



TERMS OF REFERENCE

FOR THE

GOVERNMENT HUMAN RESOURCE INFORMATION SYSTEM (GHRIS)

AND

THE NATIONAL PAYROLL SYSTEM (NPS)

PILOT



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BACKGROUND

A key challenge set in the Philippines Development Plan (**PDP**) 2011 to 2016 is the pursuit of improved governance and transparency which has been recognized as an important component in sustained growth and poverty reduction.

In this regard, the PDP seeks to promote sound and consistent policies placing great importance in improving the efficiency, transparency and accountability of public finances, while at the same time raising the efficiency of public investment programming processes.

Under Presidential executive order no. 55 executed September 6, 2011, the following agencies found below have been directed to integrate and automate the Philippine Government's Financial Management Systems.

To this end, the government agencies charged with Public Financial Management Committee of the Philippines (**PFM**) and their heads namely:

- The Department of Budget and Management (**DBM**) headed by Hon. Florencio B. Abad,
- Commission on Audit (**COA**) headed by Chairperson Ma. Gracia Pulido Tan, and the
- Department of Finance (**DOF**) headed by Hon. Cesar V. Purisma

envisioned the Government Integrated Financial Management Information System (GIFMIS) Development Project as a reform program to address this.

A component of the GIFMIS is the National Payroll System (NPS) which the GIFMIS Committee, in its Resolution No. 02-2011 dated July 12, 2011, has resolved as a priority project.

The Department of Budget and Management (DBM) has been tasked under Executive Order No. 55, dated September 6, 2011, to coordinate the implementation of the bureaucracy-wide Public Financial Management (PFM) reforms such as the implementation of the National Payroll System (NPS) and other related reforms as spelled out in the PFM Reforms Roadmap.

The PFM through the DBM has engaged the DOST – ASTI to deliver a Government Human Resource Information System (GHRIS) containing the National Payroll System (NPS) along with fully integrated and associated functions related to Human Resource Payroll processing that will facilitate some of the Human Resource reform objectives that it has envisioned.

The GHRIS is an Internet based Human Resources Management Software that will facilitate and automate all the human resource management functions of the National Government.

It is intended that the financial information processed from the NPS/GHRIS will then be linked with the Government Integrated Financial Management Information System (GIFMIS) to provide the Government Oversight agencies with needed financial information.



Government Personal Services account for at least one-third (1/3) of the government's national expenditures.

The NPS/GHRIS project has progressed to the point that it is now being test piloted with the six (6) agencies directly involved with the project namely, the Bureau of Treasury (BTr), the Commission on Audit (COA), the Department of Budget and Management (DBM), the Department of Finance (DOF), the Advanced Science and Technology Institute (DOST-ASTI), and the National Computer Center (DOST-NCC).

The DOST-ASTI is now in need for a software provider to assist in implementing an enterprise version of the Government Human Resource Information System for the pilot agencies.

ENTIRE PROJECT VISION:

The Government Human Resource Information System (GHRIS) project is envisioned to provide the Philippine National Government with a comprehensive human resource management information system for all of its 1.7M national government employees.

The GHRIS application and data is to be centralized and is accessed through a friendly and intuitive interface via a computer web browser.

The GHRIS application should have the capability to be accessed at over 1,500 various locations within the Philippines, with some locations having limited electrical and networking capability.

The system should be able to initially support 10,000 operational users with the ability to expand to cover 1.7M users should the Employee – Self Service be activated. Access to the system should be controlled and restricted to individual accounts using unique personal login information. The ability to define levels of user access rights within the system and other strong security features and measures are required functions.

In its finalized implementation, the GHRIS system should handle the complete lifecycle of all national government employees including their initial entry into service, to their retirement or separation which includes the following HR actions such as recruitment and hiring, promotions, retirements, awards, evaluations, casualty operations, calculations for re-contracting requirements, retention, assignments, training, schooling, finance, absences, personnel assigned equipment, and other associated personnel actions specific to the different agencies and common within the government. The system should also support and streamline lengthy approval processes by providing an efficient and timely method of approving and tracking actions.



PILOT PROCUREMENT SCOPE:

Under this current procurement, the project will only cover the human resource management information system for 6 pilot agencies namely the **Commission on Audit (COA), The Department of Budget and Management (DBM), The Department of Finance (DOF), The Bureau of Treasury (BTr), the Department of Science and Technology Advanced Science and Technology Institute (DOST-ASTI), and the Department of Science and Technology National Computer Center (DOST-NCC).**

This document covers the following procurements needed by the GHRIS and NPS for it's pilot implementation:

1. GHRIS Software Application

A Commercial Off The Shelf (COTS) Software that fits the specifications and requirements of the project as stated in this document inclusive of licenses and other associated costs such as installation, customization, and some training and orientation for the six (6) pilot agencies named above as well as the different environments (Development, Testing, Pre-Production, Production, and Disaster Recovery environments) for the Application Software.

2. GHRIS Database Infrastructure

Software, and related licenses for the different environments (Development, Testing, pre-Production, Production, and Disaster Recovery environments) for the Database software.

3. Consulting Services

- A. Consulting and Technical Services as deemed needed in order to analyse, develop, and implement the GHRIS Project.
- B. Technical Services in order to install and configure the GHRIS Software to fit specifications and requirements.
- C. Technical Services in order to configure and customize the Hardware and Software of both the Application and Database Portion.
- D. Training

The costs for consulting and other services are integrated with the procurement of the GHRIS software. Please see scope of software provider services for more details.

The total budget ceiling for all the procurement requirements of the GHRIS will be Eight Million Pesos (Php. 8,000,000.00)



PILOT IMPLEMENTATION:

Under this procurement and implementation for 2012 to 2013, the following size and scoping has been determined:

Estimated:

- 10 to 50 Active HR, Payroll, and Accounting Personnel Users
- 8,000 to 12,000 Government Employee Records to be processed in a given Month with possibly 5 transactions per employee per pay period and 2-4 pay runs per month.
- 8,000 to 12,000 Employee Self Service Logins

PROJECT OBJECTIVES:

The GHRIS and NPS PILOT for the 6 Identified Government Agencies Aims to:

1. **Implement and deploy a fully integrated Human Resources Management System** for the National Government.
2. **Automate relevant HR activities** that are currently manually performed.
3. Provide a system that can manage the government's **human resource organizational structure, job positions, classifications, groups, and compensation**.
4. Provide the government with a means to properly monitor and evaluate its **financial expenditures** as far as human resource expenditures in a consolidated or grouped manner.
5. Provide a system that will consolidate all **Government Personnel Information Database System** consistent with the requirements of the Civil Service Commission.
6. Provide and implement a complete **National Payroll System (NPS)** that will provide a complete beginning to end process and solution to the payroll processing requirements of the government's different agencies, sub-agencies, groups, and other units.



SCOPE OF WORK

SOFTWARE PROVIDER SCOPE OF WORK:

1. Provide the software with the requirements, specifications, and functionalities found under SOFTWARE SOLUTION REQUIREMENTS below.
2. The Software Provider shall configure the software application to enable complete functionalities for the software functionalities found in GHRIS Pilot Implementation consistent with requirements and processes of the National Government Agencies.

The configuration of the software application shall be based on the policy data provided by the implementing parties which include the PFM, DOST-ASTI, or any authorized member of the GIFMIS TWG to enable the following specific goals:

- A. Process the complete payroll requirements of the six (6) pilot agencies.
- B. Process the different agencies organizational structure, staffing, budgeting, employment histories, positions as authorized by the Department of Budget and Management.
- C. Process the Government's Personnel Information Database System for the six (6) pilot agencies consistent with the Commission on Civil Service.
- D. Provide Access Control Management for the pilot agencies
- E. Provide Self Service Functionalities for the pilot agency employees
- F. Assist in the installation and deployment of the software on the different software environments found below.

Interface with the external applications of the pilot agencies via XML and HR XML web services

3. Provide user licenses and access rights for the six (6) pilot agencies/groups namely the Commission on Audit (COA), the Department of Budget and Management (DBM), The Department of Finance (DOF), the Bureau of Treasury (BTr), The Department of Science and Technology's Advanced Science and Technology Institute (DOST-ASTI), and The Department of Science and Technology's National Computer Center (DOST-NCC).
4. Ensure that all needed payroll reports for the six (6) pilot agencies are available within the system and properly configured.
5. Assist in the validation/testing of data as well as the successful implementation of the project for the pilot agencies.

The validation and testing specification and requirements are found below under SOFTWARE TESTING.

6. Provide Technical Support.



The technical requirement specifications are found below under Technical Support.

7. Provide training to government employees and their assigned members in implementing the project.

The Training Requirement Specifications are found below under Training Requirements:.

8. Additional Documentation requirements are found under **Error! Reference source not found.** below.
9. General assistance in ensuring successful project implementation and completion.

SCOPE OF WORK FOR DOST - ASTI AND THE GIFMIS TWG

1. General management of the Project.
2. Pay for the software, services, and licenses of the Software Provider (DOST-ASTI).
3. Provide needed information to the Software Provider in order to deliver necessary configuration of the software.
4. Gather all related policies and information needed by the Software provider in configuring the software.
5. Encode, upload, transfer, and populate all the needed data to achieve the project goals and objectives.
6. Attend all related training provided by the software provider related to the project.
7. Coordinate, facilitate, and work with the pilot agencies in delivering project objectives and goals.
8. Train the other agencies after the Train-the-trainers program conducted by the Software Provider. The schedules, numbers, and training details to be provided and implemented by the DOST-ASTI and the GIFMIS TWG.
9. Create & Follow an approved workplan.
10. Prepare and Create Project Management Plans.
11. Prepare and Create Change Management Plans.



12. Facilitate and Manage User Acceptance Testing.



SOFTWARE AND HARDWARE REQUIREMENTS AND SPECIFICATIONS

SOFTWARE SOLUTION REQUIREMENTS

The GHRIS functionality shall be implemented through a suite of fully integrated software functionality that provides a single user interface and one point of entry for transactions. This section describes the system and technology requirements for GHRIS. The proposed solution should include all components required to respond to the requirements defined below. Further determinants of the optimal technical system design are the existing IT environment, the number and location of the sites where the system is expected to operate, the number and nature of the system users, and the expected data volumes.

The software application shall be a Commercial Off The Shelf (COTS) package solution that supports the housing of the entire government's human resource and payroll data in a centralized database and provides access over the Internet to budget institutions in the Philippines. The COTS solution will be understood to be software that is currently sold commercially as a standalone package, a ready-made product that can easily be obtained and meets the functional and technical requirements stated herein with as little customization as possible.

The COTS solution shall include, among others, the following key characteristics:

- Flexibility to adapt to business processes and requirements
- Supports integration to various database back ends through Open Data Base Connectivity (ODBC) and Java Data Base Connectivity (JDBC)
- Modular & Open: to have open system architecture. This means that any module can be interfaced or detached whenever required without affecting the other modules provided the right prerequisite modules remain in place.
- Simulates the reality of business processes on the system without hindering control of these processes

The system must provide application software to support the functions and processes described above.

