern Washington University	Keck Graduate Institute	University of Denver
Kennesaw State University	Hocking College	Bowling Green State University
Pennsylvania State University	Prairie View A&M University	University of Tampa
University of North Carolina at Pembroke	University of Kansas Medical Center	University of Texas Permian Basin
Connecticut College	University of South Carolina Upstate	Clemson University
Clackamas Community College	Texas A&M University Kingsville	Lafayette College
Long Beach Community College District	University of Alberta	Bowdoin College
University of Detroit Mercy	MiraCosta College	Northeast Ohio Medical
University of Pennsylvania	North Orange County Community College District	Emory University
Long Island University	Grossmont/Cuyamaca Community College District	University of South Carolina
Nevada State College	State Center Community College District	Washington & Lee
University of Oregon	University of San Diego	Michigan State University
Academic Search	Saint Mary's College of California	University of South Carolina Aiken
McCormack + Kristel	University of California Office of the President	The Citadel Military College of South Carolina
Kittleman & Associates	California Institute of Technology	Connecticut State Community Colleges
WittKieffer	Worcester Polytechnic Institute	Oregon State University
Lindauer Global	Middlebury College	Brown University
St. John's University	California College of the Arts	Syracuse University
Montana State University	Southern Oregon University	Tennessee Tech University
Massasoit Community College	University of Notre Dame	St. Olaf College
Yeshiva University	Rochester Institute of Technology	Weill Cornell Medicine
	Stanford University	SUNY Empire
		Iowa State University
		Boston University

[Hundreds more.....](#)

The Wisconsin Technical College System account will be managed by our most senior service and production team members.

CEO: Michael Ang

Michael Ang started working in recruitment advertising in 1994. First as a graphic designer, then account executive and finally, operations manager of an advertising agency with \$30MM in annual sales. In 2000, Michael created JobElephant as a solution for employers looking to utilize the rapidly growing digital advertising market in addition to traditional print media. One of his first customers was a local community college struggling with high costs and a lack of diversity outreach. Word of JobElephant's excellent customer service quickly spread across the higher education industry - mostly through word of mouth. Two decades later, over 700 colleges and universities work with JobElephant's team which still includes Michael who is primary on many key accounts.

<https://www.linkedin.com/in/jobelephant/>

Account Manager: Stefan Andersen

Stefan joined JobElephant in 2020 and brings over 25+ years of sales and account management experience to the agency. He has covered and worked in a variety of industries and verticals with most recent experience being in Higher Ed. Stefan lives by the following mantras, Do right by the Customer and the Customer is always Right. Stefan is a native of New York, went to college in Virginia and lived in Virginia until 2020.

<https://www.linkedin.com/in/stefan-andersen-01b5a93/>

Production Manager: Christina Towler

Christina is a critical team member for JobElephant. She builds ads, navigates numerous pricing structures and ensures timely media placement among thousands of available publications. Christina also plays a key technology role for JobElephant. She oversees the daily JobWrap technology confirming that our client's ads are pulled into our system cleanly and correctly each business day. Christina has also been instrumental in customizing our order processing database so the entire organization can produce results faster for optimal service for our clients.

<https://www.linkedin.com/in/christina-towler-386551a3/>

Art Director: Christian Smith

Christian began his career in advertising in 1996 as a photo re-toucher and graphic designer for Gannet Publishing/ Newspapers. Christian manages all levels of design and marketing image/ branding for JobElephant as well as our strong social media automation and paid social media advertising. Christian manages the design and branding for all of the clients display ads in print and online. He also manages and oversees the development of JobElephant's online/ web technology growth. Over his 20-year career he has developed a unique skill set that spans multiple disciplines for a diverse range of clients.

<https://www.linkedin.com/in/christiansmith2000/>

We will have the additional back end support of 11 other recruitment advertising professionals.

POSITION/ROLE ON THE PROJECT TEAM	LINKEDIN PROFILE	NAME OF LEAD PERSON	YEARS OF EXPERIENCE
*Manager (the key person concerns or escalations should be brought to)	https://www.linkedin.com/in/stefan-andersen-01b5a93/	Stefan Andersen stefan@jobrelephant.com	25
Art Director	https://www.linkedin.com/in/christiansmith2000/	Christian Smith	30
Production Manager	https://www.linkedin.com/in/christina-towler-386551a3/	Christina Towler	20
Business Analyst	https://www.linkedin.com/in/peter-white-b734b8167/	Peter White	5
Customer Service Specialists	https://www.linkedin.com/in/trista-nicholson-15808525a/	Trista Nicholson	5
Customer Service Specialists	https://www.linkedin.com/in/jessica-comer-2b665b220/	Jessica White	5
Customer Service Specialists	https://www.linkedin.com/in/lauren-blevins374/	Lauren Blevins	5
Customer Service Specialists	https://www.linkedin.com/in/sarahseagraves/	Sarah Seagraves	5

12. Document adherence to WCAG 2.1 AA Level standards with publication compliance lists and current Accessibility Conformance Reports; Web Content Accessibility Guidelines (WCAG), WCAG International Standard, Accessibility Conformance Report (ACR)

Our Commitment to Accessibility

At JobElephant, we are dedicated to providing an inclusive and accessible online experience for all individuals, including those with disabilities. We strive to meet the AA accessibility standards outlined in the Web Content Accessibility Guidelines (WCAG) to ensure that our digital assets are usable and navigable by everyone, regardless of their abilities. We believe that accessibility is not only a legal requirement but also a moral imperative. By following AA accessibility guidelines, we strive to create an environment where all users can interact with our website, applications, and other digital platforms seamlessly. Our commitment to accessibility extends to all aspects of our digital presence, enhancing user experiences and fostering a sense of inclusion.

By embracing AA accessibility standards, we create a positive and equitable experience for everyone who engages with our digital platforms. We understand that accessibility is an ongoing journey, and we are continuously working to improve and enhance our digital assets to meet the evolving needs of our diverse audience. If you encounter any accessibility barriers or have suggestions for improvement, please don't hesitate to contact us. Thank you for being a part of our inclusive online community.

JobElephant.com, cPortal and Job Boards meet and exceed WCAG 2.1 AA Standards.

VPATs for JobElephant's Job Boards, cPortal, and the Company Site are live on the sites and can be found in the footers for those sites.

Links:

JobElephant.com:

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

Job Boards:

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

cPortal:

https://jobelephant.com/w/wp-content/uploads/2024/10/CPortal-WCAG-2.1-VPAT_ACR_Statement_10_24.pdf

13. Document compliance with Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, and all applicable accessibility regulations

JobElephant is compliant with all regulations and compliant in all ways that may apply to our services.

14. Provide accessibility standard conformance documentation or detailed remediation roadmap with specific timelines if non-compliant

N/A

15. Document accessibility implementation processes throughout development lifecycle with integrated accessibility team procedures

JobElephant is compliant with WCAG standards and updates as necessary.

JobElephant products meet and exceed WCAG 2.1 Level AA.

Full Report: CPortal VPAT/ACR Statement: https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

Future Commitment: Ongoing updates aligned with WCAG evolution.

Past Deliverables: VPATs for all platforms:

Customer Portal (cPortal)

https://jobelephant.com/w/wp-content/uploads/2024/10/CPortal-WCAG-2.1-VPAT_ACR_Statement_10_24.pdf

Company Site

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

Job Boards

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

JobElephant partners with qualified vendors (TMB Associates, Beezwax, Inc.) to ensure compliance.

Client inquiries are documented and addressed promptly with multiple contact options.

16. Provide comprehensive testing procedures covering operating systems, browsers, mobile devices, and assistive technologies

Future Commitment: Ongoing updates aligned with WCAG evolution.

JobElephant partners with qualified vendors (TMB Associates, Beezwax, Inc.) to ensure compliance. Client inquiries are documented and addressed promptly with multiple contact options.

17. Document use of native assistive technology users in testing processes with evidence of testing protocols

JobElephant integrates native assistive technologies (e.g., screen readers, keyboard navigation, voice control) into our testing protocols to ensure compliance with WCAG 2.1 Level AA. Our process includes:

Testing Protocols & Evidence

Assistive Technology Testing

Tools Used:

- Screen readers (NVDA, VoiceOver, JAWS)
- Keyboard-only navigation (Tab/Arrow keys, Skip Links)
- Voice control (Windows Speech Recognition, macOS Voice Control)
- Scope: All critical user flows (e.g., job applications, dashboard navigation).

User Involvement

- **Internal Testing:** QA team includes testers with disabilities who use native assistive tools daily.
- **Third-Party Validation:** Partner vendors (e.g., TMB Associates) conduct independent audits using assistive technologies.

Documentation

Test cases are logged in our accessibility repository, including:

- Success Criteria: Alignment with WCAG 2.1 A/AA.
- Defect Resolution: Tracked via Jira (e.g., fixes for screen reader compatibility).

Evidence: Excerpts from audit reports (see cPortal VPAT, Section 4.2.1: https://jobelephant.com/w/wp-content/uploads/2024/10/CPortal-WCAG-2.1-VPAT_ACR_Statement_10_24.pdf).

Continuous Improvement

- Bi-annual reviews with disabled users to validate real-world usability.

Contact: For full testing protocols, email info@jobelephant.com.

8. Document staff accessibility training requirements and current IT accessibility skillset maintenance including certifications and training programs

JobElephant is committed to maintaining a team with up-to-date accessibility expertise through the following measures:

Training Requirements

- Mandatory annual WCAG training for all IT and development staff.
- Role-specific accessibility workshops for UX designers, QA testers, and content creators.
- Vendor-led sessions conducted by partners (TMB Associates, Beezwax, Inc.) to address emerging standards.

