KIPP:Foundation

Request for Proposals (RFP)
KIPP Foundation – Shared Applicant Tracking System (ATS)
December 19, 2025

Organizational Context

KIPP Public Schools is a national network of tuition-free public charter schools with grades PreK-12 that prepares students with the skills and confidence to create the future they want for themselves and their communities. KIPP Public Schools has 278 schools with nearly 16,500 educators and 190,000 students and alumni. KIPP Public Schools that are clustered in the same geographical area are operated and managed by an entity referred to as a "KIPP Region." There are 28 KIPP Regions nationwide.

- **Our Mission:** Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose - college, career, and beyond - so they can lead fulfilling lives and build a more just world.
- **Our Vision:** Every child grows up free to create the future they want for themselves and their communities.
- **Our Values:**
    - **Purpose**: a shared, ambitious mission to create futures without limits
    - **Results**: a commitment to high achievement and tracking outcomes
    - **Respect**: honoring and celebrating differences and building trust
    - **Constant** Learning: embracing growth and seeing mistakes as learning opportunities
    - **Humility**: recognizing limitations and fostering a mindset of continuous improvement

While KIPP Regions and KIPP Public Schools are separate corporate entities from the KIPP Foundation (run by their own boards and leadership teams/employees), the KIPP Foundation, through its contractual rights pursuant to a license agreement with KIPP Regions/KIPP Public Schools, sets strategy, defines and shares best practices, and ensures alignment and accountability for the 28 KIPP regions. To learn more about KIPP, please visit our website: www.kipp.org.

Project Overview

The KIPP Foundation, in partnership with regional teams, is seeking a long-term strategic partner to support the design and implementation of a shared Applicant Tracking System (ATS) to replace KIPP's current mix of platforms. This initiative aims to strengthen and streamline recruitment and hiring across the national KIPP network by establishing a modern, scalable solution that balances regional flexibility with network-wide consistency. The desired system will allow multiple regions to adapt workflows and practices to local needs while contributing to shared data insights and network-level talent strategies.

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Today, KIPP regions operate across multiple ATS platforms, with a subset participating in a shared solution that launched in 2023. Building on lessons learned, KIPP is reassessing the most appropriate ATS (in cost, functionality, and implementation support) to meet the evolving needs of individual regions and the collective network. The KIPP Foundation is seeking a user-friendly, data-forward, and flexible solution capable of supporting varied regional data structures, reporting requirements, and integration environments.

Through this RFP, KIPP seeks a vendor-led delivery model capable of leading solution design and configuration, as well as managing and/or supporting end-to-end implementation (which would include data migration, change management, training, post-launch support, and system integration as needed). The selected ATS platform provider will be expected to understand the KIPP Network requirements and provide a solution for platform implementation, hosting and ongoing maintenance, and timely support services to all participating KIPP regions. Integration with regional HRIS systems is strongly preferred; however, KIPP regions do not operate on a single HRIS (commonly used systems include UKG, Bamboo, ADP, Paycom, and Workday).

Success will be defined by the adoption of a reliable, intuitive, and user-friendly ATS that reduces operational burden, improves data quality and visibility, and supports equitable, effective hiring practices across regions. The selected solution and vendor partner will enable regional teams to work more efficiently, generate actionable insights at both the regional and national levels, and continuously evolve the platform to meet KIPP's long-term talent and recruitment goals.

Objectives
- **Unify Recruitment Systems -** Replace KIPP's current mix of ATS platforms with a shared solution that supports multiple regions, reduces fragmentation, and enables consistent candidate management and reporting while preserving regional flexibility.
- **Improve Efficiency and User Experience -** Streamline recruitment workflows for recruiters, hiring managers, and candidates across mobile and desktop through intuitive design, configurable automation, and regionally adaptable tools.
- **Strengthen Data Quality and Insights -** Enable consistent data collection and reporting across regions, with dashboards and exportable analytics that inform strategy, support equity goals, and improve hiring decisions.
- **Enable Integration and Scalability -** Ensure the ATS integrates with current and future regional systems and can scale to support additional regions and evolving functional needs.
- **Ensure Long-Term Sustainability -** Partner with a vendor committed to ongoing support, continuous improvement, and transparent roadmap planning to meet KIPP's changing recruitment and data needs.
- **Economy of Scale Cost Savings**: Vendor demonstrates the economy of scale and cost savings benefit of signing on as a network instead of signing on as individual regions

Detailed Scope
Vendors should describe in detail how their system meets each requirement below and provides supporting documentation, including screenshots, demos, sample dashboards and reports, integration specifications, training materials, and sandbox account.

