

## INTRODUCTION

In these days, HR software programs are becoming very popular in large and small business organizations because they handle a variety of tasks and help in HR processes. These programs save a lot of time and money on completing HR tasks in the organization. The advantages of these software programs are numerous and cannot be

counted on fingers. It becomes difficult for HR managers and executives to record and track employees, attendance, work hours and many other kinds of information

without the help of a software program. It is very necessary to

upgrade your HR management electronically and utilize the tools it offers effectively to meet the challenges which are impossible without the help of software. The attendance, overtime, salary and output of employees are kept in record due to which their promotions or training needs can be analyzed. HR software

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programs provide a paper free environment in which least amount of paper is used. The biometric data of employees are captured and kept to utilize in a better way.

## PROPOSAL OBJECTIVES

The objective of presenting this proposal for implementation in Maritime Academy of Nigeria is to:

- Simplify the maintenance and management of your HR systems by giving employees and Head of Departments direct access to personnel biometrics data duly captured during the software implementation.
- Create a single data repository to hold information on your employees' skills, training, qualifications and career development - to improve operational visibility and optimize resource allocation.
- Give Head of Departments the tools and personnel information they need to develop their department's skills strategically and proactively.
- Real time reporting systems so that data can be seen and easily reported on with up-to-the-minute accuracy and support decision making in an instant.
- Provide users with simple development tools that allow them to adapt the system to meet changing departmental needs without having to call in IT.

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- Dovetail implementation with a bespoke training plan to ensure that users are already up-to-speed when the system goes live.
- Fully integrate across personnel, recruitment, training and payroll management to eliminate re-keying and ensure data accuracy.
- Ensure best-practice by enabling employees and managers to amend data, according to pre-defined process and security protocols.
- Give employees desktop access to their own career data to keep them inspired, motivated and in control.
- Replace time register with a thumb device to recognize employees fingerprint and automatically post resumption and closing time in their respective record.
- Provide coded and comprehensive human resources information on a touch of the button, such as jobs Schedule, performance record, training and career development, HR policies and compliance, competency and productivity rating, promotion and benefits, retirement service etc.

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## THE SOFTWARE

 **ACCENT HR™** Is a technologically advance system that will adequately serve as your intelligent human resource solution. **ESIVIC NIGERIA LIMITED** is one of Nigeria's most reliable Software Development Company, providing the best solutions customized to meet any software requirement of organizations in Nigeria. **ACCENT HR** is a flexible, user-friendly software designed for Government, Ministries, Departments and Agencies MDAs, as well as Private Businesses and SMEs. While the International Standard Development Principles (ISDP) is not compromised, there is a great deal of local contents in areas built-in to meet your specific HR management and reporting needs. It is supple with intuitive data-entry forms, amongst others. In furtherance of our goal to develop



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indigenous software solutions that will effectively address the needs of organizations in the public and private sectors, we have developed an integrated Human Resources Software Customized for Maritime Academy of Nigeria.

**ACCENT HR** software is a high profile application specially designed to capture, update and administer database of valid Maritime Academy employees and is accessible both offline and online. Therefore, it is available both on Local Network Area (LAN) and Wide Area Network (WAN) Platform with inbuilt system for student's record and personnel audit, as well as screening based on their biometric data captured and restricts unauthorized entry and secured with foolproof system security. **ACCENT HR** comes in two different flavour:

### **ACCENT HR File-Server Edition**

This edition uses MS SQL Server Express as the backend database featuring system staff and students audit, employment history, promotion exam record, training profile, performance assessment, competence rating, mentorship, on-the-job progress report, behavioural and attitude evaluation, amongst others.

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## ACCENT HR Client-Server Edition

It uses MS SQL Server Enterprise as the backend database featuring system staff audit, employment history, promotion exam record, training profile, performance assessment, competence rating, mentorship, on-the-job progress report, behavioural and attitude, retirement plan, pension computation, etc. **ACCENT HR** can be setup and customized to handle any type of transaction and operations. The fact that **ACCENT HR** is locally developed means that the software can be updated to accommodate new features whenever the need arises.

You can choose between the File-Server version (which uses Microsoft SQL Server Express as its backend) and Client-Server (which uses Microsoft SQL Server Enterprise as its database backend).

