Request for Information & Quotes

SaaS Career Center Platform

Information due by 5:00 p.m. EST on 1/16/26

Together SC
P.O. Box 12903
Columbia, SC 29211

Please direct all enquiries to:

Benjamin Bullock
Vice President & COO
benjamin@togethersc.org
803-929-0399 opt.1

Introduction

Together SC is seeking information and quotes from qualified vendors to license and implement an online job board platform. The platform should facilitate the seamless connection of job seekers and employers, offering an easy-to-use interface, powerful search functionality, and robust administrative controls. The ideal solution will offer scalability, security, and flexibility to meet the evolving needs of our member organizations.

About Together SC

Together SC (TSC) serves thousands of South Carolinians dedicated to community service, leadership, and caring through nonprofit and philanthropic organizations. Together SC is comprised of 1000+ member organizations that consist of thought leaders, agents of change, and trusted, vital community advocates.

Our mission is to strengthen and unite South Carolina's nonprofit network.

Together SC works in the areas of advocacy, promotion of the nonprofit sector, education and training, leadership development, and volunteer management tools for the nonprofits in the state of South Carolina.

Background

Since at least 2010, Together SC has hosted an online job board for 501(c)3 nonprofits in South Carolina at https://jobs.togethersc.org. Charitable Nonprofit Organizations in South Carolina rely on this board to find and recruit talent for their staff. Together SC has historically allowed members to post for free, and pay for upgrades, but more recently, has been required by the current platform to charge a minimum of $49, with members receiving one free post per year ending June 30.

Project Overview

We are looking to host an online job board platform that can:
- Allow employers to post job listings and internship opportunities.
- Enable job seekers to create profiles and search for job opportunities.
- Provide a user-friendly admin interface to manage users, job postings, and other platform features.
- Integrate with our Association Management System, NoviAMS, with, at minimum, Single Sign On (SSO).
- Include advanced features such as job alerts, resume uploads, candidate filtering, and custom reporting.
- Generate a non-dues revenue share to Together SC.

Objectives of the RFQ

The objectives of this RFQ are to:

- Identify vendors who can provide a comprehensive and cost-effective job board platform.
- Assess the technical, functional, and operational capabilities of each vendor's solution, as well as the quality of each vendor's customer service and support system.
- Establish clear timelines, milestones, and costs associated with migrating, hosting, maintaining, and improving the platform.

Scope of Work

The proposed solution should include, but not be limited to, the following key functionalities:

1. Employer Features

- Job Posting Management: Employers should be able to post, edit, and delete job listings.
- Employer Dashboard: View applications, manage job posts, track job post performance analytics (e.g., views, applications, etc.).
- Payment Integration: Integrate a payment gateway for employers who wish to purchase job listings or premium features.
- Application Alerts: Send notifications to employers when candidates apply or when new applications match job criteria.
- Application Redirect: Allow employers to redirect the application link to their own form or hiring portal.

2. Job Seeker Features

- Profile Creation: Allow job seekers to create and maintain profiles with resumes, contact information, and work experience.
- Job Search: Advanced search and filtering options for job seekers (e.g., by location, salary, job type).
- Application Management: Job seekers should be able to apply for jobs directly through the platform and track application status.
- Job Alerts: Enable job seekers to set up email notifications for new job postings based on specific criteria.

<u>3. Administrative Features (For Together SC Staff Admin Users)</u>

- User Management: Ability to manage employer and job seeker accounts, including registration, access rights, and profiles.
- Content Moderation: Remove inappropriate job postings to ensure compliance with platform guidelines.
- Reporting & Analytics: Track platform usage, job posting statistics, and other performance metrics.
- Customization: Ability to customize the platform's appearance, features, and workflows to suit our brand and business needs.

<u>4. Technical Requirements</u>

- Scalability: The platform should be able to handle growing numbers of users, job listings, and data.
- Security: Adherence to best practices in data protection, including encryption, secure payments, and privacy standards (GDPR-compliant).
- Mobile Responsiveness: The platform should be mobile-friendly or have a native mobile app.
- Integration: Potential integration with external systems (e.g., Together SC's CRM/AMS – NoviAMS, social media, third-party recruitment tools).

Quote Submission Guidelines

In lieu of formal proposals, Together SC will also accept pre-existing marketing materials and/or draft contract terms, along with a scheduled demonstration of the platform. In this process, please ensure information below is provided. Demos may be scheduled here: https://calendly.com/benjamin-togethersc/job-board-demo

- Company Profile
    - Background and experience in career center / job boards.
    - Key personnel who will be involved in the project, both in the migration and set up stages, and on an ongoing basis.
    - Client references or case studies of similar projects.

- Platform Description
    - Detailed description of the proposed job board platform, including key features and benefits.

- Project Plan
    - Proposed timeline for platform migration, from execution of agreement to launch.
    - Key milestones and deliverables, with estimated completion dates.

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- Cost & Revenue Share Proposal
  - Detailed breakdown of costs, including licensing, development, integration, and maintenance, if any.
  - Payment terms and pricing models, if any.
  - Proposed Revenue Share percentages.
  - Minimum posting fees.

- Support and Maintenance
  - Post-launch support offerings (e.g., 24/7 support, bug fixes, platform updates).
  - Availability of user training, documentation, and onboarding resources.
  - Approach to Customer Support for members using platform.

- Security and Compliance
  - Outline of the security measures implemented in the platform.
  - Compliance with relevant data protection regulations (e.g., GDPR, CCPA).

Evaluation Criteria

Quotes will be evaluated based on the following criteria:

- Alignment with project objectives and scope. (10 points)
- Technical capabilities and experience. (25 points)
- Cost-effectiveness. (20 points)
- Vendor's reputation and client references. (20 points)
- Timeline and ability to meet deadlines. (15 points)
- Ongoing support and maintenance offerings. (10 points)

Submission Instructions

Please submit your information electronically by January 16, 2026 to Benjamin Bullock at benjamin@togethersc.org and schedule a demo here: https://calendly.com/benjamin-togethersc/job-board-demo

If you have any questions or need clarification on any aspects of this RFQ, please contact Benjamin Bullock at benjamin@togethersc.org by January 9, 2026.

Project Timeline

RFQ Release Date: December 9, 2025
Question deadline: January 9, 2026
Information and Quote Submission Deadline: January 16, 2026
Vendor Demonstrations/Interviews: To be scheduled in January:
https://calendly.com/benjamin-togethersc/job-board-demo
Selection Notification: January 23, 2026
Platform Launch: To Be Determined

Additional Terms and Conditions

Together SC reserves the right to reject any or all quotes.

The selected vendor will be required to enter into a contract outlining specific deliverables, timelines, and payment terms.

All submitted quotes will remain confidential.

Thank you for your interest in this RFQ. We look forward to receiving your quote!

Sincerely,

Benjamin Bullock
Vice President & COO
Together SC