GHRIS PILOT IMPLEMENTATION REQUIREMENTS

The following are requirements that must be available for the initial implementation of the Government Human Resource Information System (GHRIS) into an initial 6 agency pilot group (Pilot agencies – Department of Finance, Department of Budget Management, Commission on Audit, Bureau of Treasury, DOST-ASTI, DOST-NCC:

The Following are General Specification Requirements of the Software:



	The software should be developed exclusively using open source technology such as PHP and Java capable of running on Linux and Windows.
	The software should be 100% web-technology capable of complete user access using a web based browser such as Internet Explorer or other similar Internet web browsers such as Firefox, Google Chrome, and Safari. No client software should be installed on the User PC. The only software installed on the User PC is an Internet Browser, nothing else. The software should allow for the different agencies to process their data at the agency/group/spending unit's location.
	The software should be scalable in functionality to eventually support the entire government's HR requirements.
	The software should be scalable in terms of number of agencies and users as new agencies and employees are enrolled into the system.
	All portions of the software must be developed with the same development tools and share a common architecture , foundation elements, and one single database instance.
	All portions of the software must be installed through a straight-forward and simple installation process so the government ICT staff can install the entire application and restore a subset of the data for up to 10,000 employees in less than 6 hours in case of emergencies.
	The workflow, alert, access control, system administration, and reporting features must be shared and consistent across the entire applications.
	All portions of the Software should be fully integrated, not a third-party or acquired solution which has been integrated separately
	For the initial roll-out, there should be no software development (no coding) or customization, only the configuration of the software's standard functionality . Customization or Coding refers to any additional programming done by the Software Provider to ensure the required functionality of the software. Configuration refers to the setting-up of the Software to provide the required functionality of the Software.
	All applications/modules must run on the same database instance and share the same database and architecture for workflow, alerts, reporting, backup, alerts and other system elements. The solution proposed must be a single and comprehensive solution, not a combination of historically third-party solutions with different design or architecture.

TECHNICAL ENVIRONMENT REQUIREMENTS & SPECIFICATIONS

The application is expected to run on the Philippine Government's existing network which includes production, staging, development, testing, and training facilities as well as a disaster recovery center.



It is expected that the Bidder will provide recommendations of hardware and software required to successfully implement the GHRIS. Every effort must be made to utilize current workstations that are in place throughout the Government organizations and the current data communication links.

The Following are Technical Requirements:

	The provided solution must support a server-based architecture and software platform including operating system, application engine, database, data warehouse, backup facility, and authentication service.
	The end-user and administrative components must be entirely web based. The system shall support easy and secure business-to-business transmission of data to and from external entities.
	The system must be highly configurable to enable the Philippine Government to define its own business rules for all functionality.
	Software must be developed using exclusively pure Internet/ open standard development tools such as PHP and Java .
	All software must be installed on the server only.
	The bidder should provide a detailed technical architecture diagram indicating ALL different application layers/tiers and ALL programming/development tools used in developing and providing the solution.
	No additional software, cookies, applets should be installed on client machines other than a regular browser such as Internet Explorer and similar web browsers.
	All client machines must be able to access the application exclusively through a browser without installation of any other component, cookie, applet or other software and without the use of remote connectivity software.
	The bidder should specifically confirm that 100% of the functionality of the application for all modules, including system administration modules can be accessed completely through the browser without any remote connectivity software.
	The bidder should provide a detailed technical explanation on how the application is delivered over the web for complete access to all features and functionality to the client users through a browser without any software, cookie or applet installed on the client machine.
	The Software must have a simple architecture and support deployment of webserver, database and application on a single mid-range server to support 8,000 to 12,000 employee payroll runs. The server specifications is to be determined by the software provider.
	The software must be capable of operating on an architecture design that will support a production, pre-production, staging, testing, development and training environments and includes the establishment of a secondary 'hot site' to enable business continuance and disaster recovery. The secondary hot-site or disaster recovery facility will be determined by DOST-ASTI. The system must be capable of utilizing existing workstations within each institution, the existing GOP LAN infrastructure, and existing Internet links.
	The solution must be effectively applicable across a significant range of agency



	sizes with varying functional requirements. The solution must be implementable for an organization with offices in multiple geographic locations with varying transaction volume requirements and levels of functionality.
	The system should provide a long-term strategy and capacity to respond to growth.
	Evidence must be provided that the system can easily be migrated to other platforms in response to any change (growth, reduction or other change) in an agency's requirements.
	Possible change requirements regarding the system software, and other components proposed must be specified if an increase is expected to occur in the number of transactions per time period, users, sites and connections as a result of introducing the system.
	The solution should allow for modular implementation.

HARDWARE COMPATIBILITY SPECIFICATIONS FOR THE INITIAL PILOT PROJECT

	<p>The Software should be highly scalable with minimal demands on the hardware and be able to deliver all the requirements for the six (6) pilot agencies but can scale up and support clustered and other configuration to provide scalability and expansion:</p> <p>The Software Provider/Bidder is to provide a recommendation that will deliver the requirements given the pilot implementation specifications and the size and scoping found below:</p> <ul style="list-style-type: none">• 10 to 50 Active HR, Payroll, and Accounting Personnel Users• 8,000 to 12,000 Government Employee Records to be processed in a given Month with possibly 5 transactions per employee per pay period and 2-4 pay runs per month.• 8,000 to 12,000 Employee Self Service Logins.
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GENERAL GHRIS SOFTWARE SPECIFICATIONS

Below are the General Software Specifications for the Human Resources Management System for the National Government:

These specifications are in line with the GHRIS Project Objectives of:



- **Implement and deploy a fully integrated Human Resources Management System** for the National Government.
- **Automate relevant HR activities** that are currently manually performed.

	<p>The Software should be highly parameterized.</p> <p>All settings such as user access controls, system maintenance, establishment of business rules, workflows, policies, as well as those specific to a particular functionality being accessed or used e.g. tax tables, health tables, deduction tables, loan tables, allowance tables, leave approvals for payroll related concerns should be easily configured and modified via web based Internet browser such as Internet Explorer, Firefox, Google Chrome, Safari, etc.</p>
	<p>The Software should have the capability to Track and Audit changes in the system such as the creation and deletion of records along with changes made to any data element by users and timestamp, showing previous versus current values where applicable. (Tracking and Auditing)</p> <ul style="list-style-type: none">• Records History and Archiving
	<p>The Software should be able to produce standardized, configurable, and ad hoc reports that can be exported to various formats compatible with Microsoft Office products and/or open source office software.</p>
	<p>The Software should have data analysis tools related to HR and HR related financial Information.</p>
	<p>The software should have flexible, simple but sophisticated search functionality. The capability to query or search the system on any data element pertinent to the particular human resource function being accessed (i.e., name, and position, and other associated data elements of the system) is required. (Reporting)</p> <p>Search features – flexible, auto-fill, search by variety of valid fields based on current screen</p>
	<p>The Software should be able to provide checks and balances on processes (i.e. approving promotion) and data entered (i.e. special skill identifier) would be desired along with the ability to run on-demand data validation procedures(s) that would automatically report discrepancies/errors. For example, missing a specified amount of duty in a period, receiving pay not appropriate to duty status, and unique information (i.e... bank accounts, addresses, spelling of names). (Discrepancy checks)</p>
	<p>The Software Workflow should support e-approvals of processes</p> <ul style="list-style-type: none">• Route to next level based on rules• Notify of pending actions• Track history of actions and approvals
	<p>The Software should have notifications and alerts based on effective dates or other user defined specifications. Generate notifications/workflows based on dated records</p> <ul style="list-style-type: none">• Hire date for service based actions



	<ul style="list-style-type: none"> • Future effective dates for voluntary elections, etc. • Action items
	<p>The Software should completely support on-line forms e.g. online entry of required forms, routing for approvals</p> <ul style="list-style-type: none"> • Employment applications • Training enrollments
	<p>The Software should be highly flexible in defining rules and/or policies with the ability for approved users to modify rules based on pre-defined access levels</p> <ul style="list-style-type: none"> • Customizable by business unit • Actions entered should be checked against business rules
	<p>The Software's different functions should completely be integrated with the related functions of the system.</p> <p>e.g. A change in an employee's job status will automatically reflect in changes in compensation, salary, benefits, etc.</p>
	<p>The Software should have menu driven system of drop down boxes with list of allowed options.</p>
	<p>All areas should allow authorized users to view data and print using ad hoc reports. For example:</p> <ul style="list-style-type: none"> • View/print compensation schedule • View incumbent in position/view associated position from employee record • View current leaves associated with employee record • View employee pay status, employee leave balances, and history
	<p>The software should have Online help/online navigation instructions.</p>
	<p>The software should have the capability to Override specified items allowed with appropriate authorization.</p> <ul style="list-style-type: none"> • Audit logs and exception reports generated
	<p>The Software should allow users to save and retrieve unprocessed items.</p>
	<p>The Software should provide screens default to current user rights (organization data), but allow administrator access to all organizations.</p> <ul style="list-style-type: none"> • Information displayed tailored to the role of the user
	<p>The software should provide an effective, re-engineered and streamlined process to remove redundant paper and repetitive process involved with the manual processing as well as support the implementation of best approaches to government human resource and related operations.</p>
	<p>The software must allow all functionalities to be easily added or removed when changes in requirements occur. The system must also be parameter driven to facilitate set-up and maintenance when changes in requirements occur.</p>
	<p>The software should insert the current date automatically from the system date on all transactions and permit the user to override the date if necessary.</p>



	The software should provide users the option to customize the menus .
	The software solution must be based on a commercially available software package which is completely integrated.
	<p>The system shall maintain all data in a centrally located ODBC/JDBC compliant RDBMS, i.e. one that is in common usage in the IT industry, not one which is proprietarily unique to this applications package.</p> <p>The DBMS(s) must run on a Windows Operating System and an Open Source Operating system such as Linux as preferred by the DOST-ASTI.</p>
	The application interface must be fully in English. The system must fully support English.
	The application software must eventually be able to support a minimum of 1.7M users nation-wide.
	The software must be completely operated on a normal Internet web based browser such as Internet Explorer or other similar browsers.
	The application must allow processing in a distributed environment and cater for multiple institutions and organizations within institutions. In this context, distributed environment means that processing can be undertaken in multiple locations by multiple users.
	<p>The application must:</p> <ul style="list-style-type: none"> • Support a multi-server architecture, • Be operable over Internet / Intranet, • Allow for presentation, application and data logics to be split in several physical systems, • Allow for presentation logic to be accessible by a Web browser.
	The application must accommodate forms that are currently used by the Philippine Government both in screen and printed formats.
	Update programs must support simultaneous access to the same record by more than one user without undue record locking or data being overwritten.
	All functionalities must be installable through a straightforward and simple installation process so internal IT staff can install the entire application and restore a subset of the data for up to 10,000 employees in less than 6 hours in case of emergency
<i>Flexibility and Adaptability</i>	
	The solution must provide a high degree of flexibility and adaptability to allow the GOP to configure the solution to meet existing and future needs easily and quickly, while continuing to use a default configuration or earlier configuration version.
	The application design should provide a high degree of flexibility and adaptability to allow an individual end-user to customize the system (screen design, menus, data items including business rules), to meet their own needs



	without modification to program code.
	Deferred transaction processing and event driven messaging facility functions are desirable. If available, briefly describe the capabilities, and limitations.
	The application should have data editors and mass data replication/modification facilities. Briefly describe the capabilities, and limitations.
	The application should have standard interface/conversion facilities. Briefly describe the capabilities, and limitations.
	The application should support special computational algorithms. Briefly describe the capabilities, and limitations.
	The application should have flexible workflow configuration facilities. Briefly describe the capabilities, and limitations.
	The software should be user friendly, intuitive, logical, and should not involve any programming or coding for most or all functions.