Skillset Maintenance & Certifications

- Certifications: Select staff hold credentials in:
- IAAP CPACC (Certified Professional in Accessibility Core Competencies)
- DHS Trusted Tester Certification

Ongoing Learning:

- Monthly internal reviews of WCAG updates.
- Participation in industry forums (e.g., W3C WAI, A11Y Project).

Compliance & Support

Client accessibility inquiries are tracked and resolved via a dedicated ticketing system.

Contact options: Email (info@jobelephant.com), phone, and support portal.

19. Confirm accessibility does not rely on special modes or alternate interfaces with documented standard interface features

JobElephant's platforms, including cPortal and our job boards, are designed to provide full accessibility within the standard interface, eliminating the need for separate accessibility modes or alternate versions.

Key Features of Our Accessible Standard Interface:

- **Built-In Compliance:** All WCAG 2.1 Level AA requirements are met natively in the primary interface.
- **Unified Experience:** Every user accesses the same fully accessible interface—no segregated or simplified versions.
- **Comprehensive Testing:** Validated through audits and assistive technology testing (e.g., screen readers, keyboard navigation).

Documentation & Evidence:**VPAT Reports:**

cPortal VPAT (Sections 1.3.1, 2.1.1, 2.4.3):

https://jobelephant.com/w/wp-content/uploads/2024/10/CPortal-WCAG-2.1-VPAT_ACR_Statement_10_24.pdf

Job Boards VPAT:

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

Testing Protocols:

- Keyboard-only navigation testing logs
- Screen reader compatibility reports (JAWS, NVDA, VoiceOver)

Commitment to Inclusive Design:

We ensure accessibility is inherent, not an afterthought, by embedding it into every stage of development. For details, contact info@jobelephant.com.

20. Document accessibility overlay usage policy with justification if utilized

N/A

21. Provide comprehensive quality assurance plan detailing performance guarantee methods, monitoring, testing, and remediation procedures**1. Performance Guarantee Methods:**

- Adherence to WCAG 2.1 Level AA standards as baseline requirement
- Service Level Agreement (SLA) guaranteeing 72-hour response time for critical accessibility issues
- Quarterly accessibility performance metrics reporting to stakeholders

2. Monitoring Procedures:

Automated Monitoring:

- Daily scans using axe-core and WAVE tools
- CI/CD pipeline integration with accessibility checks
- BrowserStack automated compatibility testing

Manual Monitoring:

- Monthly expert reviews using assistive technologies
- User experience monitoring via Hotjar for accessibility pain points
- Feedback system tracking for accessibility-related reports

3. Testing Protocols:

Development Phase:

- Accessibility requirements included in all design specs
- Developer unit testing for keyboard navigation and ARIA labels
- Component library with built-in accessibility checks

QA Phase:

- Dedicated accessibility test suite (300+ test cases)
- Assistive technology matrix testing (JAWS, NVDA, VoiceOver)
- Color contrast and zoom functionality verification
- Form validation and error handling testing

Release Phase:

- VPAT certification with third-party validation
- Smoke testing with disabled user group
- 508 Compliance Office review for government contracts

4. Remediation Procedures:

Triage Process:

- Critical issues (WCAG A failures): 48-hour resolution SLA
- Serious issues (WCAG AA failures): 5-business day resolution
- Enhancement requests: Added to quarterly roadmap

Correction Workflow:

- Issue documentation in Jira Accessibility Queue
- Root cause analysis and impact assessment
- Solution development with accessibility team review
- Regression testing before deployment
- User verification for high-impact fixes

Continuous Improvement:

- Monthly review of WCAG interpretation updates
- Annual technology refresh to support new AT devices

5. Documentation & Reporting:

- Publicly available VPATs for all products
- Quarterly accessibility compliance reports
- Annual accessibility roadmap published on company site
- Transparency log of resolved accessibility issues

6. Accountability Measures:

Accessibility included in all employee performance reviews

Executive-level accessibility steering committee

Annual third-party audit by TMB Associates

Supporting Evidence:

Current VPAT Reports

Customer Portal (cPortal)

https://jobelephant.com/w/wp-content/uploads/2024/10/CPortal-WCAG-2.1-VPAT_ACR_Statement_10_24.pdf

Company Site

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

Job Boards

https://jobelephant.com/w/wp-content/uploads/2023/11/JobElephant_WCAG_2-1_VPAT_ACR_Statement.pdf

This plan ensures our platforms maintain the highest accessibility standards through proactive measures and rapid response to any issues that may emerge. For additional details, please contact our Accessibility Team at info@jobelephant.com.

Pricing/Fee Structure

\$0.00 - There are no add-on costs to use the services

JobElephant is a zero fee ad agency and has been since its inception in 2000. We are commissioned by each publication when we place the ads for our customers. We receive an agency commission also referred to as an agency discount. We sell each ad to our clients at the exact same rate they are currently paying, not a penny more. There are no additional fees added for anything we do. Very few agencies, if any, can state this. All job boards and sites will dictate the price they charge. The price they charge is the price that JobElephant will quote on campaign summaries.

When you engage the services of JobElephant, rather than you buying the ads directly from the publication, we take care of paying the media. We do not set the pricing for any publication, they do, and we will always share their rates with full transparency.

We receive the standard agency commission when we place the ads, so we get paid by the publications, not our clients. The publications value our ability to send them business on a consistent basis and gladly pay us the commission. You get the benefits of a full-service advertising agency without paying a dime more than doing the work yourself.

We pay the media directly and send you the invoice. The invoiced billing process is easy. We e-mail all invoices on Monday for jobs placed the previous Monday through Friday.

Because JobElephant is paid by the advertising vendors, there are no additional costs beyond the ad insertion.

The only time there can be/would be any fees for JobElephant is if you decide to pay for your ads via credit card (P-Card). Since we don't charge any money for our services and the credit card companies charge a bank processing fee, if you want to pay for your ads via credit card there will be a 3% bank processing fee added on. It's our goal not to charge you any money to use the services and want and prefer to take any other payment type to pay for your invoices like PO, ACH, Wire, Check, etc. But if you do need to pay for your ads via credit card there will be a 3% bank processing fee added on.

There are no costs to use the services that JobElephant provides. We are compensated by the job boards thru their agency commission plan. Traditionally this rate is around 15%. The job boards are paying us to post the job on your behalf. The cost to post a job and the costs that JobElephant will quote are the same as if you were posting the job yourself. Some examples of the pricing:

Wisconsin Technical Colleges wants to post a single job on HigherEd Jobs it costs \$370. JobElephant will quote you the same \$370. Once you tell us the ad is approved to post, we will post the job and pay the job board. Instead of giving HigherEd Jobs \$370, we will give them 15% less of this amount (because they allow us to take this as an agency) and then we will send you an invoice for the \$370. Once you get this invoice you have net 30 days to pay.

<https://www.higheredjobs.com/employers/>

Wisconsin Technical Colleges wants to post a single job on Inside Higher Ed it costs \$349. JobElephant will quote you the same \$349. Once you tell us the ad is approved to post, we will post the job and pay the job board. Instead of giving Inside Higher Ed \$349 we give them 15% less of this amount (because they allow us to take this as an agency) and then we will send you an invoice for the \$349. Once you get this invoice you have net 30 days to pay.

<https://recruiters.insidehighered.com/pricing/>

Wisconsin Technical Colleges wants to post a single job on The Chronicle it costs \$435. JobElephant will quote you the same \$435. Once you tell us the ad is approved to post, we will post the job and pay the job board. Instead of giving The Chronicle \$435 we give them 15% less of this amount (because they allow us to take this as an agency) and then we will send you an invoice for the \$435. Once you get this invoice you have net 30 days to pay.

<https://hire.chronicle.com>

There are times where we misquote a price because the job board has changed their pricing. In that scenario, we would provide communication saying that the job board has had a change in cost and the new cost to post the position is X and ask for your approval to post at the new price the job board is charging. If you decline the new charges, there is nothing for you to pay as the ad has never been posted even though it was approved at a different cost originally.

Not all job boards compensate us but we will still post your jobs on these job boards. We will post your jobs on free sites, government sites and/or any other site at the same price as if you were to post the job yourself. There are no add on fees. The only place JobElephant will not post jobs to are listservs.

Any quotes to post a job that Wisconsin Technical Colleges asks for, the pricing to post the job that JobElephant quotes, is whatever the job board is charging. JobElephant quotes what the job board and/or publication states is their cost. There are times where we misquote a price because the job board has changed their pricing. In that scenario, we would provide communication saying that the job board has had a change in cost and the new cost to post the position is X and ask for your approval to post at the new price the job board is charging. If you decline the new charges, there is nothing for you to pay as the ad has never been posted even though it was approved at a different cost originally.