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I. **Baseline Criteria (this scope must be in platform for proposal to be submitted)**
   A. **System Functionality**
      a. **Data Privacy & Compliance Controls**
         i. Robust security and compliance, including role-based access controls (with region-level data segregation, national-level visibility, and tiered local permissions), encrypted data storage, continuous security monitoring with up-to-date protections, and adherence to applicable employment and data-privacy regulations (i.e. FERPA)
         ii. Documented data breach response plan
         iii. Established data retention and destruction policies
      b. **Multi-Instance Approach (i.e. Regional Admin Permissions)**
         i. Parent and Delegated Platforms that are separate but can speak to each other
         ii. Regional leads can manage templates, workflows, reports and users independently (Includes ability to create email templates, edit job postings, and control notification settings)
         iii. Enable regions to create and export reports independently
         iv. Ability for regions to customize certain settings within established guardrails between regions and KIPP Foundation
      c. **Flexible, Customizable Data Fields**
         i. Allow KIPP regions to define and label data fields based on local and network needs
         ii. Fields must be intuitive and easy to map across regions for shared reporting
      d. **Workflow Customization**
         i. Ability for each KIPP region to adjust stages, triggers, and pipelines while adhering to shared data standards
         ii. Supports automation of candidate progression, email notifications, and follow-up reminders
         iii. Supports scalable integrations with region-specific HRIS systems to streamline onboarding and reduce manual data entry through automated data transfers
      e. **Offer Letter Management**
         i. Generate, send, and track offer letters within the system, with integrations of e-signature tools (i.e. DocuSign)
   B. **Reporting & Analytics**
      a. **Data Export & Integration**
         i. Ability to securely and programmatically export data in a standard flat-file format (i.e. csv) to automatically and directly integrate with other systems (i.e. Indeed, LinkedIn)
         ii. Ability to maintain historical data visibility across transitions and to have "favorite" reports
         iii. Tools that are intuitive and user-friendly, or make logical sense for the people using them every day
   C. **Collaboration & Shared Learning**
      a. **Template/Report Replication Options**
         i. Option to view or replicate another region's templates/reports for learning, including workflows (regional preference)

D. **User Experience**
   a. **Recruiter Experience**
      i. Advanced features for bulk actions, tagging, and advanced search
      ii. Unified candidate profile with resume, communication history, and status in one view
   b. **Ease of Use for Hiring Managers**
      i. Simple, guided workflows tailored for infrequent users
      ii. "One-Click" Feedback, intuitive features and pathways, interview scorecards, and mobile use
   c. **Clean, Modern Interface**
      i. Visually intuitive design with minimal clicks, with role-based dashboards and configurable views
E. **Implementation & Support**
   a. **Technical Support**
      i. Need for SAML-based Single Sign On, API Data Extraction, API user provisioning, etc.

II. **Must-Have & Nice-to-Have Criteria (this scope is what will be used to evaluate the proposal)**

Domain	Must-Have	Nice-To-Have

System Functionality (25%)	A. **Smooth Data Migration & Reliable Reporting Tools**
	  a. Ensure secure migration of historical and current applicant data (being able to import historic data, doesn't have to be automatic)
	  b. Robust and intuitive reporting tools for track candidate progress, diversity, and flagged applicants, time to fill and time in stage
	  c. Ability for data visualization to be built from reporting tools (not all regions speak to Tableau)
	  d. Ability to create prospects from sourcing tools
	B. **Integration with HRIS**
	  a. Seamless secure transfer of hire data through error-proof workflows that reduce manual reconciliation while maintaining privacy boundaries between systems; KIPP regions do not operate on a single HRIS, but commonly used systems include UKG, Bamboo, ADP, Paycom, and Workday
		A. **Scheduling and Communication Tools**
		  a. Built-in tools for interview scheduling (i.e. Google Calendar, Outlook)
		B. **Enhanced Candidate Sharing Across Regions**
		  a. Candidate tagging and sharing features (further important as we me more towards a One KIPP Model)
		  b. Configurable privacy settings for shared access

	b. Advanced Automation Features
	    a. AI or predictive analytics for candidate matching, candidate selection, and/or time-to-fill forecasting
	    b. Summary of candidate scoring and notes to match to key criteria in support of advancement through process	

