



Practice Interview and Resume Review Technology Platform

Request for Information (RFI)# 25AXB0166: Practice Interview and Resume Review Technology Platform

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Sealed Until 7/20/2026 5:00 PM EDT

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Commodity Codes

| Commodity Code | Description |
|-------------------------|----------------------------------|
| 81112200-7753900-556260 | Software maintenance and support |

INSTITUTIONAL OVERVIEW

Description

The University at Buffalo (the University) is a premier research-intensive public university. The University's vision is focused on academic excellence - research and scholarly distinction, transformative student experiences and engaging public service. The University is the largest and most comprehensive university center in the State University of New York (SUNY) system and has been a member of the Association of American Universities (AAU) since 1989. Impactful research, scholarly distinction, transformative student experiences and far-reaching service to local, state, national, and international communities define the University's mission as a premier research-intensive public university. The University was founded in 1846 as a private medical college located in downtown Buffalo. The University enrolls approximately 30,000 students (approximately 2/3 undergraduate and 1/3 graduate and professional students), and offers over 400 degree programs at the baccalaureate, master's, and professional and doctoral levels across 12 decanal units. The University boasts a distinguished faculty of over 2,500. The University's 260,000 alumni worldwide include graduates who are truly changing the world.

The University is seeking information about AI technology platforms that assist students with practice interviews, cover letter reviews and resume reviews. As well as a job search curriculum to provide supplemental assistance. The University's Career Design Center is the central office for all undergraduate and graduate students and is seeking a multi-year contract with the latest technology for the evolving job market.

PURPOSE AND OBJECTIVE:

The purpose of this Request for Information (RFI) is to acquire information regarding service level and royalty program options that are available in the marketplace and develop an appropriate solicitation, if determined by UB that is an appropriate step. **THIS IS NOT A BID.**

The objectives of this RFI are to:

1. develop a general understanding of vendor system features and capabilities across the marketplace;
2. obtain vendor feedback regarding deployment models, leading practices and pricing structures to assist development of a bid document if UB determines a bid is appropriate.
3. solicit vendor's perspective on best practices for adopting such a platform;
4. identify future directions for programming technology and appropriate timelines;
5. identify any equipment requirements and associated service and support options for that equipment

SCOPE OF REQUEST:

The scope of this RFI is to collect information on the provision of an interview and resume tool with embedded AI. Desired features of this tool include:

- Intuitive, student-friendly experience
- Easy-to-use interface for staff
- Modern, updated UI
- CSV or equivalent data exports
- AI based features to review recorded interview questions, resumes, cover letters and provide student feedback.
- ATS evaluation
- Ability to upload custom templates
- Interview, Resume, Cover Letter, and Job Search curriculum
- Single Sign-on capabilities
- Role Based Permissions
- Messaging and student communication capabilities.
- An easy to access help center and responsive customer service

The desired tool would be able to scale many undergraduate and graduate students in different academic disciplines and schools within the University. This tool would meet data security compliance requirements and accessibility standards.

Vendors are also encouraged to provide information on implementation, training, customer support, pricing models and any additional services that enhance platform effectiveness and usability in order to gain a comprehensive understanding of available solutions and their ability to meet current and future social media management needs.

SUBMISSION OF QUESTIONS:

Vendors can ask reasonable questions associated with the request for information.

Questions must be submitted through the ShopBlue/Jaggaer portal no later than **June 29, 2026 at 5:00 P.M. EST**. A comprehensive list of questions and the official University responses will be posted to the ShopBlue portal by **July 10, 2026**. The University's answers will not contain the identities of the vendors who submitted the questions; those vendors will remain anonymous to the extent allowed by law.

CONTENT OF RESPONSE:

Vendors are encouraged to **respond to all questions** in this RFI. A response does not bind or obligate the vendor or the University to any agreement for the provision of services. No contracts will be awarded based on RFI responses.

Since this RFI is designated as a tool to collect information, and will not result in a contract, it does not fall under the requirements of State Finance Law §139-J and 139K, Procurement Lobbying Law; and there is no restricted period.

If any of the information in the vendor response is considered confidential, proprietary, or a trade secret, it must be clearly indicated on the appropriate page of the vendor response. Release of such materials is governed by the NYS Freedom of Information Law, which in part requires the requester to provide specific justification as to why disclosure of particular information in the response would cause substantial injury to the competitive position of the vendor.

SAMPLE PRICING

Representative pricing should be provided, including the vendor's solution pricing model. If the University issues a formal solicitation, participating vendors must answer pricing in the way asked within the solicitation. We are unable to accept customized price sheets or quotes in lieu of a formatted price response sheet. The more information you can provide on how your price is structured will help us create a price sheet for competitive solicitation purposes. Sample price sheets are extremely helpful for this purpose. **THIS IS NOT A BID.**

Please provide your published price list (or sample/mock quote) and associated fees as an attachment, including the following:

- Annual enterprise licensing fees (provide user thresholds)
- Disclose licensing structure (per user, tiers, etc.) for every component of your solution
- Integration/onboarding cost estimates
- Data storage fees
- Year-over-year costs
- Maintenance fees
- One-time setup/implementation fees
- Training fees
- Customer support (post-implementation)

- Predicted price escalations (based on recent historical increases/adjustments)

CONFIDENTIALITY

If any of the information in the vendor response is considered confidential, proprietary, or a trade secret, it must be clearly indicated on the appropriate page of the vendor response. The release of such materials is governed by the NYS Freedom of Information Law, which in part requires the requester to provide specific justification as to why disclosure of particular information in the response would cause substantial injury to the competitive position of the vendor. If any of the information in the vendor response is considered confidential, proprietary, or a trade secret, it must be clearly indicated on the appropriate page of the vendor response. Release of such materials is governed by the NYS Freedom of Information Law, which in part requires the requester to provide specific justification as to why disclosure of particular information in the response would cause substantial injury to the competitive position of the vendor.

GENERAL INFORMATION ABOUT DOING BUSINESS IN NEW YORK STATE

The University at Buffalo is a State University of New York public entity that follows NYS and SUNY Procurement laws and guidelines. Any future requests for proposal (RFP) or requests for quote (RFQ) will require vendors accept NYS terms and conditions as part of the procurement process and acceptance of a State of New York purchase order and/or contract. If your company has not done business with New York State, we encourage you to review the following suggested resources to understand as a vendor what may be required if you respond to a future opportunity from a State of New York entity.

Doing Business with SUNY

<https://www.suny.edu/meansbusiness/>

Doing Business with New York State

<https://nyspro.ogs.ny.gov/sites/default/files/uploaded/DoingBusinessWithNYS.pdf>

Office of the NYS Comptroller – VendRep System:
http://www.osc.state.ny.us/vendrep/info_vrsystem.htm

Empire State Development:

<https://esd.ny.gov/>