### SCOPE OF WORK

The project can be broken into the following components:

- ◆ Software Installation/Setup
- ◆ Data Collation/Input

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- ◆ Training
- ◆ Post-implementation Supports

## **INSTALLATION/SETUP**

This will involve deploying the server and client components of the software on your computer systems. All the necessary settings required for multi-user transactions (over LAN or WAN) will be put in place.

## **DATA COLLATION/INPUT**

Often, special care is required to prepare the Accounts Codes, Employees' records, etc. and put them in the format required by the system, even where these things are already in place. We will assist in carrying out this task to ensure a hitch-free operation. Actual data input is the responsibility of our client.

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## TRAINING

We would like to emphasize that the best software in the world will fail to produce any good result if the people using it lack the knowledge required to make the software work properly. Although our applications are very easy to use and administer, one will still need to know the basic and fundamental rules to get them working at their peak. For these reasons we consider training one of the most important aspects of our implementation program.

## SUPPORT

We will closely monitor the system for a period of 6 months to ensure that everything is in order; provide additional functionalities/reports where necessary. Thereafter, support will be carried out based on contractual agreement. At the moment, support is handled centrally from our Uyo office. Minor issues can always be rectified through telephone, but where serious issues are involved our support staff are always on standby ready to be deployed to any location in the state within 24 hours notice.

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## DURATION OF WORK

System implementation can be completed within a period of 2(two) month. However, the system will have to be observed and monitored (fine-tuned/customized where necessary) for about 12 months.

PRIMARY TASK	SUB TASK	DURATION	REMARK
<b>Analysis of Current System</b>	Review of existing HR processes, Review of HR documents and staff records, Current system evaluation and review	7 Days	
<b>Update of Software</b>	Update to incorporate Maritime specific processes	3 - 5 Days	
<b>System Deployment</b>	Server installation and configuration Installation of Desktop Client Software Domain Registration and Web Posting Website Upload	5 Days	
<b>Data Capture</b>	Data collection through capture forms Staff Biometric Capture		

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	Data Verification System Audit	14 Days	
<b>Staff Training</b>	General Staff Training HR/Personnel Staff Training System Administrator Special Instruction	7 Days	
<b>Test Run</b>		14 Days	
<b>System Delivery/Commissioning</b>			
<b>Post Implementation Supports</b>	System Evaluation Post deployment support/updates	6 Months	Support Contract may be required after six months

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## COST OF THE SOFTWARE

Below is the cost of **ACCENT HUMAN RESOURCES (HR) SOFTWARE CUSTOMIZED FOR MARITIME ACADEMY OF NIGERIA:**

### Desktop Module Only

S/N	DESCRIPTION	AMOUNT
1.	Multi-User Licence of <b>ACCENT HR</b>	N18,000,000.00
2.	System Deployment and Implementation	N10,500,000.00
3.	Staff Training on the Software	N3,500,000.00
4.	1yr Technical Support / Maintenance after 6Months	N4,000,000.00
SUBTOTAL		N36,000,000.00
5% VAT		N1,800,000.00
5% Withholding Tax		N1,800,000.00
Total Cost		N39,600,000.00

**(Thirty nine million, six hundred thousand naira only)**

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**NOTE:** We take cognizance of the prevalent rising cost of services in our economy today. Our charges is such that, we try to reduce the heavy financial burden on our clients, by working to suit their budget.

1. Above prices are subject to negotiation depending on the depth of structure and features you require in the software. The prices are valid for 2-months and can be changed without notice.
2. All prices are in Naira

## **TERMS**

At least 75% of total cost to be paid before commencement of work, and balance on completion.

## **VALIDITY**

Above prices remain valid for 30 days duration only. It is our hope that this proposal will receive favourable attention from you and you will give us the opportunity to make our services available to you.

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## OUR CAPACITY TO DELIVER

Our firm is a key player in the ICT Revolution of Educational Administration and Management and a long-time admirer of the outstanding work that ICT has done to change the administrative efficiency of educational organizations in developed countries. We provides Computer Training and Cutting Edge ICT solutions to businesses and individuals

Our area of expertise spans but not limited to:

- Installation and support of C-band and KU-band VSAT Internet solutions
- Design, implementation and support of Wide Area Network (WAN)
- Website design and hosting, and Implementation and support for Corporate Mail Servers
- Network security implementation and support
- Corporate software development and support
- Installation, configuration and support of Linux servers