DATABASE SOFTWARE SPECIFICATIONS

	The Database Software to be used must be an enterprise level relational DBMS designed for web-based applications.
	The Main GHRIS Application and Data can be found and accessed in single, centralized repository or location.
	The Database Software to be used must have unlimited user/socket/core licenses for the database connections for the initial pilot roll out at no per license cost. This requirement should also apply if and when the application scales out to 1.7M users.
	The system must have the capability to rollback and recover application data.
	The system must have the capability to provide DBMS enforced referential integrity for all related tables, to include cascading updates and deletes as defined by business rules.
	<p>The system should support uploading / downloading from other RDBMS application formats such as but not limited to:</p> <ul style="list-style-type: none"> • Oracle • FoxPro • INGRES • MS Access • SQL Server • DB2 • MySQL • PostgreSQL
	The system should have facilities for uploading / downloading data through ASCII text files.



	The DBMS should use a common, integrated, fully attributed data dictionary that allows for the documentation of the specific use of fields and values.
	The DBMS should support reporting tools that have capability to access, summarize, format, and graph financial and other data.
	The DBMS should have the capability to take advantage of technologies to enable reliable fail-over and high availability (e.g., server-side clustering) should the scope and number of agencies increase
	The DBMS should support a mechanism for load balancing capability for server-based components should the scope and number of agencies increase.
	The DBMS should support access control and indicate the user-id responsible for each transaction.
	The DBMS should support capability to automatically back out all incomplete transactions, restore the system to its last consistent state and reapply transactions that have not been successfully posted since the last backup.
	The system should include an expansive database with unlimited or large description data fields.

BACKUP AND RECOVERY SPECIFICATIONS

	The system should support automatic backup sessions in accordance with user-defined schedules. It should also provide for manually initiated backup sessions. The backup shall be stored centrally.
	The system should support verification of backup data integrity.
	The system should ensure full and correct recovery of the entire system and the data contained in it.
	The system and data recovery procedures should be fully documented.
	The system should have the capability to archive and restore complete databases or subsets of data.
	The system shall be available 24 hours per day, 7 days a week, subject to site scheduled maintenance, upgrades, housekeeping and backups.
	The solution must ensure data integrity in the event of a hardware or software failure.
	The solution must allow for recovery of transactions in progress after a hardware or software failure.
	The solution must identify files that have been changed and those that will be saved for recovery purposes.
	The Software must have a backup and restore functionality.
	The Software must be capable of backing up in one single process and restoring all data in one single process.
	The Software must be capable of backing up and restore groups of data by organization, group, etc. which will allow the user to back-up and restore for specific groups.
	Backup and restore procedures must be executable by HR users for the required



	groups without the need from the I.T. Department.
	The system must provide the facilities (e.g. checkpoint / rollback / roll forward) to support the recovery of data to just before the point of failure, or some other well-defined point in the processing history, in the event of a disastrous processing failure. The database must provide options for selective or full restore.
	The system must provide options for on-line (while the Application Software and/or RDBMS is up and running) backup.
	The system must provide the capability to replicate the data base onto a hot site for disaster recovery or business continuity purposes or even load sharing across more than one server
	While not part of the scope of this project itself, the Bidder's solution must be capable of supporting Disaster Recovery Planning.
	While not part of the scope of this project itself, the Bidder's solution must be capable of supporting a data protection solution that addresses Archiving and Migration.
	While not part of the scope of this project itself, the Bidder's solution must be capable of supporting a data protection solution that addresses Centralized Data Management.
	Backup and restore operations should be programmable,
	Backup and restore operations should be remotely operable.
	Backup and restore operations should be loggable.
	The system should provide control features such as input and update counts, batch totals, update audit listings, error report generation, etc.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately

APPLICATION ERROR HANDLING SPECIFICATIONS

	Erroneous transactions must be maintained and tracked until either corrected and posted or deleted by an authorized user
	The system should employ common error-handling routines (system and user) with a friendly, usable error message such that the user can identify and understand the processing errors.

APPLICATION AUDIT SPECIFICATIONS

	The system should provide the capability to maintain audit trail of critical and financial data.
	The system must provide audit trails to identify changes made to system parameters and tables that would affect the processing or reprocessing of any financial transactions.
	The system must provide the capability to track the operator id, date/time, and field affected and from-to values for every update made to key fields.



	The system must comply with the government regulation on application of electronic documents in financial transactions.
	The system should provide a facility to attach unlimited number of digital signatures to approve each transaction. The system should post a transaction in the accounts only after approvals from the designated user.
	The system should provide the capability to maintain audit trail data on an individual transaction and any corresponding transactions that support/reference the original transaction.
	The user-id and password authentication system should have the following features: <ul style="list-style-type: none">• User id must be unique• Enforce a minimum of 8 characters in password length• Enforce expiration of passwords for each user-id with a user definable expiration period• Enforce change of passwords on issue of new passwords• Prevent password reuse of at least 3 previous passwords• Password must not be displayed or printed• Revoke user-ids after a user-definable number of failed logon attempts. It must be possible to set different limits for different groups of users.
	The system should retain (for audit trail purposes) for user-defined period of time all system record files along with all amendments and modifications.
	The system should provide the capability to query the audit log by type of event, event date, user ID, etc.
	The application should have ability to control user access by location, time and user identification.
	The application should have the ability to restrict users to specific ranges of data (e.g. a range of cost centres).

EVENT ALERT MANAGEMENT

	The software should have a configurable event alert management system that will inform users of relevant actions to be implemented regarding all phases of the human resource management cycle.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately

ACCESS CONTROL MANAGEMENT

	The software should provide complete granular user access and authentication control management.
	The software should have the ability to provide access across users in different agencies to promote proper authority checks and balances consistent with the government rules and regulations.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately



SECURITY REQUIREMENTS

Number	Requirement
<i>System Security</i>	
	The proposed solution must illustrate a practical approach to system backup and recovery. The software proposed must be fully compatible with all other components specified.
	For an integrated multi-user GHRIS to operate safely and efficiently, and at the same time gain the confidence and trust of users, the solution must support a strong and effective security system. System security must enable users of all levels to operate on the system within the restrictions imposed by the responsible system controllers. The policy of determining who will operate on the system and what functions they will perform must be able to be carried out in the central office, usually on advice or request from local managers.
	The application software must provide a system-wide privacy and security facility covering all core modules.
	The supplied system must provide a system-wide privacy and security facility specifically applicable to Internet/Intranet connections.
	Any web enabled external interfaces for clients will use industry strength authentication and encryption of traffic
	The system should support secure transmission using Public Key Encryption
	The application software must control access to data files and programs both through the system and through control methods external to the system.
	The application software must log all transactions by timestamp and user.
	The application software must allow for detection, reporting, and investigation of unauthorized access to data.
	As part of the proposed solution the Bidder must include measures to minimize the possibility of accidental or malicious destruction/alteration of data, and measures in the system to reverse and fully recover from such possible events.
	The application software must have a security management system that: <ul style="list-style-type: none">• includes access management,• includes resource management and restriction• allows individual and generic user security profiles for users, user groups, and roles to be created, and• Can maintain and control access to data and functions on the basis of these profiles.
	The application software must include mechanisms that allow the system administrator to define access rights by users, groups and roles, for categories of operation, such as define/manage, insert, delete, update, read



Number	Requirement
	and execute.
	The application must support single sign on (single user identification password) to access all core modules to which access is required. The application should support the use of digital certificates.
	The application must provide ability for a limit to be placed on the number of unsuccessful/unauthorized attempts at a particular operation, and lock the user terminal accordingly.
	The application software must keep audit trail of unsuccessful/unauthorized attempts to access the system.
	The application software should be able to attach security and access tags to all objects in the system like the menu items, screens, frames, screen fields, buttons, executable modules, reports, and database items such as tables, group of rows and the columns in the tables.
	The application software should include IP and MAC Address in the log record.
	The time in which a user is automatically logged off a user session in the case that there is no activity at the workstation (user-inactivity timeout) should be parameter driven at the global level.
	The frequency with which user passwords or PINs are required to be changed should be parameter driven.
	The application software should have provision of facilities for electronic signatures, for internal user identification, certification and authorization, and for external authorization.
	The solution's security subsystem(s) should be capable of being employed effectively together with the general security system of the agency.

EMPLOYEE SELF SERVICE \ SELF – SERVICE FACILITIES FOR USERS

	<p>The software should provide the ability to allow different users to view their records. In addition, the software should provide self service facilities to different users including:</p> <ul style="list-style-type: none"> • Employee Self-Service • Manager/Supervisor Self-Service • Department Self-Service • Applicant Self-Service
	The software should have the ability to allow users to make various adjustments subject to access control policies.
	The software should have the ability to allow users to make HR requests.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately



INTERFACE WITH EXTERNAL APPLICATIONS VIA XML WEB SERVICES & OTHERS

	The software should provide the ability to interface with external applications via XML and HR XML Web Services.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately
<i>Interfaces / Interoperability</i>	
	The system must have a standard interface format for Electronic Data Interchange both into and out of the application to provide interoperability with other agencies' systems. The interface must provide for the import and export of data and the Bidder must supply details of data formats supported.
	There must be facilities available in the system for transaction files generated by other systems to be interpreted and applied in batch by the system. See below for the formats.
	The system must maintain data integrity and audit history when importing transactions in batch.
	The system must have the ability to input/output from/to different formats of files (e.g. XML, EXCEL, WORD, LOTUS, RTF, text, comma separated, etc.).
	There should be facilities available within the system to process, in real time, transactions generated by other external systems (e.g. API calls).
	The system should allow for the interfaces be customized/changed.
	The system should allow for totally new interfaces to be developed.
	The system should be integrated with an electronic messaging system that automatically notifies users when important or unusual business events occur.
<i>Data Accessibility and Open Environment</i>	
	The system's data structure must be well documented and that documentation must be readily available to GOP.
	Evidence must be provided that the system's data is readily accessible by external systems and tools without compromising application integrity, security or privacy.
	The solution must be independent of any supplier's hardware or software platform.