Reporting & Analytics (20%)	**A. Strong CRM & Analytics Dashboards**
	    a. Consolidated dashboards tracking pipeline, diversity data, time-to-fill, and marketing insight
	    b. On-demand, self-serve secure data access for recruiters and leaders (no admin dependency)
	    c. Ability to pull down/sync system data within our data warehouse
	    d. Easy-to-navigate and intuitive dashboards for hiring managers and recruiters
	B. Customizable Reporting
	    a. Supports both simple visualizations and advanced analytics (i.e. filters, pivoting, trend tracking)
	    b. Reporting tools digestible for hiring managers that are easy to export and convert into trackers or dashboards
		A. Network-Wide Data Schema
		    a. Standardized fields and definitions to support cross-region reporting and benchmarking
		    b. Enables KIPP Foundation to roll up pipeline data conversation rates, DEI data and quality of hire indicators (scores/rubric)
		    c. Enables KIPP Foundation to highlight bright spots, surface best practices, and maintain shared data integrity
		B. Trend & Performance Analytics
		    a. Predictive analytics for hiring cycle , candidate sourcing and attrition correlation
		C. Marketing & Conversion Analytics
		    a. Source tracking and conversion funnels for paid and organic job postings
		D. Diversity & Equity Dashboards
		    a. Visualize demographic trends in applicant and hire data

Collaboration & Shared Learning (10%)	A. **Centralized Recruiter & Hiring Manager Training**
	  a. Vendor-led asynchronous training library with knowledge/application checks
	  b. Certification path for users to ensure consistent onboarding and usage quality
	  c. Simple, streamlined trainings for non-recurring users
	  d. Analyzing data to support using full functionality of ATS after trainings
		A. **Ongoing Vendor Partnership Structure**
		  a. Regular review cadence to address system-wide challenges raised by regions (direct access from individual regions to addresses unique regional challenges with vendor)
		  b. Dedicated account manager and data liaison to support ongoing optimization
		B. **Best Practice Repository**
		  a. Shared knowledge hub hosted by KIPP Foundation for system tips, templates, and data dashboard
		C. **Cross-Region Collaboration Tools**
		  a. Seamless tools for sharing candidates or insights across regions (i.e. "refer a region" functionality)

User Experience (25%)	A. **Mobile-Friendly Design**
	  a. Fully functional mobile access for approvals, messaging, and interview feedback
	B. **Candidate Experience**
	  a. Seamless experience with candidates applying to different regions
	  b. Chat bot to support candidates with questions during application process with automated responses designed by regions
		A. **Email & Calendar Integration**
		  a. Ability to reply to ATS emails directly from inbox for Outlook and Google; calendar sync for interview management
		B. **Visual Workflow Builder**
		  a. Drag-and-drop tool for configuring pipelines and automations

Implementation & Support (10%)	A. **Training & Onboarding Support**
	  a. Comprehensive vendor-provided onboarding for new users and updates for existing users.
	  b. Continuous learning modules for new features or hires
	  c. Support tickets coming directly from regions to vendor
		A. **Vendor Responsiveness**
		  a. Guaranteed turnaround for backend updates, new integrations, and issue resolution
		  b. Named account manager with experience in K-12 and multi-region clients
		B. **Dedicated Data/Analytics Liaison**
		  a. Data liaison responsible for supporting network-level dashboards and exports

	A. **Scalable Cost Model:**	A. **Flexible Contracting**
Contracting & Scalability (10%)	a. Pricing structure that supports different regional sizes and capacities (i.e. shared services model for smaller regions to buy into a unified platform at a reduced cost) b. Allows additional administrative licenses at affordable cost tiers	a. Ability to renegotiate or adjust contract if participation shifts significantly b. Contracting with regions directly (but costs scaled via KIPP Foundation) to have direct vendor access from regions (to reduce bottlenecking from KF)

Project Timeline

The selected vendor should propose a detailed timeline for system build, testing, and training, and implementation beginning January 2027 for a network-wide launch for FY28 (July 1, 2027 – June 30, 2028).