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## OUR SOFTWARE PRODUCTS

We currently have two software solutions, namely:

1. ***Uni-Students Results Manager*** - Students registration, course registration and results computation.
2. ***PriSec School Manager*** - Complete administration of Primary and Secondary Schools. The application handles the following:
  - a. Students Registration
  - b. Students Results Computation
  - c. Students Boarding Management
  - d. School Fees Administration
  - e. Library Management
  - f. Sales of Items like books, uniform etc to students and purchases / payment for school supplies and services.
  - g. Personnel Management / Nominal Roll
  - h. Staff Payroll Management

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- i. General Accounting (Income Statement, General Ledger, Journals, Cash Flow, Trial balance, Balance Sheet etc.

### **3. ACCENT HR *Management System***

#### **OUR TEAM**

The software development team is made up of seasoned ICT professionals with adequate experience in System Analysis, Design and Implementation ensuring that our jobs are executed following standard procedures with due consideration to the clients requirements.

**Management team is led by Mr. Dave O. Okon, while the technical team is led by Mr. Kenneth Umotong**, a seasoned ICT professional who holds a B.Sc. in Computer Science from the University of Uyo, and an ICT Diploma from NIIT. He is a Microsoft Certified Professional and Microsoft Certified System Administrator. He has a wealth of experience in ICT Training, Computing and Consulting. He has also been involved in software design and development projects for various firms and individuals.

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**Mr Kenneth Umotong's specialties include;**

- a. Network Administration (Linux and Windows OS)
- b. Database Administration (ORACLE, MS SQL Server, MS Access and MySQL)
- c. Programming (VB.NET, C#.NET, Java, C++ and PL/SQL) and
- d. Peachtree Accounting.

A detail of the software team is as follows;

S/N	NAME	QUALIFICATION	ROLE
1.	Kenneth Umotong	B.Sc. Computer Science, MCP, MCSA, DNIIT	Lead Programmer / Software Architect
2.	Caleb Ogunmola	B.Sc, MCSE, MCDBA, ITIL	Database Expert
3.	Ebukedu Ekaiko	B.Ed. Educational Administration and Planning, MCSE	Systems Analyst
4.	Tewase Ahile	B.Sc. Computer Science, MCP	Software Engineer
5.	Emmanuel Edet	B.Sc. Computer Sc. Awaiting	Testing & Debugging
6.	Dave O. Okon	MCSE	Chief Operating Officer
7.	Festus Gabriel	B.Sc. Computer	Networking Expert
8.	Etim Okor	B. Sc, Acs, Anim	Head, Smart Sales Team

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## CLIENTELE

We offer affordable software solutions for various sectors of the economy, including Aviation, Transit, Road, Marine Applications, Industrial (Oil And Gas, Telecommunication), Commercial, Government, Military, Rural Development, many others. Some of our clients include:

- Total E & P Nigeria Ltd (Lagos)
- Zenon Petroleum and Gas Limited Victoria Island, (Lagos)
- Niger Delta Development Commission (NDDC)
- Delta-Afrik Engineering Limited Victoria Island (Lagos)
- Parson E & C company Houston (USA)
- Globestar Engineering Limited A division of Stolt Offshore (France)
- HI-Tech Construction Limited (Warri)
- Office of The Head of Service (Akwa Ibom State)
- MIS Co. Limited Ikoyi (Lagos)
- Fobs and Dolls Ltd (Uyo)
- Dresser-Rand Nigeria Limited (Port Harcourt)

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- Delta State Direct Labour Agency (Asaba)
- C-Change / AED (an arm of USAID, (Abuja)
- Akwa Ibom State Universal Basic Education Board (Uyo)
- SeaForce Shipping Limited (Lagos)
- Atlas Shipping Agency (Lagos)
- Entertainment Highway Limited (Lagos)
- Union Homes Savings and Loans Plc (Lagos)
- Tentol Consulting Limited (Lagos)
- Zamani College (Kaduna)
- Essence International Schools (Kaduna)

## OUR PHILOSOPHY

The guiding philosophy of the growth and development of **ACCENT HR** lies in our quest for quality and its untiring commitment to excellence in service.

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## CONCLUSION

We address the greatest challenge when it comes to software solution. We ensure customer satisfaction through best business practices, credible skills, support system and responsibility combined with strategic and effective partnerships for the prompt implementation of customized HR Solutions for the Academy.

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