All of the services that JobElephant has to offer and were offered in the RFP come at no cost to Wisconsin Technical Colleges. The only cost is what the job board charges to post a job on their site. The services include:

- JobWrapping (Scraping jobs from ATS and posting to subscription site(s))
- Putting Creative and Art together for Ad Proofs
- Tracking Jobs and providing Analytics on job performance
- Providing position-specific recommendations on places to post jobs based on data
- Tearsheets (Proof of Ad Posting) created and available in the cPortal
- cPortal (Customer Portal) available 24/7

Request for Bid Checklist

- ☒ 1. Request for Bid Checklist (Page 18)
- ☒ 2. Pricing/Fee Structure for Scope of Services (Pages 16-17)
- ☒ 3. Bid Submission Page (Signed) (Page 19)
- ☒ 4. Terms and Future Needs (Page 20)
- ☒ 5. References Form (Page 21)
- ☒ 6. Cooperative Purchasing Agreement (Page 22)
- ☒ 7. Qualified Supplier Certification and Proof of Responsibility Statement (Page 23)
- ☒ 8. District Choice (Page 24)
- ☒ 9. Higher Education Community Vendor Assessment Toolkit,
HECVAT - Lite (Attachment A)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Matsen Insurance Brokers, Inc. 3101 Concorde Drive, Suite C McKinleyville C/ 95519		CONTACT NAME: Jacqueline Byrne PHONE (A/C, No, Ext): (707) 444-9292 FAX (A/C, No): (707) 444-9529 E-MAIL ADDRESS: jackie@matsen.com	
INSURED Jobelephant.com Inc. 5443 Fremontia Ln San Diego C/ 92115-1007		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Insurance Company NAIC # 30104 INSURER B: Employers 11512 INSURER C: Hiscox Insurance Company, Inc. INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2531814938

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		57SBABC2X39	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Employee Dishonesty \$ 10,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			57SBABC2X39	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			57SBABC2X39	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EIG467587104	01/01/2025	01/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			P100.612.773.6	10/03/2024	10/03/2025	Aggregate \$3,000,000 Each Claim \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Contract #C00217
State of New York, "State University of New York" and the "State University of New York at Stony Brook" are included as additional insureds per the attached form

CERTIFICATE HOLDER

State University of New York at Stony Brook
100 Nicolls Road
11794
Stony Brook NY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

ATTACHMENT B

WISCONSIN TECHNICAL COLLEGES PURCHASING CONSORTIUM

REQUEST FOR BID

Wisconsin Technical Colleges
Purchasing Consortium

RFB 26-001AM

for

Job Advertisement Service

Issued: Tuesday, June 10, 2025

KEY BID DATES	
RFB Issued/Released	Tuesday, June 10, 2025
Questions Due (in writing only, e-mail, NO verbal/telephone inquiries)	Monday, June 23, by 2:00 PM CDT Email: amaas@wtcpc.com
Due date for issuing agency to respond to questions received	Wednesday, June 25, 2025
WTC-PC e-mail Address	amaas@wtcpc.com
<u>Bids Due:</u> e-bidding through DemandStar	by 2:00 PM CDT on Thursday, July 10, 2025 <i>Responding to an Electronic Bid for e-bidding Instructions</i>
Public Bid Opening via Teams	Thursday, July 10, 2025 at 2:15 PM CDT Click to join the public bid opening

Note to Vendors: To ensure acceptance of your bid read this RFB in its entirety. Incomplete bids/responses not meeting requirements may be rejected from consideration.

Table of Contents

BACKGROUND / INTRODUCTION	4
Definitions	5
Core Request for Bid Information	5
Schedule of Events	5
Bid Clarifications	5
Method of Award	5
Contract Term	5
BID SUBMISSION REQUIREMENTS.....	6
1. CLARIFICATIONS.....	6
2. CONTENTS OF BID	6
3. NON-CONFORMING TERMS & CONDITIONS	6
4. ALTERNATE BIDS	7
5. ACCEPTANCE OR REJECTION OF BIDS	7
6. NON-INTEREST OF AGENCY EMPLOYEES AND OFFICIALS	7
7. AMENDMENT OF BIDS	7
8. RFB TABULATIONS/ABSTRACTS	7
9. WTCS DISTRICTS AUTHORIZED TO PURCHASE PRODUCTS UNDER THIS RFB	7
10. CHOICE OF CONTRACTORS.....	8
11. BID SUBMISSION DUE DATE	8
12. REQUIRED FORMS TO SUBMIT BID INFORMATION	8
13. EMAILED RFB RESPONSES	8
14. EXCEPTIONS TO BID SPECIFICATIONS AND TERMS	8
15. RIGHT TO REJECTION OF BIDS.....	8
16. COOPERATIVE PURCHASING AGREEMENT	9
17. QUALIFIED SUPPLIER CERTIFICATION FORM.....	9
18. QUESTIONS – MUST BE IN WRITING ONLY	9
19. RIGHT TO ADDENDUMS	9
20. AMENDMENTS TO CONTRACT TERMS AND CONDITIONS	9
21. REQUEST FOR FINANCIAL STATEMENTS	9
22. EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS	9
23. “OR EQUALS” CONSIDERED	9
24. WITHDRAWAL OF BIDS	10
25. FIRM BIDS.....	10
26. LEVEL OF COMPETING BIDS RECEIVED.....	10

27.	LIABILITY.....	10
28.	BIDDER PRESENTATIONS.....	10
29.	RIGHT TO NEGOTIATE CONTRACT TERMS	10
30.	PUBLIC INSPECTION OF BID	10
31.	CERTIFICATE	10
32.	STATE SALES TAX AND FEDERAL EXCISE TAX EXEMPTION:	11
33.	REFERENCES:	11
34.	ASSIGNMENT OR SUBCONTRACT	11
35.	DEMANDSTAR VENDOR REGISTRATION:	11
36.	CONTRACT TERMINATION	11
	CONTRACTUAL REQUIREMENTS	12
37.	INSURANCE	12
38.	APPLICABLE LAW	14
39.	NONDISCRIMINATION	14
40.	ASSIGNMENT OR SUBCONTRACT	14
41.	INDEPENDENT SUPPLIER STATUS.....	14
42.	WAIVER	14
43.	AUDITOR ACCESS	14
44.	INDEMNIFICATION AND DEFENSE OF SUITS	14
45.	FORCE MAJEURE	14
46.	TERMINATION OF CONTRACT FOR CAUSE	15
47.	CONTRACT.....	15
48.	AMENDMENTS TO CONTRACT	15
49.	MULTI-YEAR CONTRACTS	15
50.	COTERMINOUS CONTRACTS AND RELATIONSHIP TO EXISTING CONTRACTS	15
51.	INVOICES/PAYMENTS.....	15
	SCOPE OF SERVICES.....	16
	Required Documentation	18
	Bid Submission Signature Page	19
	Terms and Future Needs	20
	References Form.....	21
	Cooperative Purchasing Form.....	22
	Qualified Supplier Certification and Proof of Responsibility Statement.....	23
	District Choice by Bidder	24

BACKGROUND / INTRODUCTION

The Wisconsin Technical Colleges Purchasing Consortium (WTC-PC) located at 6004 South County Road G, Janesville, WI is issuing this Request for Bid (RFB) for Job Advertisement Service. The Wisconsin Technical College System (WTCS) offers more than 500 programs awarding two-year associate degrees, one- and two-year technical diplomas, short-term technical diplomas, certificates and related education for apprenticeships. The System is the major provider of customized instruction and technical assistance for Wisconsin employers. With more than 287,000 people enrolling in a technical college each year, it is the largest higher education system in the state.

The WTC-PC is a legal entity empowered by Wisconsin statutes to initiate contracts on behalf of the 16 WTCS college districts. The WTCS districts are not obligated to utilize WTC-PC initiated contracts, and firms submitting bids in response to this RFB are hereby notified that there is no guaranteed minimum purchase volume or minimum commitment of any kind, financial or otherwise, for products or services to be purchased by any of the WTCS districts for any contract awards made by the WTC Purchasing Consortium under this RFB process.

Wisconsin state statutes allow other Wisconsin public agencies to utilize (i.e.: “piggyback”) WTC-PC issued contracts. This RFB contains a “Cooperative Purchasing Form” that should be completed by all suppliers submitting Bids for consideration. The “Cooperative Purchasing Form” contains an election area for suppliers to indicate if they would allow/permit other public agencies to utilize/piggyback the resulting award made to a supplier firm. It will be up to the individual WTCS districts and other Wisconsin public agencies to decide if they wish to purchase the products or services awarded under this RFB by the WTC-PC.

Bidders are encouraged to present innovative approaches to pricing, deliveries, training, or other programs that offer additional value-added components to the Bidders response.

Bidders should note that the WTC-PC intends to make a multiple award under this process. The purpose for a multiple award is to ensure coverage for all districts within the state and to gain the potential advantages of a local supplier that can be available to the districts. These advantages can include local product training and support, locally based inventory, and the desire of the WTCS to support local business whenever possible. However, pricing and terms offered by all successful Bidders (“Contractors”) will be considered at the time of order so “Best” pricing and terms should be offered by all Bidders at the time of their original RFB submission.

This RFB document includes a listing and map of member districts showing locations throughout the state. Bidders should identify to which districts they would be willing to provide the products and services identified in the RFB. Bidders may choose as many of the districts as they wish but should only identify those for which they are willing to offer all the terms and conditions of the RFB including pricing, programs, customer service and sales support.

Each Customer (WTCS districts or other public agency) is responsible in accordance with its individual rules, award, and contracting procedures, to contract with the successful supplier(s) and shall also be responsible for scheduling and managing its own contracts to the awarded firm(s), receiving and approving services received, verifying invoices, and making payments. Any disputes or issues raised with the Contractor by any Customer using the WTC-PC contract will be handled by that respective public agency directly with the Contractor, and these issues and disputes will not be the responsibility of the WTC-PC making the contract award.