Evaluation Criteria

Proposals will be evaluated using a combination of qualitative and quantitative criteria, including but not limited to:
- Alignment with KIPP's strategic and functional ATS requirements
  - Meeting 100% of Baseline Criteria and high quality coverage of Must-Have and Nice-To-Have Criteria
  - Examples of security implementation, data visualization, export reports, and implementation in similar sized organizations
- Alignment with KIPP's values and long-term partnership expectations
- Scalability and configurability across multiple, diverse regions with demonstrated experience with comparable organizations
- Ability to integrate system into KIPP's current structures via implementation, training, support, and maintenance
- Total cost of ownership and long-term value (including update/upgrade cost structure)
- Evidence of strong customer/end-user experience: renewal rates, user satisfaction, product roadmap transparency

RFP Timeline

Activity	Date
RFP Launch	Friday, December 19, 2025
Optional Pre-Bidders Conference	Friday, January 16, 2026, 12:00 - 1:00pm EST
RFP Closes	Friday, January 30, 2026, 11:59pm EST
Finalists Notified	Wednesday, March 4, 2026
Finalist Interviews	March 9 – 13, 2026
Vendor Selection	On or before June 18, 2026
Launch of Contract	January 2027

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Project Submission Guidelines
- Proposals are to be submitted by PDF, Word, or PowerPoint by 11:59pm EST on Friday, January 30, 2026, and should be emailed to Pegah Taylor (ptaylor@kipp.org) and Helen Chan (hchan@kipp.org).
- Proposals should include:
  - **Cover Page:** Primary contact information
  - **Executive Summary:** High-level overview highlighting alignment with KIPP's priorities and differentiator features
  - **Organizational Description:** Specifically name experience supporting multi-site or multi-region implementations
  - **Technical Solution:** Description and examples of core functionalities aligned to baseline, must-have, and nice-to-have criteria
  - **Data Migration Plan:** Data migration timeline, milestones, approach to full historical data migration (with similar-sized client examples)
  - **Timeline for Implementation, Training, & Support:** Full launch timeline and approach that is aligned to KIPP's timeline expectations; training resources with clarity around regional vs. central admin support; Customer Success Model (SLAs, escalation pathways, and examples of long-term partnership structures)
  - **Sample Reporting:** Examples of prospect/applicant dashboards, analytics outputs, and data exports
  - **User Experience Artifacts and Demos:** Mobile and desktop screenshots, documentation, training materials, as well as access to a sandbox environment and/or virtual demonstrations
  - **Future Roadmap:** Upcoming improvements, automation, AI, analytics, and other features that could be beneficial to KIPP's objectives
  - **Pricing Proposal which includes the following:**
    - Best and final fixed pricing model for project launch in January 2027 (including thresholds of cost based on number of FTEs and how costs reduce with increase of FTE thresholds)
    - Additional costs that support with system integration (i.e. Implementation, maintenance)
    - Separate pricing model for runway work (January – June 2027) and annual costs that match to multiple fiscal years (i.e. July 1, 2027 – June 30, 2028), including payment installments in alignment with the implementation timeline
    - Ability to renegotiate/right-size pricing or adjust contract if participation shifts during the course of the contract
  - **Client References:** At least three references, preferably from large or multi-site education organizations that shows examples of implementation process for these clients

Questions & Support
- We will be hosting a Pre-Bidders Conference on Friday, January 16, 2026 from 12pm – 1pm EST to provide vendors with an opportunity to ask clarifying questions before submitting their proposals. You may register for the Pre-Bidders Conference here to obtain the virtual link.
- Please contact ptaylor@kipp.org with any questions about this RFP or the Pre-Bidders Conference.