

Human Resource Management System

PROJECT PROPOSAL

**UPWARD S OL UT I ONS**

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**Legazpi Heights Subd. Rawis, Legazpi City 4500**

**HUMAN RESOURCE MANAGEMENT SYSTEM**

**For LGU – Municipality of Jose Panganiban**

**Project:**

This Proposal is put forward on July , 2024 between:

UPWARD SOLUTIONS located at LEGAZPI CITY and MUNICIPALITY OF JOSE PANGANIBAN located at JOSE PANGANIBAN, CAMARINES NORTE

**Products/Services**

1. **Provision and implementation of a comprehensive Human Resource Management System (HRMS)** tailored to the specific needs of Local Government Units in the Philippines.
2. **Comprehensive training for local IT staff and HR personnel** on the use and maintenance of the system.
3. Ongoing technical support and service maintenance.
4. Information regarding the scope of work can be found in number 11 and Schedule 1 at the end of this Proposal.
5. We recognize the following challenges:

a. Limited existing infrastructure for efficient human resource management.

b. High initial setup costs for comprehensive HR systems.

c. Potential resistance to new technology from LGU employees.

1. The following are ways we can address these challenges:

a. Utilizing a robust, cloud-based HRMS to enhance HR operations and employee management.

b. Offering flexible financing options to spread the initial setup costs over time.

c. Conducting training programs to demonstrate the benefits of improved HR management and streamline the transition process.

**Executive Outline**

1. The Proposing Company, Upward Solutions, is one of the best supplier of the said product/service and in a strong position for growth of the agencies and success. We have extensive experience in implementing large-scale IT projects, a knowledgeable team with expertise in human resource technology, and a track record of successful partnerships with various LGUs.
2. The Proposing Company is requesting funding from HON. ARIEL M. NON. Upward Solutions is seeking a mutually beneficial relationship to support both the growth of the agency and success with funding and support from HON. ARIEL M. NON.
3. All information regarding the project is included within this proposal.

**Goals and objectives**

1. **UPWARD Solutions Inc.** is committed to delivering state-of-the-art IT solutions tailored to the specific needs of Local Government Units. Our goal is to enhance HR management, streamline operations, and support digital transformation Objectives are as follows;

* **Streamlined Administration:** To automate routine HR tasks such as record-keeping, employee tracking, and reporting, reducing manual workloads and minimizing errors.
* **Employee Engagement:** To provide a centralized system for managing employee profiles, service records, and performance evaluations.
* **Leave Management:** To automate leave applications, approvals, and tracking of leave credits.
* **Recruitment Efficiency:** To streamline the recruitment process from job posting to application tracking and onboarding.
* **Data Security:** To ensure the protection of sensitive HR data through advanced security measures.

1. Scope of Work

a. System Design and Planning

* Assessment: Conduct a comprehensive assessment of current HR processes and future requirements.
* Design: Develop a detailed system design tailored to the specific needs of the LGU.
* Planning: Create a step-by-step implementation plan, including timelines and milestones.

b. Hardware and Software Provisioning

* Hardware: Supply high-quality servers, computers, and other necessary hardware.
* Software: Provide the Human Resource Management System, including modules for employee management, leave management, recruitment, and more.

c. Implementation

* Installation: Perform on-site installation of all hardware and software components.
* Configuration: Configure system settings to optimize performance and ensure compatibility.
* Testing: Conduct thorough testing to ensure the infrastructure meets all performance and security standards.

d. Training and Support

* Training: Offer comprehensive training programs for IT staff and end-users.
* Support: Provide ongoing technical support and maintenance services.

1. Key Features

* **Employee Profile Management:** A centralized database for storing and managing employee information, including personal details, service records, and performance evaluations.
* **Leave Management:** Automated leave application, approval processes, and tracking of leave credits and balances.
* **Recruitment Module:** Streamlined recruitment process with features for job postings, application tracking, and onboarding.
* **Attendance and Payroll:** Integrated attendance tracking and payroll management to ensure accurate and timely salary processing.
* **Training and Development:** Tools for managing employee training programs and tracking development progress.
* **Performance Evaluation:** Automated performance evaluation processes to ensure regular and fair assessments.
* **Security:** Robust security features to protect sensitive employee data and ensure the system's integrity.

1. Benefits

* **Efficiency:** Streamlined HR processes reduce paperwork and manual tasks.
* **Employee Satisfaction:** Enhanced HR services improve employee satisfaction and engagement.
* **Data Management:** Improved data accuracy and accessibility for better decision-making.
* **Cost Savings:** Reduced operational costs through efficient HR management.

**Marketing**

1. The products and/or services will be marketed as follows:

* Direct engagement with LGU officials to highlight the benefits of the HRMS and how it can streamline HR operations and improve employee management.
* Demonstration programs to showcase the positive impact of a comprehensive HR management system on organizational efficiency and employee satisfaction.

**Financial Proposal**

1. See below a comprehensive framework of the proposed pricing, schedule of payment, and our offered payment terms.
2. **Pricing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Unit | Item Description | Amount | Total Amount |
| 1 | set | Human Resource Management System (HRMS) |  |  |
| Total | | |  |  |

1. **Schedule of Payment**
   * Initial Payment:
     1. 70% of the Project Cost upon signing the contract.
   * Final Payment:
     1. 30% of the Project Cost upon completion of installation and initial testing and final acceptance of the project.
2. **Payment Terms**

* Payment Methods: We accept payments via bank transfer, credit card, or cheque.
* Invoices: Invoices will be issued 15 days prior to the due date.
* Late Payments: Late payments will incur a fee of 1.5% per month.

**Terms and Conditions**

1. This Project Proposal defines the terms and conditions of the Agreement between Upward Solutions and LGU - Municipality of Jose Panganiban.
2. Both parties agree to be bound by the terms highlighted in the Business Proposal.

**Schedule 1- Scope of work**

|  |  |  |
| --- | --- | --- |
| **Description of Services/product** | **Deliverable(s)** | **Timeline of project** |
| Provision of HRMS | Installed HR management system | 1 week |
| Training for local IT staff | Training sessions and manuals | 1-3 days |
| Ongoing technical support | Regular maintenance and support services | all year round |

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date stated above.

**SIGNATURES**

|  |  |
| --- | --- |
| **Upward Solutions** | **LGU - Municipality of Jose Panganiban** |
| **KENNETH L. CANTELA** |  |
| **Printed name over signature** | **Printed name over signature** |
| **designation** | **designation** |



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