Definitions

The following definitions are used throughout this Request for Bid:

- Bidder** means a firm submitting a Bid in response to this Request for Bid
- Contractor** means successful Bidder awarded under this RFB process
- Customer** means any Campus or Department using this RFB contract
- MBE** means Minority Business Enterprise
- P-Card** means Procurement Card (Campus credit card)
- RFB** means Request for Bid
- WTCS** means Wisconsin Technical College System
- WTC-PC** means the Wisconsin Technical Colleges Purchasing Consortium

Core Request for Bid Information

Schedule of Events

Request for Bid Issued	Tuesday, June 10, 2025
Questions Due	Monday, June 23, 2025 by 2:00 PM CDT
Questions Returned Via Addendum	Wednesday, June 25, 2025
Request for Bids Due	Thursday, July 10, 2025 by or before 2:00 PM CDT

Bid Clarifications

All questions regarding this RFB must be submitted in writing only to the WTC Purchasing Consortium via e-mail to: amaas@wtcpc.com by the date and time referenced in the schedule of events above. Clarifications will be supplied via addendum posted via DemandStar on or before the specified date in the schedule of events. Verbal inquiries will NOT be accepted.

References and Relevant Project Experience

References should be identified by the Bidder listing Customers of similar size, locations near the Bidder’s locations, municipal or governmental types of Customers or Customers using Ecommerce methods with the Bidder’s Company. References will be considered based on the needs and requirements of the WTCS system and will be reviewed and scored by the WTC Contract Team.

Method of Award

The WTC-PC contract team will review Bids received. It is the intent to award contract(s) to Contractors for the use of the WTCS and non-WTCS Customers. The WTC-PC reserves the right to award multiple Bidders per District location to ensure coverage and support for each district to their needs. It may be that a Bidder is awarded one district only or may be awarded more than one district based on their RFB pricing, response, and identification of districts the Bidder is willing to serve under the terms of the RFB contract.

Contract Term

The resulting term of contract from this RFB will be for an initial term of five (5) years, with the option for two (2) individual one-year term renewals to occur for a total maximum term not to exceed seven (7) years. The WTC-PC reserves the right to commit to multiple renewal years at one time.

Pricing must be held firm for the first term of the agreement. Pricing is not allowed to rise above the CPI-U for All Urban Consumers for 12 months prior to renewal for the remaining years.

It should be noted that agreements may be issued to individual customers for up to (5) years under this contract even if the contract only lasts for the initial term of the contract provided, they are signed prior to the termination or expiration of this contract. The WTC-PC will monitor any maintenance/service agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

Award of Contract vs Guaranteed Business

The award of a contract by the Wisconsin Technical Colleges Purchasing Consortium does not guarantee business with our colleges/organizations. It allows for the opportunity to do business with our colleges/organizations. Individual colleges or organizations will work directly with vendors awarded to determine their needs within the scope of this RFB. Individual colleges or organizations will sign “child” agreement that meet at a minimum the terms of the master agreement signed between the Wisconsin Technical Colleges Purchasing Consortium and awarded vendors.

Any Contract awarded by the WTC-PC under this RFB process or any Customer using this RFB Contract will be contingent upon a one (1) year probationary period. The participating agencies utilizing Contractors under this RFB will have the option “at will” to terminate any Contractor it considers in the first year of service as not performing to expected levels of service, quality, cost, competence, qualifications, or any other term or condition included in this RFB Contract.

BID SUBMISSION REQUIREMENTS

1. **CLARIFICATIONS:** Any and all questions regarding this RFB must be submitted in writing only to the WTC Purchasing Consortium via e-mail to: amaas@wtcpc.com. Verbal inquiries will NOT be accepted.

The “issuing agency” for this RFB is the Wisconsin Technical Colleges Purchasing Consortium, with its address as follows:

WTC Purchasing Consortium
6004 South County Road G
Janesville, WI 53546

No information provided verbally, or by any other WTCS or WTC-PC personnel will be considered binding for this agreement unless formalized in writing. All respondents should use this written document and its attachments as the sole basis for preparing and submitting Bids.

Additionally, this RFB prohibits communication related to this RFB initiated by the Bidder to any Agency, official, or representative from another entity or employee evaluating or considering the Bids, prior to the time an award decision has been made by the WTC Purchasing Consortium.

Upon award, to ensure that all messaging aligns with WTC-PC guidelines and standards, the Vendor shall obtain prior written approval from the WTC-PC before distributing any mass electronic communication, including emails, texts, social media posts, etc., related to an award or WTC-PC contract to WTCS technical college employees, contractors, or affiliates.

2. **CONTENTS OF BID:** All attachments, additional pages, addenda, or explanations supplied by the vendor with this Bid will be considered as part of the Bid response.
3. **NON-CONFORMING TERMS & CONDITIONS:** A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFB document are subject to rejection as non-responsive. The WTC-PC reserves the right to permit the Bidder to withdraw nonconforming terms and conditions from its response or to negotiate changes to the contractual requirements prior to deciding of responsiveness and award. Submission of a Bidders contract as a complete replacement to the terms and conditions of this RFB Contract agreement will not be accepted and may be grounds for disqualification of the Bid offered.

4. **ALTERNATE BIDS:** An alternate Bid is viewed as a Bid describing an approach to accomplishing the requirements which differs from the approach set forth in the solicitation. An alternate Bid may also be a second Bid submitted by the same Bidder, which differs in some degree from that Bidders prime Bid. An Alternate Bid should be clearly marked as “ALTERNATE BID.” The WTC-PC may consider or reject any or all alternate Bids submitted.
5. **ACCEPTANCE OR REJECTION OF BIDS:** This RFB does not commit the WTC-PC or any participating public agencies to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies because of this RFB process. The WTC Purchasing Consortium reserves the right to accept or reject any or all Bids received as a result of this request, to waive any minor irregularities in the process or procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFB, if it is considered to be in the best interest of the WTC-PC or participating agencies to do so.
6. **NON-INTEREST OF AGENCY EMPLOYEES AND OFFICIALS:** No official or employee on the Bid Team shall have any financial interest, either direct or indirect, in the Bid or contract. No official or employee of the Bid Team shall exercise any undue influence in the awarding of the Bid or contract.
7. **AMENDMENT OF BIDS:**
 - a. By the WTC Purchasing Consortium: Requests for Bids may be amended by the WTC-PC in response to a need for further clarification, specifications, or requirements changes, new opening date, or any other changes need to clarify the RFB or to allow for answers to Bidder questions. The WTC-PC will provide any changes or addendums to this RFB to all the Bidders using the same methods as originally used for posting along with using www.demandstar.com.
 - b. By Vendor: Bids may be amended after receipt but before opening by the WTC-PC by submitting a later dated Bid that specifically states it is amending an earlier submitted Bid. No Bid may be amended after the RFB due date unless requested by the WTC-PC.
8. **RFB TABULATIONS/ABSTRACTS:** RFB Tabulations are available to the public after the date of contract award, and normally within 60-90 days from the date of RFB opening (RFB Due Date). In some situations, RFB tabulations may be completed early and be available for public review on the date of contract award(s).
9. **WTCS DISTRICTS AUTHORIZED TO PURCHASE PRODUCTS UNDER THIS RFB:** This Request for Bid contract may be used by and available for up to sixteen (16) Wisconsin Technical Colleges. There is a potential that any or all 16 colleges may use the contract for services awarded under this RFB. In addition, other Wisconsin public agencies may elect to use the services awarded by this RFB, unless the Bidder specifically indicates otherwise on the “Cooperative Purchasing Form” included with this RFB. Use of the contract by any Customer will be based on need, costs, and funding availability. Use of the contract resulting from this RFB process relieves the Customer from processing Bids or Bids on an ongoing basis for purchases made routinely for their operations.

The names and locations of the 16 WTCS technical college districts, as listed below:

Blackhawk Technical College
 Chippewa Valley Technical College
 Fox Valley Technical College
 Gateway Technical College
 Lakeshore Technical College
 Madison College
 Mid-State Technical College
 Milwaukee Area Technical College
 Moraine Park Technical College

Nicolet College
 Northcentral Technical College
 Northeast Wisconsin Technical College
 Northwood Technical College
 Southwest Wisconsin Technical College
 Waukesha County Technical College
 Western Technical College

See attached map and listing of districts for Bidder’s choice of Customers to be included.

10. CHOICE OF CONTRACTORS:

Once this contract is awarded, the Customer reserves the right to choose Awarded Vendors for products purchased or service work based on, not in any specific order and related to each individual project:

- Prior experience with Contractor
- Cost per contract
- Availability of staff for support and training, as needed
- Additional products or services provided and available
- Project managers

The WTC-PC and individual Customers reserve the right to conduct pricing exercises/quote or Bid requests to any or all the Vendors available. Choice of Vendors will be based on price along with the bulleted items above.

It may be that individual Campuses or Customers will do pricing exercises to establish a “Prime Vendor” for a determined period (e.g. 6 months) and then use that contractor for that period for projects identified by size and complexity.

If pricing exercises or quotations/Bids are requested:

- Quotations are considered firm and must be complete including all estimated costs for services and any supporting consumables; no surprise costs.
- Quotations submitted by the Contractor(s) must be at least at the rates offered by the Contractor in their RFB but may be less based on the size of the project and the Contractor’s choices.
- If a Contractor fails to do these on an ongoing basis, the result may be:
 - not being included in future pricing exercises
 - invoices may be disputed
 - contract with the individual non-performing Contractor may be terminated.
- Bidders should note that pricing exercises are at the discretion of the Customer. Bidders should not expect that pricing exercises will be done for every or any purchase of products or services and should provide their best pricing with their original bid response.

11. **BID SUBMISSION DUE DATE:** Proposers must submit their bids/responses via E-Bidding through DemandStar. **The RFB responses are due via E-bidding by or before 2:00 PM CDT on Thursday, July 10, 2025.** Fax versions will not be accepted. Responses received after the specified date and time will be rejected and not considered.