OTHER SYSTEM FEATURES

<i>Support for Mass Changes and Information Updates</i>	
	Ability to make across the board changes to large volumes of employees
	Must be able to make across the board changes to all pay elements, including earnings, allowances, taxes, bonuses and others



	Must be able to assign or revoke policies for a selection of employees by pay group, organization unit, grade, seniority etc.
	Must be able to define effective dates for any mass changes
	Must be able to use XLS and CSV formats to upload changes to salary or other compensation for large population of employees
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately

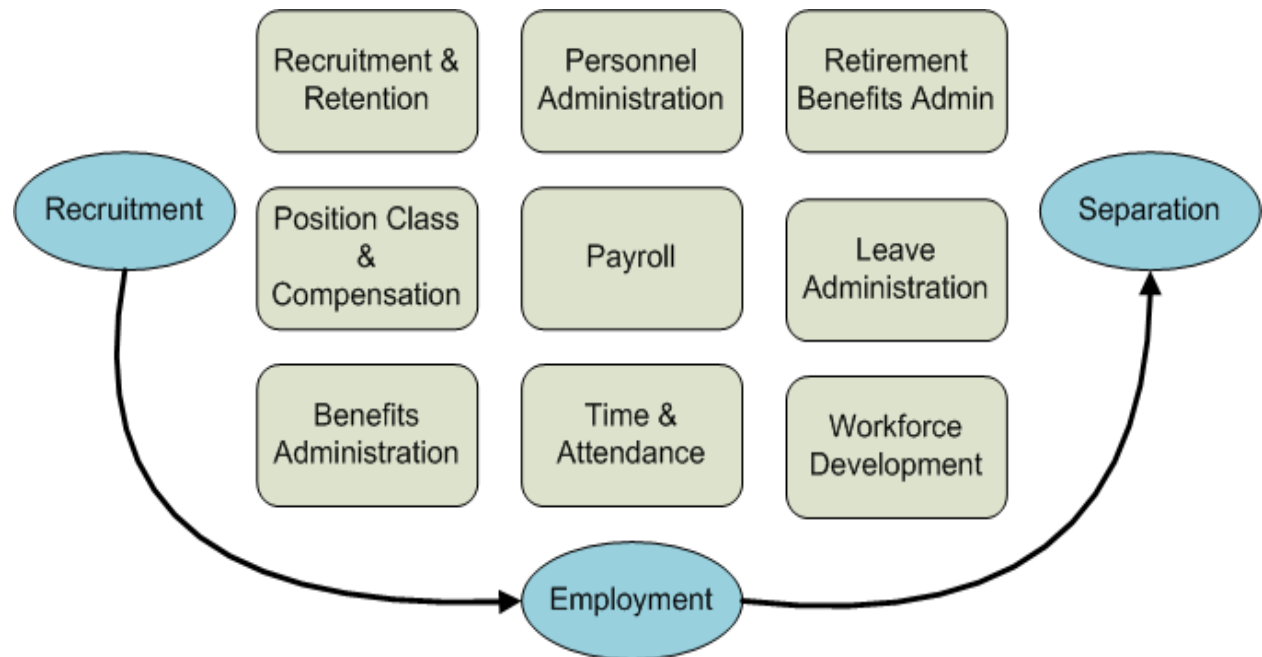
<i>User Interface and Help</i>	
	The system must be easily learnt and operated effectively by the occasional user, and yet also provide for high productivity by high volume users.
	The software's user interface and help must be compatible with the interface and functionality of a regular Internet web based browser such as Internet Explorer, Firefox, Google Chrome, etc.
	The system must be based on user best practices.
	Where pick lists are provided, only valid options will be available.
	Where previous data entered restricts options for further processing, such options will not be available.
	Data entry screens should display default data wherever possible.
	The system will permit multiple windows to be open at any one time.
	The system must have the context sensitive on-line help facilities that are provided at (i) function level; (ii) screen level; and (iii) screen item level.
	The system must have the capability to cater for large volume data entry and speedy function access.
	Data item validation (syntactical and semantic) and cross-field validation checks must be performed during data entry, and all failures returned to the user's screen in the form of messages.
	It must be possible to handle all error conditions by displaying an error or warning message and not by an abnormal termination of the program.
	Help messages must prompt the user what to do next after he has made a mistake.
	End-user interface (menus, screens, error messages, on screen and printed reports, etc.) must be in English.
	System help should be customizable for the user by the application administrator.
	Help system should be tailor able by users who have appropriate access privileges.
	Help facilities should be specific to user access privileges.
	There should be a search facility within help.
	Value prompting should be available within help.



SOFTWARE FUNCTIONALITY REQUIREMENTS:

This section of the terms of reference is broken down into software specifications broadly categorized by specific project objectives and/or functionalities.

The GHRIS is intended to provide functionality to cover the full range of Human Resource activities and functions covering the entire lifecycle of the Government's Employees which are illustrated below.



Although the initial pilot for the six (agencies) will focus on Position Classification, Personnel Administration and Payroll processing, the Software provider shall deliver software with the full range of functionalities for the implementation for the six (6) pilot agencies.

The specifications below are in line with the GHRIS Project Objectives of:

- Provide a system that can manage the government's **human resource organizational structure, job positions, classifications, groups, and compensation**.
- Provide the government with a means to properly monitor and evaluate its **financial expenditures** as far as human resource expenditures in a consolidated or grouped manner.

POSITION CLASSIFICATION AND COMPENSATION



Number	Organizational Structure Management
	The software should allow for the definition of Organizational Structure in a Government Agency, with unlimited reporting levels and reporting relationships. The facility should allow for the control of the organizational structure based on DBM's approved organizational structure.
	The software must allow for different organizational structures and reporting relationships by business unit.
	<p>The Software should be able to create and track position data and history. This functionality must accommodate the Position Classification Plan which consists of</p> <ul style="list-style-type: none"> • Occupational services • Occupational groups • Classes in series <p>The software must track the status of positions</p> <ul style="list-style-type: none"> • Existing • Filled • Vacant • Abolished • Budgeted/Non-Budgeted • Casual/Hourly <p>The system should support template functionality to pre-populate default information.</p>
	The software must provide a powerful hierarchical structure that has self-service capabilities to units / groups within the organization or subsets thereof.
	Each unit must be able to manage its own data, including position budget requests, payroll, job classification, employee schedules, performance reviews, on boarding plans and probation plans
	Organization unit administrator must have full access to all relevant data of employees associated with the organization unit and use a portal-like interface to conduct HR business, send requests to HR, be involved in workflow activities and run reports relevant to the organization unit only
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately.
	<p>Position data must accommodate or link to organizational and costing data to provide</p> <ul style="list-style-type: none"> • Position Item Number • Position Title • Unified Account Code Structure associated with each position <ul style="list-style-type: none"> ○ Fund source ○ Department ○ Agency ○ Operating Unit ○ Location by region/province/regional office ○ Activity or project codes
	Software must be able to create and link financial records from HR expenditures to a General Ledger System. The General Ledger and other codes should allow for the configuration of a Unified Account Code Structure when a new account code structure is available.



	<p>Must process employee appointments by position</p> <ul style="list-style-type: none"> • New hires • Transfers/reassignments • Promotions • Vacate or eliminate positions
	Provide ability to view and report on incumbents, position history and salary grade history including position location, budget status.
	System should accommodate positions where incumbent has been detailed or seconded to another position.
	<p>Provide ability to create and maintain Salary Schedules enumerated in the Compensation Plan. Each salary schedule is a table of salary grades with each grade consisting of several steps. The current schedule consists of 33 grades with 8 steps in each grade. The system must allow the maintenance of multiple salary schedules, with multiple grades and steps.</p> <ul style="list-style-type: none"> • Associate the appropriate Schedule with each position based on business rules. For example, a specific schedule applies to a specific business unit or position class. • Allow automated update of schedules. For example, apply a percentage increase consistent across the schedule. • Automate update of pay based on rate and hire dates • Disallow entry of salary below minimum of range • Allow salary outside standard step with authorized overrides or comments (Exceptions to business rules allowed with proper authority)
	<p>Accommodate salary tables for casual, contractual employees</p> <ul style="list-style-type: none"> • Assign hourly rate and fractions thereof
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately

The specifications below are in line with the GHRIS Project Objectives of:

- Provide Software that will properly monitor and evaluate the government's **financial expenditures** as far as human resource expenditures is concerned in a consolidated or grouped manner.

ORGANIZATION BUDGET AND CONTROL MANAGEMENT

Organization HR Budget Management:	
	The software should allow for the development of the budget needed for the different agencies' manpower requirements based on the DBM's policy which should include allowable job positions and number of employees.
	The Position Budget and Control feature should allow for the checking, tracking, and balancing of authorized positions in an agency versus current incumbent positions as appropriated against the fixed budget for personnel services of the agency.



	The software should automatically keep track of the budgeted position, allocated positions, assigned positions, and vacant positions, while at the same time enabling the hiring against positions that are projected to be vacant in the near future.
	The system should provide real time financial and statistical reports with regard to the Manpower Budget versus Actual Expenditures for the purpose of manpower financial planning, programming, and control as well as provide the government with the ability to track and manage information on government manpower resources across all government agencies and can be utilized for budget and personnel management purposes.
	The Software must support the full cycle of position budgeting by organization unit, project, contract, etc.
	The Software must be able to process position assignment and salaries against the approved position budget
	The Software must be able to optionally ensure that if position budgeting and control is used the user cannot assign a position to an employee unless there is an open position with allocated budget.
	The Software must ensure that if there is a position opened and the user assigns the position to the respective employee, the salary and compensation for the employee must be checked against the ones budgeted for the position, making sure that if the user attempts to assign a higher salary to the employee, the system will not enable such salary.
	The Software must be able to manage all funds and contracts by project, group, and activity.
	The software must be able to define each project, group, agency fund including the budget for each category or item, including wages and salaries.
	The Grant/Fund budget must be programmable by budget period and by project and positions
	Once the user starts assigning employees to projects under a Grant or Fund, the system should control the employee salary and compensation and expense by the allocated budget and budget/fund balance.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately

PERSONNEL ADMINISTRATION

The software should have a **Personnel Information Database System (PIDS)** that captures and maintains the Personal Information Data Sheet of every employee in the National Government that is used to track and record an employee's information based on CSC's information requirements, track career history and progression, as well as to keep attachments of associated and related documents.

The specifications below are in line with the GHRIS Project Objectives of:

- Providing software that will consolidate all **Government Personnel Information Database System** consistent with the requirements of the Civil Service Commission.



<i>Personnel Information Database System (PIDS)</i>	
	The software should allow for additional information fields to be added by the HR User.
	The software should provide a centralized repository of all needed information regarding all the government employees consistent with the requirements of the Civil Service Commission.
	The software should contain a process and system that tracks down an employee's status from the time of application till the end of his stay in government as well as to keep other relevant data useable by the CSC.
	<p>The system must capture and store biographical and demographical information on all current and past government employees</p> <ul style="list-style-type: none"> • Generate a unique ID number • Generate ID cards for printing <p>System must accommodate fields including:</p> <ul style="list-style-type: none"> • Multiple ID numbers • Family data • Educational background • Work history • Career service history • Security History
	The system must allow for unlimited entry of customizable fields for employee related data.
	<p>System should trigger functionality in other modules when personnel data changes.</p> <p>For example: Suspend salary when leave status is entered</p> <ul style="list-style-type: none"> • Workflow to route to and notify appropriate approvers, processors • Workflow to notify employee of personnel actions
	<p>Systems must provide a process for effecting all personnel actions:</p> <ul style="list-style-type: none"> • Appointment • Reinstatement • Transfer • Promotion • Separation/Termination • Retirement • Leave/Furlough • Change to different grade • Reassignment • Inactive status <p>Facilitate selection of "reason codes" for personnel actions</p>
	Pre-populate existing appropriate employee information on personnel actions.
	System should automatically generate notifications based on time sensitive actions, such as