PLEASE REFER TO RESPONDING TO AN ELECTRONIC BID FOR ELECTRONIC SUBMISSIONS INSTRUCTIONS

12. **REQUIRED FORMS TO SUBMIT BID INFORMATION:** A Bid will not be accepted on any other form(s) than those specified herewith and/or provided with this RFB.
13. **EMAILED RFB RESPONSES:** E-mailed responses will not be accepted.
14. **EXCEPTIONS TO BID SPECIFICATIONS AND TERMS:** Any exceptions to the Bid Specifications and Terms must be clearly documented on an attached sheet to the Bid Form and indicated as “*Exceptions to Specifications and Terms.*” The WTC-PC reserves the right to determine if any noted exceptions or qualifying statements indicated in a Bid are in the best interest of the WTC-PC and participating agencies and reserves the option to reject individual Bids based on Exceptions to Specifications and Terms. **The submittal of a complete contract replacement or substitution for the terms and conditions of this RFB Contract will not be acceptable and may be grounds for rejection or disqualification of the Bid submitted.**
15. **RIGHT TO REJECTION OF BIDS:** The WTC-PC reserves the right to reject any portion of a Bid, or the complete Bid, or all Bids, and to waive any informality in Bids received when such rejection or waiver is in the best interest of the WTC-PC or any participating WTCS districts.

16. **COOPERATIVE PURCHASING AGREEMENT:** The Contract use by Customers other than WTCS Customers will be subject to suppliers completing and providing with their Bids a signed “Cooperative Purchasing Agreement” form (enclosed) to indicate the Bidders willingness to extend contract pricing and terms to other eligible public agencies and entities in the State of Wisconsin wishing to “piggyback” this contract.
17. **QUALIFIED SUPPLIER CERTIFICATION FORM:** Included with the Bid documents is a “Qualified Supplier Certification Form” that must be completed properly and submitted with the required Bid documents for the Bidder to have a complete Bid for consideration. Only Bids from qualified suppliers shall be considered. This form must be signed and be included with the Bid response by the specified Bid due date and time.
18. **QUESTIONS – MUST BE IN WRITING ONLY:** Questions concerning this RFB must be in written in electronic format only and should be e-mailed to amaas@wtcpc.com.
19. **RIGHT TO ADDENDUMS:** The WTC Purchasing Consortium reserves the right to amend the terms and specifications of this RFB as necessary during the RFB process. In the event of any formal published changes to the terms and/or specifications of this RFB, notice will be posted on the website, www.demandstar.com. It will be the responsibility of the Bidder to register for DemandStar to receive any notifications of any addendums, notices or changes applying to the RFB. Notification registration can be made free of charge at [DemandStar Registration](#). DemandStar is a EUNA Solutions Brand. Registration on the DemandStar system allows the Bidder to be notified of other future RFB or Bid processes posted on DemandStar by other users of the DemandStar tool.
20. **AMENDMENTS TO CONTRACT TERMS AND CONDITIONS:** The WTC-PC and other participating agencies purchasing the contracted products or services resulting from this RFB reserve the right to change, modify, or cancel the terms of a contract by providing the Contractor a minimum of thirty (30) days advance written notice. All changes to the terms and conditions of a contract with a customer will be binding only through a formal written addendum. In instances of contract breach by a Contractor, or in instances where the actions or products of a Contractor pose a health risk or safety issue, contract termination can occur immediately with no advance notice provided to the Contractor; see Contract Termination, below.
21. **REQUEST FOR FINANCIAL STATEMENTS:** The WTC-PC and Participating agencies may request financial statements containing three (3) years of Profit and Loss statements, Balance Sheets, and other financial documents for purposes of evaluating the financial ability of firms to provide the scope of service and support required by this RFB. Copies of the supplier’s Certified Auditor Statements may be requested. In the event such financial information is required for the evaluation of Bids, such will be requested in writing to the supplier by the WTC-PC. WTC-PC reserves the right to review other and alternate sources of financial record including Equifax, Dunn and Bradstreet and any other third-party reporting organizations available.
22. **EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS:** For purposes of any contract issued by the WTC-PC, the supplier is to comply with Executive Order 11246 entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).
23. **“OR EQUALS” CONSIDERED:** Specifications contained in this RFB are intended to define the level of quality and performance required and not to restrict competition. Bidders offering alternate Bids to the products or specifications listed shall submit, with their Bid, detailed comparisons to the RFB products and specifications documenting equivalence to the products or services identified and describing the effect the alternate product or service would have on the performance or quality of the products or services being bid. Bidders may offer more than one alternative with required supporting documentation. Where certain brands or part numbers are specified, it is to match standardized products currently being used or to establish a standard for features and construction. Equivalent products and services are acceptable and allowed and Bidders may offer varying brands of “equivalent” items and services for the WTC-PC’s consideration. WTC-PC and the participating agencies will be the sole judge of equivalency.

If equivalent or alternate products or services are not allowed at the time of a Customer order, information may be provided upon request, (i.e. must be compatible with existing equipment, software, have interchangeable

parts, not need specialized tools, required by grant or funding authority), with the response showing why alternate or equivalent products or services will not be considered. The product decision or choice is at the sole discretion of the Customer based on the best interest of the Customer College.

24. **WITHDRAWAL OF BIDS:** Bids may be withdrawn by the Bidders any time prior to the due date of the Bid. These Bids will not be opened or considered. Bidders may request that their Bid be withdrawn after the due date and time, however, these will be opened and will become part of the public record at the point the RFB process is completed. Negligence on the part of the Bidder in preparing the Bid does not allow for any right of modification of the Bid after the due date for submission.
25. **FIRM BIDS:** All terms and conditions of the Bids submitted (including price) are to be firm for a minimum of one hundred and eighty (180) days from the award of the contract. Any price increase request (or other proposed change in any of the contract terms) must be requested in writing and must have a written justification showing why the price change or other term change is being requested. WTCs reserves the right to review any existing index or other third-party measure to verify information provided by the Contractor under these conditions. The WTC-PC will accept or reject the proposed change in contract and reserves the right to negotiate terms with the Contractor based on the best interests of the WTCs. Any exceptions shall be fully noted. The purchase of services or products under this contract is contingent on budget availability for the WTCs campuses or participating agencies.
26. **LEVEL OF COMPETING BIDS RECEIVED:** The WTC-PC reserves the right to reject all Bids received and resubmit the RFB if it feels an adequate level of competition was not obtained; if specifications/terms did not allow for a sufficient level of competing Bids to be received, if desired specifications, features, or standards were not acceptable or if Bids of sufficient quality or completeness were not received.
27. **LIABILITY:** The WTC-PC incurs no liability for any cost the Bidder may have incurred in preparing and submitting a Bid in response to this RFB.
28. **BIDDER PRESENTATIONS:** Upon receipt of all Bids meeting the conditions outlined in this RFB and arriving by the specified due date and time, the WTC-PC reserves the right at its sole discretion to meet with Bidders that it considers to be in the best interest of the WTC-PC, to do presentations or clarify details of their Bids. If an oral presentation is required of selected finalists, it shall be at the Bidder's expense. However, an award for this RFB process may be made without Bidder presentations. Therefore, it is recommended that Bidders submit a "best effort" initially presenting the most favorable terms, from both a technical and cost standpoint.
29. **RIGHT TO NEGOTIATE CONTRACT TERMS:** The WTC-PC and participating agencies reserve the right to negotiate terms including scope of work, pricing, and terms and conditions with Bidders prior to final award of the RFB process and entering into a final contract agreement.
30. **PUBLIC INSPECTION OF BIDS:** To maintain the integrity of the competitive bid process, if a request is made under open records laws to view bids received for this RFB, bids will not be made available to competing suppliers or to anyone outside of the WTC-PC Bid Evaluation Team until an official award decision by WTC-PC has been made. Bidders are hereby notified that all information submitted in response to this RFB may be made available for public inspection in accordance to appropriate procurement regulations and Wisconsin public records laws. The WTC-PC will not provide advance notice to suppliers prior to release of any requested record.

Bids marked confidential as a whole or fully redacted are never accepted. The Wisconsin Public Records law classifies most correspondence with a government entity, such as WTC-PC and member Colleges, as open and available for public inspection. Any trade secret or proprietary information must be clearly identified in the bidder's response. Proprietary restrictions normally are not accepted; however, when accepted, it is the Supplier's responsibility to defend the determination in the event of an appeal or litigation. Pricing information can never be held confidential.

31. **CERTIFICATE OF INSURANCE:** A current Certificate of Insurance evidencing appropriate amounts of liability insurance coverage with a bonded agent or carrier is required to be submitted by the supplier/contractor or be on

file at the Customer (WTCS district or other public agency) office prior to any employee, agent, or subcontractor of the contractor performing any work on the Customer's premises. For WTCS Colleges, the Certificate of Insurance will name the WTCS as "additional insured". For all other Customers, it will be the responsibility of the Contractor and Customer to identify the requirements of that Customer and the insurance certificate required for them.

32. **STATE SALES TAX AND FEDERAL EXCISE TAX EXEMPTION:** Notice is hereby given that the WTC-PC and 16 WTCS districts are Wisconsin municipalities and are exempt from state sales taxes and federal excise taxes. Such taxes should not be included in prices or quotes proposed to the WTC-PC and will not be paid by the WTCS or participating agencies for products or services received.
33. **REFERENCES:** The WTC-PC will value the Bidders quality and abilities based on comments and reviews of the supplier's product and/or services as provided by references. As a part of the Bidders response, they should provide a minimum of three references of Customers of similar size or type to the WTCS campuses to be served by this contract.
34. **ASSIGNMENT OR SUBCONTRACT:** Neither party shall assign a right or interest, delegate or subcontract any obligation required under this contract without the written consent of the other party. Any Contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any Subcontractor without prior written approval by WTC-PC, participating agencies or the Customer. Upon request, Contractor must provide Subcontractor's complete contact information including EIN# (TIN#, SS#) and signed W-9 form.