	<ul style="list-style-type: none"> • Movement to next step • Loyalty pay date • Longevity pay date • Various business unit specific actions
	<p>System must allow entry of personnel actions with future date</p> <ul style="list-style-type: none"> • Allow processing of personnel actions with future date • Generate notification of personnel actions based on effective date <p>Allow entry of personnel actions with past date without re-entering subsequent actions</p>
	<p>Serve as a front end HR module for authorized users</p> <ul style="list-style-type: none"> • Facilitate entry of personnel transactions • Ensure proper approval process • Trigger workflow to route approvals • Provide history of personnel actions
	The software should be able to support all aspects of hiring and contract management
	The software should be able to manage complex hiring and contract management procedures and processes unique to government agencies
	The software should be able to support a user defined contract review process
	The software should be able to support conversion of employment offer to employment contract without need to rekey data
	The software should be able to support creation of a new employment contract without prior offer
	The software should be able to support the amendment of contracts and tracking of the amendment history
	The software should be able provide easy-to-use functions for renewal and approval of contracts and terminate contracts
	The software should be able to support unlimited types of contracts with their own terms and conditions
	The software should be able to control the promotion and termination of an employee with built-in features
	The software should be able to perform HR actions that change the hiring and contract terms
	The software should be able to provide direct integration with compensation and payroll management modules whereby all earnings, benefits, allowances, commissions, deductions, and taxes defined in the contract are directly inherited by the Compensation and Payroll Management System
	The software should be able to ensure that any change to the contract through the amendment is reflected in the payroll
	The system should automatically create a new employee record once the employee is hired through the system.
	The software should be able to support creating contract directly from applicant database
	The software should be able to support powerful review and approval workflow for contract process
	The software should be able to provide contract Action Notification through Email



	The software should be able to approve contract termination and employee termination through workflow
	The software should be able to provide Quick Employee Hire with minimal steps
	The software should be able to support HR Actions Generation upon Termination
	The software should be able to define Contract Officers Definition and Link them to Workflow
	The software should be able to offer complete and full integration with the payroll, recruitment, onboarding, probation management, and other modules
	The software should be able to offer predefined contract print template including terms and conditions text with variable database fields
	The software should be able to provide Employee Organization Transfer along with Transfer History
	The software should be able to provide Employee Promotion function along with Promotion history
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately

COMPLETE NATIONAL PAYROLL SYSTEM (NPS)

The software should provide a complete solution to the payroll processing requirements of the National Government which takes into account all related HR activities. Its functionality should completely cover all requirements and specifications to successfully produce an agency's complete payroll. These functionalities are considered priorities.

The specifications below are in line with the GHRIS Project Objectives of:

- Provide and implement a complete **National Payroll System (NPS)** that will provide a complete beginning to end process and solution to the payroll processing requirements of the government's different agencies, sub-agencies, groups, and other units.

<i>Payroll Management General System Requirements:</i>	
	Must provide ability to adhere to all Philippine Government Laws on the Payment of Salaries and Wages
	Allow creation of Multiple Payment Groups per Agency \ Group \ Spending Units
	Define unlimited pay cycles and associate different pay cycles with different pay groups
	Allow different pay periods to be open for different pay groups
	Support retro-payroll processing with tight integration into regular payroll cycle
	Support off-cycle payroll processing with tight integration into regular payroll cycle to ensure that pay elements processed as off-cycle are not repeated in regular cycle
	Support final separation payroll process based on Philippine Government regulations and as per policy of each agency
	Support future/past effective and stop dates for all pay policies
	Allow the configuration/definition of various tables to accommodate policies by



	business unit, including the follow tables as detailed future in the specification: <ul style="list-style-type: none"> • Mandatory and Non Mandatory Deductions • Tax Policies • Compensation types and methods • Allowance policies • Benefit Policies
	Allow the configuration/definition of various payroll cycles <ul style="list-style-type: none"> • Monthly, weekly, bi-weekly, ad hoc, etc. • By employee class or group • By pay type (annual bonus) • Retroactive pay • Terminal pay
	Support for Salary adjustments for year-end closing and tax annualization based on BIR rules
	Provide complete automation of real-time Time and Attendance or integration with manual time and attendance facilities
	Provide simulated trial payroll runs and audit trails
	Provides payroll check payment, check printing, bank transfers, and other forms of payment.
	Provide comprehensive and configurable reports for all payroll functions.
	Provide Automatic Leave Accrual Management
	Link payroll processes with the Organization and Employer Management
	Link payroll processes with Manpower Management
	Link payroll processes with Employee Status Changes
	Provide payroll processing linked with Performance Management
	The software should be able to easily integrate with other systems to exchange payroll data using web services (preferred) or through data mapping using an excel spread sheet.
	The software should be able to integrate with the Government Integrated Financial Management Information System or other similar financial system.
	The software should be able to integrate with other institutions such as banks and other entities requiring financial transactions.
	These features should be an integral part of the solution, not a third-party or acquired solution which has been integrated separately
<i>Payroll Processing and Calculation: The Software should be able to:</i>	
	Generate basic employee pay record, automatically load standard time card utilizing: <ul style="list-style-type: none"> • Employee status and class from the Personnel Admin records <ul style="list-style-type: none"> ○ Tax status ○ Bank account information for payment ○ Allow selection of payment method • Position and salary grade information from the Plantilla records • Allow upload from spreadsheet for existing employees • Auto load from Personnel Admin for new hires • Allow manual entry by authorized users
	Maintain history of employee time, earnings, deductions, taxes and net pay



	<ul style="list-style-type: none"> • Allow upload of year to date data for existing employees • Allow upload of prior year history data
	<p>Establish and maintain earnings codes tables. Earning codes tables should allow unlimited number of codes.</p> <ul style="list-style-type: none"> • Taxable and non-taxable earnings codes • Allow tables specific to certain classes of employees • Codes should accommodate hourly rates, flat amounts, percentages and formulas • Certain earnings codes reduce/add to leave banks <p>Allowances – Earnings codes to accommodate a variety of allowances</p> <ul style="list-style-type: none"> • Taxable and non-taxable allowances • Manual entry of amount, standard flat rates, percentages and based on tables • Allow standard monthly allowances which auto-load to pay record • Allow upload from file of allowances/earning codes
	<p>Establish and maintain deduction codes tables. Table should allow an unlimited number of codes</p> <ul style="list-style-type: none"> • Mandatory deductions <ul style="list-style-type: none"> ○ Allow calculation based on percentage, flat rate, table and formula ○ Load specified deductions based on benefits table (i.e. union dues) • Non-Mandatory Deductions <ul style="list-style-type: none"> ○ Allow pre-tax and post-tax deductions ○ Calculation based on percentage, flat rate, table and formula ○ Allow prioritization of deductions, which will disallow lowest priority deductions based on minimum net pay calculation (absolute amount) • Accommodate start/stop for deductions based on target amount or future date • Maintain history of deductions • Allow unlimited number of records in Deduction tables
	<p>Allow ad hoc entry of deductions</p> <ul style="list-style-type: none"> • Upload from external vendors • Manual entry and overrides
	<p>Calculate employer contribution/fees</p> <ul style="list-style-type: none"> • Employer contribution based on percentage of certain earnings codes • Employer contribution based on table or flat rate
	<p>Establish and maintain Benefit and Leave Tables</p> <ul style="list-style-type: none"> • Leave accrual based on rate per hours worked, or flat amount (in days or hours) • Maintain balance of various accruals based on earnings code as usage • Allow specific leave table to associate with specific job codes • Allow ad hoc entry to employee record of certain leave codes <ul style="list-style-type: none"> ○ Study leave, if approved



<i>Time and Attendance: The Software should be able to:</i>	
	<p>Standard (template) time card should load automatically</p> <p>Allow entry of exceptions manually or from file upload</p> <ul style="list-style-type: none"> • Time not worked • Overtime • Compensatory time • Ability to capture time by day, hours, minutes or other units • Must allow time capture by minutes (current practice) <p>Allow manual entry of time worked for casual/contractual employees</p>
	The Software should be able to interface with time card systems (biometric, punch card) to load time.
	<p>The system should allow Time codes for leave that:</p> <ul style="list-style-type: none"> • Deducts time from leave balances • Reduces salary for usage in excess of balance • Accommodates conversions of leave to cash (reduces balance and records as cash pay) • Calculates leave accrual at the end of the pay period • Allows adjustments such as leave forfeiture • Provide policies and rules for such (mandatory 5 day leave)
	<p>Adjustments – facilitate and track</p> <ul style="list-style-type: none"> • Manual entry to adjust current earning for prior adjustments after processing cutoff date • No adjustments/changes should be allowed to any paid records
	<p>Load and process personnel actions affecting pay from Personnel Admin module</p> <ul style="list-style-type: none"> • Promotions, transfers, reassignments, change in grade • Transfer of leave credits from previous position • Separations/termination/retirement /leave suspend pay
	<p>Process benefit actions affecting pay</p> <p>Facility to initiate and update benefit records based on dates</p>
	The software should be able to capture, review, approve, and post employee timesheets
	The software should be able to integrate with scheduling functionality
	The software should be able to configure parameterization of timesheet formats
	The software should be able to support multiple standard Timesheet Formats which capture Regular Hours, Absent Hours, Overtime Hours
	The software should be able to timesheets must be available by organization unit (e.g., Department, Cost Center, Project, Team, etc.), by Activity or cost object,
	The software should be able to import timesheet batches centrally
	The software should be able to allow managers to import timesheet batches for their organization unit
	The software should be able to enable employees to enter Timesheets through the Employee Self Service with appropriate authority.
	The software should be able to support Workflow based review and approval of Timesheets
	The software should allow for the automatic capture of attendance records from biometric Time Clocks and conversion of Attendance Records.



	The software should be able to allow editing of timesheets by supervisors through the software. It should be able to Service and track changes to the timesheets.
	The software should be able to allow seamless posting of timesheets to Payroll
	The software should be able to support powerful changes/corrections of earlier timesheets after payroll has been run by using an adjustment mechanism for past timesheets
	The software should be able to provide timesheets with labour allocation and labour distribution in support of labour costing
<i>Payroll and Tax Calculation: The software should be able to:</i>	
	Maintain payroll calendar <ul style="list-style-type: none"> • Load basic salary based on working days in pay cycle • Maintain holiday calendar which pre-populates holidays on associated time record • Maintain multiple calendars – Departments may have differing pay dates • Ability to accumulate/collect time and attendance data based on pay cycle
	Calculate BIR withholding based on tables and formulas <ul style="list-style-type: none"> • Ability to load new tables to associate with all records • Accommodate annualized calculation • Accommodate both taxable/non-taxable earning codes and deduction codes • Accommodate multiple accumulators (i.e. certain codes taxable after cumulative ceiling met) • Accommodate Minimum Wage Earner calculation – earnings non-taxable until cumulative ceiling met, and then all prior earnings for year become taxable.
	Processing schedules – Accommodate various processing schedules and one-off processing <ul style="list-style-type: none"> • Monthly, weekly, semi-monthly • Ability to select pay run by parameters - group (org code), type (salaried, hourly, temp) or by earning codes (i.e. year-end bonus) • Ability to compute earnings at different rates during the pay cycle (change in pay effective mid-cycle, so pro-rate) • Ability to process earnings/deduction codes based on effective begin/end dates • Ability to process certain earnings/deduction codes on certain pay periods (an allowance is paid on the first pay period of the month)
	Reporting
	Support robust reporting/query function including output of: <ul style="list-style-type: none"> • Payroll register • Bank payment file • Pay advices • BIR withholding reports • BIR year-end tax statement • Audit Logs



	<ul style="list-style-type: none"> • Exception Report • Allow output in file format for data analysis (Excel, CSV) <p>Reports/payment records for other withholdings and employer contribution share.</p> <ul style="list-style-type: none"> • GSIS • PagIBIG • PhilHealth • Voluntary deductions to third party providers such as unions, loan agencies, and other sources of non-mandatory deductions.
	Allow forms definition and customization to support added fields and narratives.
	<p>Output files/Interfaces with 3rd party provider</p> <p>Accommodate interface or file upload/download with 3rd party providers for both reporting and update of records.</p> <p>Files should include both employer contributions (where applicable) and amounts withheld on employee compensation.</p> <ul style="list-style-type: none"> • GSIS • PagIBIG • PhilHealth • Other third party provider – loan payments, association dues, insurance premiums collected from employees and transmit to 3rd party <p>Files to include detail of deductions plus census data updates for providers</p> <p>Schedule regular file uploads which will update employee record for</p> <ul style="list-style-type: none"> • Enrollment • Deduction start/stop • Deduction change amount
	<p>Interface/file output for General Ledger posting file</p> <p>Support Unified Account Coding Structure</p> <ul style="list-style-type: none"> • Fund Source – Linked to earnings code • Org Data from position classification plan • Location data from position classification • MFO/Program – in position or entered manually • Object Code – linked to earnings or deduction code
	<p>Administrative overrides/adjustments</p> <ul style="list-style-type: none"> • Allow entry of salary payments made outside system to update year to date records • Overrides of salary grade, pay rates, standard deduction amounts should be allowed by authorized administrators only, and exception reports generated.

HR LIFECYCLE FUNCTIONALITY

Number	Recruitment/Retention/Workforce Development
	The software should support the complete process for posting positions, screening applicants, hiring applicants and managing performance appraisals



	and training.
	<p>Recruitment – Must allow</p> <ul style="list-style-type: none"> • Post positions – option to automatically post vacant positions • Allow applicants to search position online • Allow view only access • Allow Applicant to complete forms online <ul style="list-style-type: none"> ○ Upload electronic copy of required documents ○ Allow applicant to view status online • Create custom applications for classes of position <ul style="list-style-type: none"> ○ Position/job passed qualifications ○ Position/job based questionnaire • Auto update Personnel Administration module with data when a candidate is hired
	<p>Screening</p> <ul style="list-style-type: none"> • Track screening actions (customized workflow by type of position/department) • Maintain database of qualified applicants • Generate candidate list based on qualifications/certification • Provide hiring managers online access to view applications • Provide verification of eligibility against CSC Database
	The software must provide a powerful hierarchical structure that has self-service capabilities to units / groups within the organization or subsets thereof.
	Each unit must be able to manage its own data, including position budget requests, payroll, job classification, employee schedules, performance reviews, on boarding plans and probation plans
	<p>Performance appraisals, Grievances, Disciplinary Actions</p> <ul style="list-style-type: none"> • Track and maintain history online • Allow entry of Performance Appraisal rating • Verify eligibility for bonus against performance appraisal rating based on established business rules • Grievances – suspend salaries and/or benefits based on established business rules • Track nature of action, length of sanction and generate notifications based on date
	<p>Maintain dates for performance appraisals due and generate notifications</p> <ul style="list-style-type: none"> • Employee training courses completed • Employee training courses needed • Re-certifications and renewals due
	<p>Training Courses and Certifications</p> <ul style="list-style-type: none"> • Track by employee courses and certifications completed • Generate notifications of required trainings • Allow employees to view trainings available/completed
	<p>Provide online training courses</p> <ul style="list-style-type: none"> • Allow online registration • Integrate with existing eLearning modules
	<p>Facilitate career and succession planning</p> <ul style="list-style-type: none"> • Maintain requirements to advance to another position/level



	<ul style="list-style-type: none"> Identify candidates for transfer/promotion based on training and skills Prioritize promotion candidates by length of service
	<p>Online leave administration – Provide the ability to request time off electronically with workflow approval processing</p> <ul style="list-style-type: none"> Leave request form Electronic approval and routing
	<p>System should facilitate leave transfers from other departments</p> <ul style="list-style-type: none"> Allow leave adjustment at the beginning of period Process leave for each type at the end of the payroll period
	<p>Retirement Administration – System should accommodate multiple retirement benefit options</p>
	<p>System must facilitate electronic transmission of data to benefit providers and other third parties.</p>
	<p>System must have the ability to maintain historical data on all separated employees</p>
	<p>System must facilitate administration of benefits for separated employees</p> <ul style="list-style-type: none"> Track retirees and separated employees Track survivors and beneficiaries Maintain past service record, including from multiple organizations Establish and maintain benefit tables for retirees, including mass updates across tables Process “payroll” to generate benefit payments utilizing separate funds from the normal payroll (separate organization or employee group codes)
<p>Forms and documentary requirements</p>	
	<p>The system must allow for the generation of customized forms which use system data such as:</p> <ul style="list-style-type: none"> Certificate of Employment (2 types) Employment Contract Personnel Action Form Notice of salary increases/step increases Earnings records Certificate of compensation Service record Employee hire template Leave cards as required by CSC Clearance Forms

SOFTWARE TESTING

Testing will be used as the means of assuring the quality of the configured application system and any system enhancements including data conversions, interfaces, and reports developed by the vendor team. Prior to the commencement of the pilot implementation, the system shall be tested according to GHRIS functional requirements involving the following:



- Configuration Testing;
- Unit and Integration Testing;
- User Acceptance Testing; and
- Pilot site testing (Operational Acceptance Testing).

Configuration Testing

This is an informal and generally unstructured test that is carried out by applications users early in the development phase of an implementation. This is the best initial means by which a package system can be tested to ensure that it will meet the requirements specified by the users. The activity highlights where additional work needs to be done, for example, developing reports, processes and procedures. In addition, the configuration testing will verify that the package has been installed properly on the hardware platform.

Unit and Integration Testing

Unit testing is performed to ensure that each program, report or record format meets design specifications. The test involves identifying detailed conditions, which test all the processing eventualities, setting up test data to test each of the conditions, planning the expected results and then testing that each condition is met. Unit testing of all programs must be satisfactorily completed before User Acceptance Testing (UAT) can begin.

Prior to the UAT it is important that the functional and technical teams are satisfied that the system meets all the user requirements. Therefore, a limited, but controlled, test of daily, monthly and year end business processes should be performed. This should be a documented system test but not as detailed (in terms of documentation / data results records etc.) as a full UAT procedure.

A full system integration test would involve developing detailed plans that identify the business cycles, scenarios and test conditions, defining test scripts, test data and expected results. Execution of the test should take place prior to the acceptance test. The plans should be followed exactly. Where errors occur these should be documented and investigated. A log should be kept to keep track of each of these errors.

Integration testing should take place in a Test Environment separate from the Development Environment.

User Acceptance Testing (UAT)

UAT is a simulation of the live system, also referred to as “parallel testing” must be performed by end users of the system.

The final system must be set up with all of its component programs and interfaces with external systems. All master data values that reflect the way business processes are performed must be in the appropriate online tables. Acceptance testing may take place in a separate environment or be performed in the pre-production environment. If the latter, all



non-required data must be deleted after successfully completing the testing activity prior to going live.

It is important that the UAT focuses on the standard and exceptional transaction processing that will result from the business processes in the GHRIS environment. Security features should be tested as part of the UAT. This involves creating users with the appropriate access restrictions and ensuring that these are consistent and applied correctly.

Stress testing aspects should be incorporated into the UAT, including peak data loads, number of active user sessions, concurrent resource intensive processes, etc.

Pilot site testing (Operational Acceptance Testing)

Following the satisfactory UAT, the system will be implemented to its full scale at the designated pilot sites. The GHRIS will be initially implemented in Six pilot project locations. The new system will run in parallel with the legacy system at each pilot site during the test period for three months. The relevant master data will be constructed on the new system and the necessary legacy system data will be imported to the new system prior to the commencement of the test cycle.

During the first two months of testing, the legacy system at each pilot site will continue to function for production use. Each transaction already processed on the legacy production system will be re-processed on the new system. The system testers will take note of the performance and responses of the new system and record any unexpected outcomes on the test log. At the end of each day, the progressive data in the two systems will be compared by means of hard copies, screen displays and special programs with reference to the governing functional and technical specifications. Any shortfalls or gaps identified during the test will be reported to the software vendor for resolution.

Subject to satisfactory outcomes of the test runs of the first two months, the pilot sites will switch to the new system at the start of the second month for production use. During this month the new system will function in the main production environment and process real-life transactions. The transactions already processed on the new system will be re-processed on the legacy system for backup and checking purposes. At the end of each day, the progressive data in the two systems will be compared by means of hard copies, screen displays and special programs with reference to the governing functional and technical specifications. Any shortfalls or gaps identified during the test will be reported to the software

After satisfactory testing, the Operational Acceptance of pilot testing of the system will be awarded.

TECHNICAL SUPPORT REQUIREMENTS:



Technical Environment	
Performance	
	The solution must include system utilities and/or method documentation to measure and tune the application software.
	Please provide mean time taken by typical enquiry involving drill-down to the transaction level.
	Please provide mean time taken by the batch update cycle.
	Please provide algorithms (designating variables, tolerances, relationships, assumptions etc.) to enable calculation of mean time taken by the batch update cycle.
Toolset	
	Facilities and toolsets must be available for the following: Developing additional program/code segments including new update/inquiry transactions, tailoring existing update/inquiry transactions, developing custom reports, developing queries, updating the user and technical documentation as modifications are made to the system, and managing and optimizing the database.
	The system should include a Data Dictionary, ideally one which is not merely documentary but is also used to generate the system object code. Please describe the system's Data Dictionary.
Product Integration	
	Describe the constraints on the independent operations of the modules being proposed for the GHRIS. Indicate which modules are capable of independent installation and operation, and what inter-module dependencies exist.
	Describe how the programs are integrated and the level of integration. In particular please state to what degree the programs conform to the following: <ul style="list-style-type: none">• share a common instance of a database service, and share single instances of data records for concurrent retrieval and update operations;• share common functions and/or stored procedures;• have common access control and common retrieval/update locking;• allow the user to move seamlessly between functional tasks and applications via options in the user interface without having to sign off one application and log onto another;• allow user programmed data keys/clipboard be carried across from one application/module to another, and also made available to separate applications running on the same workstation.