The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of this contract. WTC-PC reserves the right to assess Contractor Liquidated Damages more than the contract amount for Subcontractor's failure to perform or inability to complete required project milestones.

Subcontractors must abide by all terms and conditions under this Contract. If Subcontractors are to be used, the Contractor must identify the Subcontractor and clearly describe and explain their participation in support of this contract.
35. **DEMANDSTAR VENDOR REGISTRATION:** Suppliers wishing to participate in this and additional quoting opportunities with WTC-PC can register for free and at no charge at [DemandStar Registration](#) to access requests for Bids, quotes and bids submitted from the WTC-PC.
36. **CONTRACT TERMINATION:** The WTC-PC may terminate this Contract at any time, **without cause**, by providing 15 days written notice to the Contractor. If the Contract is so terminated, the WTC-PC/Customer is liable only for payments for products provided or services performed, to the extent that any actual direct costs have been incurred by the Contractor pursuant to fulfilling the contract. The WTC-PC/Customer will be obligated to pay such expenses up to the date of the termination.

Shall either party **fail to perform** under the terms of this Contract; the aggrieved party may notify the other party in writing of such failure and demand that the same be remedied within 15 calendar days. Should the defaulting party fail to remedy the same within said period, the other party shall then have the right to terminate this Contract **immediately**. Performance failure can be defined as but not limited to: continued failure to provide products and services on agreed upon dates, failure to provide call backs on a timely basis, continued failure to respond to on call requests, damage to Customers equipment or property, theft of Customer or Customers employee property, failure to provide products or services to specifications, inappropriate actions, comments or behavior of staff persons while on Customer sites, failure to provide support personnel able to respond to status or performance issues or failure to provide any of the Terms, Conditions, Specifications or Special Conditions of Bid.

If at any time the Contractor performance **threatens the health and/or safety** of the WTCS, its staff, students or others who may be on campus, the WTC-PC has the right to cancel and terminate the Contract without notice.

Failure to maintain the required Certificates of Insurance, Permits and Licenses shall be the cause for Contract

termination. If the Contractor fails to maintain and keep in force the insurance as provided in Standard Terms and Conditions, Section 22.0, the WTC-PC has the right to cancel and terminate the Contract without notice.

If at any time a petition in **bankruptcy** shall be filed against the Contractor and such petition is not dismissed within 90 calendar days, or if a receiver or trustee of Contractor's property is appointed and such appointment is not vacated within 90 calendar days, the WTC-PC has the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate this contract by giving 10 calendar days' notice in writing of such termination.

All notices of performance failure must be submitted in writing to WTC Purchasing Consortium 6004 South County Road G in Janesville, WI 53546. WTC-PC shall be final authority for all performance failure determinations not resolved through the ordering department.

CONTRACTUAL REQUIREMENTS

The terms listed in this Section (Contractual Requirements) shall be the minimum required in any contract with a participating public agency for services awarded under this RFB. Additional and/or more stringent terms may be negotiated by the Customer using the Contract.

37. **INSURANCE:** Insurance requirements or submission of a Certificate of Insurance IS REQUIRED for this contract. A Certificate of Insurance must be submitted by the Contractor to the WTCS and to any Customer utilizing this contract as a condition to performing any work on the Customer's site location. The Certificate of Insurance must also list the WTCS initially and any Customer as "additional insured" upon their request. Minimal required insurance levels are as follows:

General Liability	\$1,000,000
Professional Liability Per Claim	\$1,000,000
Professional Liability Per Aggregate	\$1,000,000
Automobile Liability	\$1,000,000
Workman's Compensation.....	to Wisconsin state minimum requirements
Cyber Liability Insurance	\$3,000,000 per occurrence

DATA SECURITY: If the contract is used for any "on-line model" which puts data transfer in a position of being potentially compromised, the Contractor will be required to show their Data Security process and method, provide additional insurance certificates showing coverages for Data Loss or System Breach and provide policy and procedure documents showing data retrieval process and methods used by the Contractor for the possibility of a system breach. In addition, the Contractor(s) will be required to provide the following:

Data Privacy

The Parties acknowledge that over the course of this contract usage, the Contractor may have access to WTC-PC data that is defined as "Confidential." To the extent the Contractor maintains, acquires, discloses, uses, or has access to any education records with personally identifiable information, as defined by the Family Educational Rights and Privacy Act (FERPA), WTC-PC's Personally Identifiable Information (PII), as defined by state breach notification statutes, and/or any WTC-PC Protected Health Information (PHI), as defined by the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, or Payment Card Information (PCI), as defined by the Payment Card Industry Data Security Standards (PCI DSS) (described collectively and hereinafter referred to as "Personal Information"), Contractor shall maintain reasonable security procedures and practices appropriate to the nature of the Personal Information, and protect the Personal Information from unauthorized access, destruction, use, modification, or disclosure. Contractor is obligated to comply with all relevant and applicable state, federal and international data privacy standards, including, but not limited to, FERPA statute 20 U.S.C. § 1232g and the FERPA regulations 34 CFR Part 99. Contractor is further obligated to comply with all relevant and applicable state, federal and international data privacy standards, including, but not limited to, California Civil Code §§ 1798.80-1798.84, Florida Information Protection Act, SB 1524, the Massachusetts Office of Consumer Affairs and Business Regulation Standards for the Protection of

Personal Information, 201 CMR 17.00, Canada's Personal Information Protection and Electronic Documents Act (PIPEDA), HIPAA and HITECH (Data Privacy Standards). Contractor represents and warrants that from the Effective Date of this Agreement and for so long as it maintains, acquires, discloses, uses, or has access to WTC-PC's Personal Information thereafter, Contractor shall be in compliance with the Data Privacy Standards and that it shall notify WTC-PC in writing immediately if it is no longer in compliance with such Data Privacy Standards.

If at any time during the term of this Agreement any part of WTC-PC's Personal Information, in any form, that Contractor obtains from WTC-PC ceases to be required by Contractor for the performance of its obligations under this Agreement, or upon termination of this Agreement, whichever occurs first, Contractor shall, within fourteen (14) days, promptly notify WTC-PC and securely return such WTC-PC Personal Information to WTC-PC, or at the WTC-PC's written request destroy, un-install and/or remove all copies of such WTC-PC Personal Information in Contractor's possession or control, or such part of the WTC-PC's Personal Information which relates to the part of the Agreement terminated, or the part no longer required, as appropriate, and certify to WTC-PC that the same has been completed.

If Contractor, or its Subcontractor, suspect, discover or are notified of a data security incident or potential breach of security and/or privacy relating to WTC-PC's Personal Information, Contractor shall immediately, but in no event later than forty-eight (48) hours from suspicion, discovery or notification of the incident or potential breach, notify WTC-PC of such incident or potential breach. Contractor shall, upon WTC-PC's request, investigate such incident or potential breach, inform WTC-PC of the results of any such investigation, and assist WTC-PC in maintaining the confidentiality of such information. In addition to the foregoing, Contractor shall provide WTC-PC with any assistance necessary to comply with any state and/or federal laws requiring the provision of notice of any privacy incident or security breach with respect to any WTC-PC Personal Information to the affected or impacted individuals and/or organizations, in addition to any notification to applicable state and federal agencies. Contractor agrees that it shall reimburse WTC-PC for all expenses, costs, attorneys' fees, and resulting fines, penalties, and damages associated with such incident, breach, investigation and/or notification.

Contractor shall bear all costs, losses and damages resulting from a breach of this Agreement. Contractor agrees to release, defend, indemnify, and hold harmless the WTC-PC for claims, losses, penalties and damages and reasonable attorneys' fees and costs arising out of Contractor's, or its Subcontractor's, negligence, unauthorized use, disclosure, access, or acquisition (whether on their own or through a third-party) of WTC-PC's Personal Information and/or Contractor's, or its Subcontractor's, breach of its obligations under this Agreement. Contractor acknowledges and agrees that it will inform all of its principals, officers, employees, agents and Subcontractors assigned to perform services for WTC-PC under the Agreement of the obligations contained herein. To the extent necessary and/or required by law, Contractor will provide training to such employees, agents and Subcontractors to promote compliance with this Agreement. Contractor agrees to assume all liability for breach of this Agreement by any of its principals, officers, employees, agents and Subcontractors.

Commercial Cyber Liability Insurance

The Contractor shall obtain at its own expense and evidence via Certificate(s) of Insurance the following insurance requirements before communication of any awarded work and throughout the duration of the Agreement:

- Errors and Omissions (E&O), Technology Products E&O: minimum of \$5 million limit and in the annual aggregate, inclusive of defense costs
- Network Security / Privacy Liability; including
 - Computer or network systems attacks
 - Denial or loss of service
 - Introduction, implantation, or spread of malicious software code
 - Unauthorized Access and Use of computer systems
 - Privacy liability
 - Breach response coverage

- Liability coverage should have a minimum of \$5 million limit and in the annual aggregate
- Breach response sub-limits of at least 50% of the liability limit
- Crime Insurance: Vendor, at its sole cost and expense, shall obtain and maintain in full force and effect, Third Party Crime/Employee Dishonesty Insurance in an amount not less than \$1,000,000. The insurance shall name WTC-PC as a loss payee.