TECHNICAL SUPPORT

<i>Technical Support Model</i>	
	A vendor Help Desk shall be available during normal working hours (8am to 5 pm, Monday thru Friday)
	The full set of technical manuals for each software product supplied under this contract must be provided with that product. The Bidder, as part of the contract, must create end-user manuals for instruction of end-user office staff, and supply copies sufficient for the number of Purchaser's staff involved under the pilot phase.
	All end-user documentation must be in English.
	Appropriate documentation (Installation notes, technical manuals) must be provided with Application Software upgrades (new versions and releases).
	Technical support must be provided in English language.
	Standard facilities and technical support must be available to all agencies that will use the application.
	The application must have programmable import-export interfaces usable for electronic data interchange with those external systems which need to use the application. The Bidder must have a proven method for the bulk take-on (and conversion) of data from legacy systems and such other systems as might have bulk records in electronic form.
	The Bidder must ensure there is a high level of support in relation to each software component or tool or methodology proposed to be used or supplied as part of the system, or which is required for support, maintenance or enhancement of the system, both during the implementation phase and the on-going operation of the system. This must include, but not be limited to, telephone hotline support.
	Warranty Period for Software. The warranty period for all software products supplied under this contract shall be Twelve months and shall begin from the date of formal acceptance. During this period the Supplier is required to supply the product maintenance and support services which are initially proposed in his Bid and subsequently agreed under the contract.
	Post-Warranty Maintenance and Support - Software. The Bidder must be capable of and prepared to provide this service for a minimum of five years from the date of warranty expiry of the software.
	There must be mechanisms in the solution to allow for: <ul style="list-style-type: none"> • Installation, Management, and Upgrade of the software (in object form or otherwise) to be performed remotely through the proposed security system.



	Technical documentation, as distinct from end-user manuals, should be in English.
	Technical support of the telephone and emergency nature should be continuous and provide for a full range of problem resolution facilities, at the levels of application and middleware.
	The Bidder should have an accreditation process in place for selecting any subcontractor or any third party supplier of any product or service.

MAINTENANCE AND SUPPORT AND DOCUMENTATION REQUIREMENTS

Number	Requirement
Maintenance and Support Requirements	
	Bidder must include a detailed Maintenance and Support plan in its bid (as part of the Project Plan) for Warranty period of at least 12 months for software and Support, Upgrade, & Maintenance.
	<p>During the Warranty and Maintenance Periods, Bidder must describe the staffing plan, location and operational process of its support centers in order to match the following minimum service level requirements:</p> <ul style="list-style-type: none"> • Make qualified personnel available to the GOP by telephone, via a domestic or toll-free line staffed during business hours of Manila (8:00 AM to 5:30 PM) with staff capable of speaking English, for the reporting of Non-Conformities or other problems with the system. During the Warranty Period, such telephone service to GOP shall be unlimited • During or as a result of telephone conferences, or electronic exchanges or conferences (e.g., electronic mail or via a bulletin board) (collectively "Telephonic Contact"), the Bidder shall make every reasonable effort to correct such Non-Conformities or to resolve such problems. If any such Non-Conformities or problems are not corrected within four (4) hours of the initial Telephonic Contact by the GOP, Contractor shall send qualified maintenance personnel to the project sites upon the conclusion of such four (4) hours, and such personnel shall ensure that such non-conformities are resolved. • Bidder shall be responsible during the Warranty and Maintenance periods for performing its maintenance obligations twenty-four (24) hours a day, seven (7) days a week for access to technical bulletins and alerts, new release and product availability information and problem resolution, configuration assistance, and information on new releases.
	Contractor shall also provide, during Maintenance and Warranty Periods, periodic published software bulletins at no additional charge, and any other services that ordinarily would be provided under its standard software service.



Number	Requirement
	<p>There must be mechanisms in the solution to allow for:</p> <ul style="list-style-type: none"> • Installation, • Management, and • Upgrade <p>of the software (in object form or otherwise) to be performed remotely through whatever security system the Bidder proposes.</p>
Documentation Requirements	
	<p>Bidders must include as part of their Preliminary Project Plan a complete description of their proposed approach to user and system documentation. All documentation shall be written in English. All end-user manuals, training materials, and system operation and maintenance must be in English. The documentation must include the following:</p> <ul style="list-style-type: none"> • design specifications, • technical specifications, • training document, • user manuals, • application system document, • system operation and maintenance document, <p>and must be available in both hard and soft form.</p>
	<p>All documentation produced by the Contractor in the execution of this contract shall be the property of the GOP. The GOP reserves the right to reproduce, at no additional cost to the GOP, any documentation supplied for the system.</p>
	<p>The technical specification shall include but not be limited to, user case models, design models, data models, implementation models, test models, prototypes, requirements traceability, and software architecture design. In addition, the security design document shall address the following issues:</p> <ul style="list-style-type: none"> • application security, • Database and middleware security.
	<p>The user and training documentation shall provide complete and comprehensive user manuals that cover, but not limited to, the following topics:</p> <ul style="list-style-type: none"> • system overview, • system interface, login / logout, commands and message, • functional user guide (including all screen flows screen layout), and • troubleshooting guide
	<p>The application system document shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • installation



Number	Requirement
	<ul style="list-style-type: none">• database structure• system structure and control flow• interface to other systems• security control matrix• privacy control, integrity control, backup and recovery operation etc.
	<p>The system operation and maintenance document shall include but not be limited to, the following:</p> <ul style="list-style-type: none">• equipment level operations• system level operation• maintenance schedules and procedures• configuration management plan• troubleshooting including list of error message• performance tuning and capacity planning• security administration,• backup and recovery procedures

TRAINING REQUIREMENTS:

Training Strategy

Extensive training in both the functional and technical areas of GHRIS and its implementation needs to be provided to both technical staff and to users of GHRIS. The Contractor must provide appropriate training for the following groups:

- i. Managers pilot institutions,
- ii. Human Resource and Payroll End users at the pilot institutions,
- iii. Technical support staff responsible for on-going support for GHRIS software and
- iv. Train-the-trainers program to equip GOP staff to conduct further training to users at rollout sites.

The topics to be covered by these courses must include:

Managers

- The functions and processes of the GHRIS modules
- Reporting system and accessing information from GHRIS

Project Implementation Team Members

- The functions and processes of the GHRIS modules
- GHRIS installation, configuration, operation, trouble-shooting and on-going support



- Detailed processes for using GHRIS modules

End Users

- Basic understanding of GHRIS and its modules
- Detailed processes for using GHRIS modules

Technical Staff

- GHRIS installation, configuration, operation, trouble-shooting and on-going support
- RDBMS Design, Administration and Performance tuning
- System security, backup and recovery and tuning
- Technical support and management of facilities

GOP Trainers

- A comprehensive training course that covers both in-depth knowledge of GHRIS and its functions
- an understanding of GHRIS strategy for implementation, pilot testing and the issues that may arise and the resolutions
- a good understanding of IT and IT platform within GHRIS environment
- training on presentation of GHRIS courses
- comprehensive documentation on GHRIS and the procedures for transaction processing using GHRIS

Numbers of Staff to be trained

Accurate estimates of the final number of staff to be trained for full implementation of GHRIS are not available at this stage. The following estimates of numbers are provisional estimates only.

Managers

- Pilot institutions max 15

Project Implementation Team members

- ASTI max 15

End Users

- Pilot institutions max 15

Technical Staff

- ASTI max 15

Trainers

- ASTI max 15

Number	Requirement
	The Software Provider must educate and train all persons nominated by the GOP, so as to enable them to test, administer, operate and use GHRIS effectively. The Software Providers must list all groups and numbers to be



Number	Requirement
	trained and sequence of training, by group and relevant sub-group, by location and by timing, as required to meet the requirements of the implementation plan.
	<p>The Software Provider must meet the following general requirements for training:</p> <ul style="list-style-type: none"> • Provide a “Train-the-trainer” program including a syllabus to enable GOP to provide in the future its own training services. • Provide a training manual and training syllabus for each of the above groups • Provide unit costs per trainee for each of the above groups (This is to enable GOP to cost the provision of training in addition to the specific training sought in this TOR). • Training shall be provided in two stages: <ul style="list-style-type: none"> ○ Immediately before implementation of a specific function or module, and ○ Follow-up training after successful implementation to re-enforce previous learning.
	<p>The Software Provider must prepare a training plan prior to preparing training courses or training staff, in line with the final design, including specific categories and numbers of personnel to be trained, and training curriculum and courses and delivery methods, schedules and locations. Supplier must prepare the training plan that will ensure that all staff skills required is developed. Training methods may include, but are not to be limited to, presentations by senior instructors, intensive classroom training with delivery of manuals and other technical documents, briefings and orientation sessions, workshop sessions, study tours and other on-the-job or on-site training events and opportunities.</p> <p>Bidder must include in the Bid a preliminary training plan detailed descriptions of training courses to be carried out, including:</p> <ul style="list-style-type: none"> • Course title • Learning or training objective • Class size and composition • Course duration • Training sequence (relation to other courses) • Class outline (subject area, topics and critical learning points) • Delivery methods • Location shall be at one of the six pilot agencies determined location.
	The Supplier’s training instructors should have substantial and credentialed experience in their specific areas. All instructors must be approved by GOP prior to undertaking any training.
	Training courses must be delivered in English language.



Number	Requirement
	All training programs offered must have a documented curriculum and be provided with the Bid.
	Bidders must provide unit prices for the courses offered. These prices shall be binding and allow the Purchaser to purchase additional courses at the price quoted during the system rollout.
	Bidder must provide training materials to enable the Purchaser's staff to conduct its own training.

Miscellaneous:

1. Bidders who have successfully passed the functional review may be required to present a live demonstration immediately on the next working day. The purpose of this demonstration is to demonstrate the simplicity of the software design from both a technical point of view as well as usability point of view. From a technical point of view, it is important to see the ease of installation as client as the chosen product may need to be installed on other servers in the future for remote deployments and client staff need to be able to quickly install in case of emergencies. From a functional point of view, it is important to see the ease of setup to show that with minimal steps, a powerful payroll can be configured quickly. The demonstration will be based on demonstrating ease of use based on the following criteria:
 - a. The bidder must bring two laptops and all accessories (e.g. mouse, power supply) to the demonstration.
 - b. The bidder must bring all application executable files on a USB or DVD
 - c. One laptop will need to have a fully functional application but without any setup. The other laptop must only be pre-installed with the latest CentOS or Windows Operating System, the database, a browser, and any enabling technology required to run the application.
 - d. The demonstration will be used to demonstrate the speed and ease-of-use of doing a basic configuration of some of the core functionality of the application
 - e. The following should be demonstrated during this functional demo. All functionality and setup demonstrated can only be shown by accessing the application through the browser.
 - i. Organization Management: create a new government agency, create 3 new departments within this agency, whereby the 2nd and 3rd department will report to the 1st department



- ii. Hiring Management: hire a new employee in this new agency and place the employee in the 3rd department
- iii. Payroll management: do a basic payroll setup and run a payroll for one pay period for the new employee with a single pay element only (basic salary), produce a payslip as a final output
- iv. Payroll management: setup basic retroactive payroll process from scratch to produce a retroactive payroll by entering a salary change for an employee effective 2 months ago and calculating the correct payroll adjustments in each previous month and the current month
- v. Leave management: create a new leave policy for the new employee hired and set a starting balance of 20 days for this new leave policy
- vi. Employee Self – Service: show that the new employee can access ESS and update his address and access a benefit enrollment form, show that the Employee can request Leave based on the Leave policy defined earlier
- vii. Onboarding management: create an onboarding plan with 2 onboarding activities and show that the onboarding plan is created for the new employee
- viii. Performance management: create a single performance plan with 3 criteria based on which the employee will be evaluated
- ix. Training management: create a new training course with minimal information and setup basic approval workflow for supervisor to approve workflow
- x. Hire: hire 2 additional employees in the new company through manual entry demonstrating the minimal steps required to hire a new employee
- xi. Mass update: create a new allowance payroll policy and assign it to all employees in the system
- xii. System management: create a backup of the database
- xiii. Payroll management: create a new pay period
- xiv. System management: restore the backup created under VII, then demonstrate that the restored backup does not contain the new pay period created after backup restore



- xv. **All of the above steps need to be performed on a new installation WITHOUT ANY SAMPLE DATA AND WITHOUT ANY PRIOR SETUP to demonstrate the ease of setting up policies and making changes and the possibility for ASTI staff to be able to manage changes independently in the future The number of steps will be estimated and the time taken to produce the requested outcome will be measured to determine ease of use.**

The following tasks will be done using existing data in a sample database:

- xvi. Time & Attendance: using an existing sample company data, show automatic update of a fingerprint/proximity device enabled time/attendance clock by updating a time/attendance device with a newly hired employee, register the employee's fingerprints and pull the time records back into the Time module for payroll processing
- xvii. Time Management: using a sample database with at least 100 employee records, demonstrate the steps involved in correcting timesheets from an earlier pay-period (for which payroll has already been processed), for a group of at least 20 employees
- xviii. Payroll Management: using a sample database demonstrate the steps involved in loading and processing 100 exceptions for payroll for a specific pay period for 5 different pay policies for 20 employees

The following tasks will be done using the laptop with no prior application installation

- xix. Install the entire application with all modules with sample data using minimal steps



OTHER PROVISIONS

1. **Non-Assignment.** This MOA is not assignable to any party outside of this Agreement, without written permission of both the **DOST-ASTI** and the **software provider**. Any attempt to assign any rights, duties and obligations, which arise under this Agreement, without such permission, shall be considered null and void.
2. **Entire Agreement.** This MOA constitutes the entire existing agreement among the parties hereto, with respect to the subject matter hereof, and shall supersede any and all prior agreements or undertakings between the parties hereto, with respect to the subject matter hereof.

No waiver nor modification of the terms of this MOA shall be valid unless the same is done in writing and signed by both the parties herein.

3. **Notice of Delay.** In the event that the **software provider** encounters delay in the implementation of this Project, for reasons beyond its control, the software provider shall promptly notify the **DOST-ASTI** of such delay in writing through the designated representative/s to this project, and shall inform the **DOST-ASTI** for the request of extension of time for the completion of the project. The **DOST-ASTI** has the option to terminate this Agreement in case the cause of delay is determined by the **DOST-ASTI** to be unjustified, *subject to the terms of paragraphs ____ and ____*.
4. **Force Majeure.** Neither party shall be responsible for any delay or failure in the performance of any of its obligations under this Agreement, to the extent that such delay or failure is caused by Force Majeure. "*Force Majeure*" shall mean any event or circumstance beyond the reasonable control of the party which renders the performance of said party's obligations illegal or impracticable, including but not limited to, acts of God, acts of any governmental body or public enemy, war, civil commotion, strikes, riots, embargoes, fire, explosion, sabotage, or any other causes, circumstances or contingencies of a similar nature to the foregoing, without fault or negligence of such party.

Promptly upon occurrence of any event of Force Majeure, which affects performance under this MOA, the affected party shall notify the other party specifying the nature of the event the effect of the event on party's performance and the estimated duration thereof. Upon receipt of the other party of such notice, the affected party may temporarily stop performance of its obligations hereunder, for so long as such affected party shall exercise corresponding due diligence to mitigate any possible damage to the other party that may be brought about by such Force Majeure. Upon cessation of the Force Majeure, the party in delay shall notify the other party of such cessation, and performance of the obligation should ensue if cancellation has not been effected.

If the Force Majeure continues unabated for a period of more than thirty (30) calendar days, either party shall have the right to terminate this Agreement, and the rights and obligations of the parties shall be resolved either by mutual agreement or by applicable law.



5. Confidentiality

The existence and the terms of this Memorandum of Understanding are strictly confidential and will not be released by either party without the written permission of the other party.

6. Non – Disclosure

The Parties may require to disclose to one another certain information that the Party disclosing such information (the "Disclosing Party") considers to be proprietary and/or confidential. Such information may include, but is not limited to, trade secrets, discoveries, ideas, concepts, know-how, techniques, product designs, product architecture, specifications, drawings, diagrams, data, source code, screenshots, manuals, report designs, payroll policies, employee names, HR policies, compensation and benefit information, computer programs, business activities and operations, reports, studies and other technical and business information (hereinafter referred to as "Confidential Information"). The Parties acknowledge that the Disclosing Party claims its Confidential Information as a special, valuable and unique asset, and/or proprietary. Accordingly, the Party receiving such Confidential Information, together with its officers, directors, agents, employees, and affiliates (the "Receiving Party"), agrees that it shall:

- a. keep in confidence all Confidential Information it receives, and that it will not directly or indirectly disclose to any third party or use for its own benefit, or use for any purpose other than the execution of the Project as part of this Agreement;
- b. restrict disclosure of the Confidential Information to the minimum number of employees, directors, officers, advisors (both lawyers and accountants) or their representatives, and management consultants (who are personally committed to maintain the Information in confidence and understand the confidential nature of such information and shall be directed by the Receiving Party to treat such information confidentially);
- c. advise employees who receive the Confidential Information of their binding obligations with respect to such Confidential Information and take all measures to protect the confidentiality of such Confidential Information;
- d. use the Confidential Information only as needed to complete and execute the Project and associated activities, and in particular, agree not to reverse engineer the Confidential Information for any purpose whatsoever at any time; and
- e. use reasonable care to protect the Confidential Information, and in no event use less than the same degree of care to protect the Confidential Information as it would employ with respect to its own information of like importance which it does not desire to have published or disseminated.

7. Intellectual Property Rights



The software provider will retain the exclusive Intellectual Property (IP) rights and all other rights in its products, implementation methodology, documentation and all other works derived from the product as a result of this project.

8. **Non-Hiring of Software Provider Staff**

Client confirms that during the course of this project and for a year after the completion of the project, Client will not directly or indirectly, hire, contract or solicit for hire any employee or contractor of the software provider engaged in this project.

9. **Amendments.** Any amendment to this Agreement shall be mutually agreed upon by the **DOST-ASTI** and the **software provider** and shall be reduced to a written instrument, signed by the duly authorized representatives of said two (2) parties, and which instrument shall form an integral part of this Agreement.
10. **Pre-termination.** Pre-termination of this Agreement may only be made with the consent of both parties, evinced in a sworn written agreement, no less than thirty (30) days before such intended pre-termination takes place. Upon pre-termination of this Agreement, both parties shall return any confidential documentation, information, compositions or materials in their possession without retaining copies or samples thereof.
11. **Arbitration.** Any violation of the provisions of this Agreement shall be resolved by the **DOST-ASTI** and the **software provider** via proper discussion, mediation, negotiations and similar other peaceful, cooperative and synergistic means. The **DOST-ASTI** and the **software provider** shall not take any legal action in any court of law of the Republic of the Philippines until all extrajudicial remedies have been exhausted. After the exhaustion of administrative remedies, the dispute or controversy shall be referred to an arbitration committee prior to any litigation in court where one member of said arbitration committee shall be appointed by the **DOST-ASTI**, the other by the **software provider**, and a third party to be designated by both agencies concerned. The place of arbitration shall be designated by the arbitration committee.

In cases of failure of the arbitration committee to settle any dispute, controversy or claim which necessitates resorting to litigation, the **DOST-ASTI** and the **DBM** hereby agree to submit themselves to the jurisdiction of a court of law.
12. **Venue of Action.** In the event of any dispute or conflict between the **DOST** and the **software provider** as to any matter arising out of or relating to this Agreement or any stipulations herein, or with respect hereto, such dispute or conflict shall be submitted to a court as mutually agreed upon by the parties.
13. **Governing Law.** This Agreement shall be construed under and governed by the laws of the Republic of the Philippines.
14. **Notices.** Any and all notices required to be delivered by one party to another, under or in connection with this Agreement, shall be deemed sufficiently given if actually



received or if sent by registered mail, return receipt requested, to the attention of the Chair of the **DOST-ASTI** and/or the **software provider**.



NATURE OF ENGAGEMENT

As indicated in the Scope of Work, the requirement is for the delivery of fully functional and integrated application package. In this regard, the Software Provider shall provide the necessary services required for this undertaking.

IMPLEMENTATION SCHEDULE:

The entire implementation of the project shall be implemented no more than 6 months from the date of start of the contract.

POST IMPLEMENTATION SUPPORT

- The Software Provider shall provide post implementation support, as part of the one (1) year warranty of the undertaking.
- The Software Provider shall fix flaws, problems/deficiencies that may be encountered within reasonable time as agreed upon between DOST-ASTI and the Software Provider.
- The Software Provider shall provide any new software upgrades and services for a period of one year beginning on the start of the project implementation.

WARRANTY

- The Software Provider will provide a warranty for all works done for a period of one (1) year commencing from the issuance of Certificate of Completion by DOST-ASTI.
- During the warranty period, the Software Provider is required to resolve any problems, flaws, deficiencies in functionalities, among others, that may be uncovered during the warranty period.
- The Software Provider and DOST-ASTI shall agree on the escalation procedures and response time for the resolution of problems / flaws / deficiencies.

PRICING REQUIREMENTS

The Software Provider shall provide all the above services for the amount of Eight Million Pesos (Php. 8,000,000).

PAYMENT SCHEDULES:

Subject to the provisions of CC Terms of Payment Clause, the Purchaser shall pay the Contract Price to the Supplier in the manner specified below.

- a) Initial Installation and Submission of Securities Payment



Fifteen percent (15%) of the entire Contract Price inclusive of all costs shall be paid against receipt of a Supplier's claim and submission of the Securities specified in the CC as well as the initial installation of the software by the provider at DOST-ASTI's site. Licenses

- i) Licenses required for the development and for the pilot organizations shall be part of the contract price.

b) System Development and Installation

- i) Five percent (5%) of the Contract Price associated with these components shall be paid upon the completion of the Agreed and Final Project Plan.
- ii) Fifteen percent (15%) of the Contract Price associated with these components shall be paid upon the establishment of the development and other environments.
- iii) Fifteen percent (15%) of the Contract Price associated with these components shall be paid upon successful completion of the System Acceptance Test. System Acceptance Testing is defined as testing that a payroll run, payroll register report, and standard HR actions can be executed without system failure under normal operating circumstances.
- iv) Twenty Five percent (25%) of the Contract Price associated with these components shall be paid upon successful completion of Pilot Operation Acceptance Test. Pilot Acceptance Test is defined as the users of the different agencies are able to produce payroll reports largely similar to their current payroll reports provided the correct data is entered using the existing functionality and methodology of the product.

As follows:

Department of Budget and Management:	4%
Department of Finance	3%
Department of Treasury	3%
DOST-ASTI	2%
DOST-NCC	3%
Commission on Audit	10%

	25%

c) Training

Fifteen percent (15%) of the contract price will be paid for upon completion of the course, on submission and approval of the DOST – ASTI or GIFMIS TWG.

- *Managers* 3%
- *Project Implementation Team members* 3%
- *End User* 3%
- *Technical Staff* 3%
- *Trainers* 3%



15%

d) Final Payment

Ten percent (10%) of the Contract Price for, training and system development and installation exclusive of all Recurrent Costs and license fees will be paid within 30 days after final acceptance of the GHRIS as a complete and integrated system.