If policy or policies are written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Agreement. "INSURED" and subsidiaries must be named as an additional insured under E&O, Technology E&O / Technology Products E&O, and Network Security / Privacy Liability coverage sections. Further, an appropriate endorsement deleting the Insured vs. Insured exclusion must be evidenced, so as not to impede a claim by "INSURED" and subsidiaries for a wrongful act of selected Vendor. All insurance carriers must carry an A.M. Best rating of at least A-, Class VIII.

38. **APPLICABLE LAW:** This contract will be governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). The WTC Purchasing Consortium and other public agencies participating on the contract are provided all rights and remedies of contract as afforded under the UCC for the State of Wisconsin, and include all rights and protections afforded public institutions under the laws of Wisconsin and any federal laws or statutes that apply.
39. **NONDISCRIMINATION:** In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry.
40. **ASSIGNMENT OR SUBCONTRACT:** This contract may not be assigned or subcontracted by the Contractor without the written consent of the WTCS or any Customer using the contract.
41. **INDEPENDENT SUPPLIER STATUS:** The Contractor agrees that it is an independent supplier with respect to the products and services provided pursuant to this agreement. Nothing in this agreement should be considered to create the relationship of employer and employee between the parties.
42. **WAIVER:** One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.
43. **AUDITOR ACCESS:** In the event that the Customer deems it necessary to conduct an audit or inspection, the Contractor shall, during normal business hours, furnish or make available at a time designated by the Customer and in a reasonable form required by the Customer, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in supplier's custody or control, relating to this contract and to the Customer. Any information provided to the auditors, which is deemed confidential by federal, state, or local laws shall be held as confidential and not disclosed to the public.
44. **INDEMNIFICATION AND DEFENSE OF SUITS:** The Contractor agrees to indemnify, hold harmless, and defend the WTC-PC, its members and any Customer, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Contractor, its employees, agents or Subcontractors.
45. **FORCE MAJEURE:** If the performance of any part of this Contract by either party is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the party who has been so affected shall immediately give notice to the other party of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. Upon receipt and acceptance of such notice, all obligations under this Contract shall immediately be suspended. If the period of

nonperformance exceeds twenty-one (21) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Contract.

46. **TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the Contractor shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this contract, the Customer shall thereupon have the right to terminate this Contract by giving written notice to the Contractor specifying the effective date thereof, at least five days before the effective date of such termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Customer for damages sustained by the Customer by virtue of any breach of the contract by the Contractor, and the Customer may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due to the Customer from the Contractor is determined.

47. **CONTRACT:** Any agreement or contract above and beyond this RFB Contract shall be on forms supplied by the respective Customer and may be negotiated with the WTCS Member Campus or the Customer independently of this agreement. Each Jurisdiction that utilizes any resulting contract award from this RFB will be responsible in accordance with their individual award procedures, to execute a contract to the Contractor (s) and shall also be responsible for managing their own respective projects, verifying invoices, and making payments.
48. **AMENDMENTS TO CONTRACT:** This contract may be modified only by written amendment to the contract signed by both parties.
49. **MULTI-YEAR CONTRACTS:** Continuation of the contract resulting from the RFB process beyond June 30th of any year is contingent upon the appropriation of funds by the proper officials of each Customer.
50. **COTERMINOUS CONTRACTS AND RELATIONSHIP TO EXISTING CONTRACTS:** The WTCS College group may have existing contracts with various providers of this product and service. It is the goal of the WTCS Colleges to migrate existing contracts with Suppliers to one master agreement based on award(s) of this RFB process. This master agreement/ contract would have the same anniversary date for all participating Colleges using that particular Supplier. In order for this to be the most effective, bidders will be asked to allow amendments to existing contracts or agreements to attach Colleges to this RFB Contract and to terminate existing agreements. It is also expected that Suppliers will not “penalize” Colleges who want to move to the new contract or to charge them more if they choose to move to an alternate Supplier at a renewal period of existing contract. Suppliers should describe how they would work with WTCS Colleges if the transition was from an existing contract to this one for the same Vendor/Bidder, if the transition was from a competitor to your company as an awarded Bidder or from your company to a Competitor if a Customer chooses to go to a Competitor in the future.
51. **INVOICES/PAYMENTS:** Customers not using a credit card for payment may elect to pay invoices either by ACH or by check. Payment terms are to be negotiated between the Contractor and the Customer. Bidders should state in their RFB response if they will include any discounts for earlier payment, for example, 1% 10 days/Net 30.

Credit Card for payment processing. Some WTCS Customers and other Customers who may use this contract already have procurement card ordering programs in effect. Others have noted their willingness to consider transitioning to a credit card program. The Contractor will need to negotiate with the Customer a billing and payment system that will best meet both party’s needs. Note, WTCS Colleges are exempt from State of Wisconsin sales tax per State Statute 77.54(9a).

52. **ADDING NEW PRODUCTS/SERVICES TO CONTRACT AFTER AWARD:** Where found to be in the best interest of the WTCS Customers and other Customers, a resulting contract may be amended in writing to provide for additional services allowed under the associated contract, provided that such additional services are within the original scope and intent of the contract. Following the contract award, additional products/services of the same general category that could have been encompassed in the award of this contract, and that are not already on the contract, may be added. A formal written request may be sent to the WTC-PC with the proposed additional products/services to fulfil the specified services. The WTC-PC will execute a written amendment for additional

services. Additional services shall not be performed without a fully executed amendment to the contract.

53. **SOFTWARE/FIRMWARE MAINTENANCE AND UPGRADES:** Bidders must provide information showing how maintenance is provided for any equipment and software/firmware provided under this contract and what related costs will be for this maintenance. Along with this information, Bidders must provide information for how upgrades are handled and if there are any related costs to those. The WTCS does not accept “escalators” without supporting documentation or information supporting the price increase and reserves the right to deny price increases or to negotiate them to a mutually agreed amount.
54. **IT SECURITY:** WTCS Customers continue to use the most current versions of software, remote operations, remote review of student efforts and the use by students of remote manipulation of equipment. Bidders must provide information showing how they protect themselves and their customers from potential breaches of software or cloud-based applications. To the extent possible, this information should include information showing response plans, firewall specifications, experience by the Bidder in this area and successful management of efforts in this area.
55. **EXTENSION OF CONTRACT PAST CONTRACT END DATE:** The term of this agreement may not extend past seven (7) years from the initial date of contract. It should be noted that individual customer (college) agreements may be issued for up to an additional five (5) years under this contract even if the contract only lasts for the initial term of the contract provided those agreements are signed prior to the termination or expiration of the original contract. The WTC-PC will monitor any maintenance/service agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

SCOPE OF SERVICES

The Wisconsin Technical Colleges Purchasing Consortium is seeking qualified bidders to provide job advertisement and recruitment ad placement services for individual technical colleges. The WTC Purchasing Consortium is seeking one or more experienced, full-service advertising agencies that specialize in placing advertising for institutions of higher education and maintaining relationships with a variety of publications and platforms to advertise and promote current job openings. Contractor shall provide the following information within the bid submission:

Service Specifications

1. Describe the process for creating and placing job advertisements with designated publications
2. Describe your proven specialization in job postings for higher education institutions with access to publications targeting specific position audiences
3. Describe your specialized diversity and inclusion job posting services with documented D&I publication networks
4. Describe your technology capabilities for extracting job postings and automatically distributing to multiple external platforms, including technical specifications, limitations, and integration compatibility
5. Describe your complete job posting process from initiation to completion with specified communication protocols, documented placement timelines, and administrative processes across online, print, and radio platforms
6. Describe your priority placement services for job postings with documented service level agreements
7. Outline the process for ensuring job postings go live within 24 hours and provide the tracking/reporting methodology
8. Provide comprehensive analytics on campaign effectiveness with established regular reporting schedules, including monthly reporting capabilities, measurement criteria, and customizable reporting functionality
9. Describe your portal access capabilities with documented functionality and security specifications
10. Provide comprehensive lists of contracted publications serving higher education institutions and diversity/inclusion recruitment

Compliance Documentation Requirements

The following compliance documentation must be submitted to demonstrate regulatory adherence and corporate qualifications:

11. Provide corporate history, management summary, and demonstrate minimum three years of similar service experience with documented company growth
12. Document adherence to WCAG 2.1 AA Level standards with publication compliance lists and current Accessibility Conformance Reports; [Web Content Accessibility Guidelines \(WCAG\)](#), [WCAG International Standard](#), [Accessibility Conformance Report \(ACR\)](#)
13. Document compliance with Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, and all applicable accessibility regulations
14. Provide accessibility standard conformance documentation or detailed remediation roadmap with specific timelines if non-compliant
15. Document accessibility implementation processes throughout development lifecycle with integrated accessibility team procedures
16. Provide comprehensive testing procedures covering operating systems, browsers, mobile devices, and assistive technologies
17. Document use of native assistive technology users in testing processes with evidence of testing protocols
18. Document staff accessibility training requirements and current IT accessibility skillset maintenance including certifications and training programs
19. Confirm accessibility does not rely on special modes or alternate interfaces with documented standard interface features
20. Document accessibility overlay usage policy with justification if utilized
21. Provide comprehensive quality assurance plan detailing performance guarantee methods, monitoring, testing, and remediation procedures

Contract Documents

Include in your submission all binding contract documents you expect a contracted college to consider to be included as part of the final contract.

Pricing/Fee Structure

The WTC Purchasing Consortium recognizes bidders may offer varied pricing structures. Please provide an all-encompassing fee structure document including publication, length/size of ad, and any services not specifically requested above but are in scope and available. The WTC Purchasing Consortium recognizes bidders may offer varied pricing structures. Bidders should not base pricing on the assumption of all 16 colleges moving forward with their solution; please price as individual instances of your solution. Vendor providing pricing that requires all 16 colleges to move forward with their solution to obtain a contract or exclude existing customers may be subject to dismissal of bid at the discretion of the WTC-PC.

Required Documentation

Request for Bid Checklist

In addition, the required documentation must be submitted by the due date and time for your Bid to be considered as “complete” and meeting the RFB requirements for consideration. If any of the items listed below are not returned in a complete form, it may be grounds for rejection of the Bid as being “non-responsive.” Please submit a ZIP file through DemandStar that includes the following:

- _____ 1. Request for Bid Checklist (Page 18)
- _____ 2. Pricing/Fee Structure for Scope of Services (Pages 16-17)
- _____ 3. Bid Submission Page (Signed) (Page 19)
- _____ 4. Terms and Future Needs (Page 20)
- _____ 5. References Form (Page 21)
- _____ 6. Cooperative Purchasing Agreement (Page 22)
- _____ 7. Qualified Supplier Certification and Proof of Responsibility Statement (Page 23)
- _____ 8. District Choice (Page 24)
- _____ 9. Higher Education Community Vendor Assessment Toolkit, HECVAT - Lite (Attachment A)

Bid Submission Signature Page

By submitting a Bid in response to this Request for Bid process, the Bidder agrees that they have read, fully understand, and agree to all terms, conditions and specifications and acknowledge that the WTC-PC RFB document on file shall be the controlling document for any resulting contract. We certify that we have not either directly or indirectly, entered into any contract or participated in and collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other persons or firm to submit or not to submit a Bid, that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor, that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor, that this statement is true and accurate under penalty of perjury. I certify that the information I have provided in this Bid is true and I understand that any false, misleading, or missing information may disqualify the Bid.

By submitting a Bid, the Bidder certifies that no relationship exists between the Bidder and the WTCS that interferes with fair competition or is a Conflict of Interest, and no relationship exists between the Bidder and any other person or firm that constitutes a Conflict of Interest. Further, the Bidder certifies that no employee of the WTCS whose duties relate to this Request for Bid assisted the Bidder in preparing this Bid in any way other than in his or her official capacity and scope of employment.

The Bidder certifies by submission of the Bid that neither it nor its principals in presently debarred, suspended, declared ineligible or voluntarily excluded from participation in this Bid Process by any Federal or State Department or Agency.

Company Name (Print)

Your Name (Print)

Your Title/Position (Print)

Your Signature (Sign)

Date

E-mail Address

Telephone

Fax

Website

Terms and Future Needs

1. Vendor agrees to offer firm pricing through the initial term of five (5) years with this agreement.
 - a. Yes _____
 - b. No _____
2. At the end of the terms list in #1, Vendor would like to:
 - a. Renew associated agreement _____
 - b. Terminate associated agreement _____
3. Vendor agrees to offer related services and/or commodities at negotiated reduced rates as they become available or the needs of the college(s) change.
 - a. Yes _____
 - b. No _____
4. Vendor agrees the maximum increase allowable by contract will be CPI-U for the previous 12 months prior to renewal date.
 - a. Yes _____
 - b. No _____
5. Vendor would like to participate in offering their services through a national cooperative (group purchasing organization) if the Wisconsin Technical College would chose to work with one in the future.
 - a. Yes _____
 - b. No _____
6. Vendor agrees to offer pricing submitted via this RFB process to existing WTCS customers if the pricing is lower than what they are currently paying.
 - a. Yes _____
 - b. No _____

_____ I understand that by answering No to #6 my submission may be disqualified.

References Form

Company Name	Contact Name
Company Address	Contact Phone Number
Email Address of Contact	
Explain how the proposed solution is similar to the requirements of this RFB:	

Company Name	Contact Name
Company Address	Contact Phone Number
Email Address of Contact	
Explain how the proposed solution is similar to the requirements of this RFB:	

Company Name	Contact Name
Company Address	Contact Phone Number
Email Address of Contact	
Explain how the proposed solution is similar to the requirements of this RFB:	

Cooperative Purchasing Form

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. **Participating in the service gives vendors opportunities for additional sales without additional Bidding. Please be aware that your participation is voluntary.** Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical, and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance, and inspection of goods directly from the contractor, and making payment directly to the contractor. WTC-PC in serving as the lead agency initiating this cooperative purchasing program on behalf of other Municipalities, is not party to any disputes arising from purchases made by other municipalities and is not liable for delivery or payment purchases made by other municipalities.

____ I Agree to make the products or services of this Bid/Bid, as priced, for the period from _____ to _____ available to:

Wisconsin Municipalities (check all that apply):

____ Wisconsin Technical Colleges

____ University of Wisconsin System

____ Wisconsin K – 12 Schools

____ Wisconsin Municipalities (Non-Educational) – please specify _____

____ Within a certain region/section of the state – please specify _____

Indicate here if you would be willing to offer a discount to other public agencies that would "piggyback" and purchase additional items from your firm if a contract is awarded by WTC-PC to your firm (i.e.: other public agencies "piggybacking" a competitively awarded contract rather than needing to issue their own RFB):

____ % Discount if a second item/system is purchased or a second public agency purchases from the awarded contract.

____ % Discount if a third item/system is purchased or a third public agency purchases from the awarded contract.

____ % Discount if a fourth item/system is purchased or a fourth public agency purchases from the awarded contract.

By what date would other public agencies need to make a purchase from your firm before the price break policy expires: _____.

Note in your Bid any special conditions or provisions.

____ Indicate here if you agree that should a system-wide agreement be executed between the awarded supplier and the Wisconsin Technical College System (WTCS), or any public cooperative contract agreement that the WTCS is authorized to utilize such as MICTA, NJPA, Federal GSA, etc., WTC-PC shall have the option, when such lower price is available for use by the WTCS, to transfer their license and/or contracted pricing and avail themselves of the terms and conditions negotiated on their behalf in that agreement. Such transfer shall take place upon written acknowledgement from the awarded supplier to the WTC-PC.

____ I Do Not Agree to make the products/services of this Bid/Bid available to Wisconsin Municipalities.

Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
		Email:	
Company		Tel: ()	
		Fax: ()	
Address (Street)	City	State	ZIP + 4
Commodity/Service		Request for Bid/Bid Number	

Qualified Supplier Certification and Proof of Responsibility Statement

In submitting this Bid, I certify that I am a “Qualified Supplier” for providing the items and/or services outlined in this Request for Bid. I agree to the following by initialing the Qualifications identified:

A		Our company has been in business for at least five (5) years.
B		Our company maintains a permanent place of business and is licensed to do business in the United States.
C		Our company is not presently debarred or disqualified by any Federal Agency, the Wisconsin Department of Administration or by any other State Agency for noncompliance with any equal opportunity, tax related or affirmative action requirements.
D		In connection with the performance of any work covered by this RFB, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability, sexual preference, or national origin.
E		Our company is an authorized sales and servicing dealer for all equipment/services/software or items provided under this RFB.
F		Our Company is a DBE or MBE Vendor: ____ MBE ____ DBE ____ Certified?

District Choice by Bidder

Bidders should consider the map below and choose X by those districts on the list that they would be willing to offer all of the terms and conditions (including price) for this RFB Contract.

- Blackhawk Technical College -----
- Chippewa Valley Technical College -----
- Fox Valley Technical College -----
- Gateway Technical College -----
- Lakeshore College -----
- Madison College -----
- Mid-State Technical College -----
- Milwaukee Area Technical College -----
- Moraine Park Technical College -----
- Nicolet College -----
- Northcentral Technical College -----
- Northeast Wisconsin Technical College -----
- Northwood Technical College -----
- Southwest Wisconsin Technical College -----
- Waukesha County Technical College -----
- Western Technical College -----



RFB 26-001 Contract - JobElephant

Final Audit Report

2025-07-16

Created:	2025-07-16
By:	Amy E. Maas (amaas@wtcpc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbk7ZYyJvsZgZXnhMByPjVL0MP9A8HcUC

"RFB 26-001 Contract - JobElephant" History

-  Document created by Amy Maas (amaas@wtcpc.com)
2025-07-16 - 2:59:12 PM GMT
-  Document emailed to stefan@jobelephant.com for signature
2025-07-16 - 3:00:07 PM GMT
-  Email viewed by stefan@jobelephant.com
2025-07-16 - 3:38:59 PM GMT
-  Signer stefan@jobelephant.com entered name at signing as Stefan Andersen
2025-07-16 - 3:41:17 PM GMT
-  Document e-signed by Stefan Andersen (stefan@jobelephant.com)
Signature Date: 2025-07-16 - 3:41:19 PM GMT - Time Source: server
-  Document emailed to Amy Maas (amaas@wtcpc.com) for signature
2025-07-16 - 3:41:22 PM GMT
-  Email viewed by Amy Maas (amaas@wtcpc.com)
2025-07-16 - 3:45:46 PM GMT
-  Signer Amy Maas (amaas@wtcpc.com) entered name at signing as Amy E. Maas
2025-07-16 - 3:46:04 PM GMT
-  Document e-signed by Amy E. Maas (amaas@wtcpc.com)
Signature Date: 2025-07-16 - 3:46:06 PM GMT - Time Source: server
-  Agreement completed.
2025-07-16 - 3:46:06 PM GMT