HUSKY
Keeping our customers in the lead

Request For Proposal (RFP) - Global HRIS and Time Entry

November 29, 2024

Senior Account Executive

SAP Canada Inc.
222 Bay Street
Toronto, Canada
M5K 1B7

Dear Richie Hughes,

Husky Injection Molding Systems is a global supplier of plastic injection molding machines with customers in over 100 countries. We wish to partner with a world class supplier who can handle our **Global HRIS** needs for all Husky locations worldwide. Your company has been recognized as a potential supplier and so we are pleased to offer you the opportunity to quote on our requirements.

Included in this Request for Proposal (RFP/Q) are specifications that detail Husky's **(Human Resources and Time Entry)** requirements. You are asked to provide written responses by addressing each requirement within the specifications. Please provide confirmation of your ability to complete the work and include a description of how it would be accomplished.

All information contained within this package, as well as information acquired by RFP participants during preparing a response to this proposal, is confidential and proprietary to Husky Injection Molding Systems Ltd. This information is provided for the express purpose of preparing cost estimates and a proposal. The information contained within may not be used for any other purposes without the written permission of Husky Injection Molding Systems Ltd. This information may only be shared with participant employees and team members aiding in the formulation of your response.

Please provide your completed proposal along with all supporting documents by email to **kodjeri@husky.ca** no later than **December 20, 2024, at 12:00pm.**

Once the results are reviewed based on our scoring criteria, we will reach out to those potential suppliers that qualify for more details.

Sincerely,

Kelz Odjeri

Project Manager

kodjeri@husky.ca

Included with this package:

1. RFP/Q
2. Draft Master Service Agreement for your review

REQUEST FOR PROPOSAL – HUMAN RESOURCE INFORMATION SYSTEM

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Revision History:

Name	Date	Reason For Changes	Version
Kelz Odjeri	2024-10-15	Initial Draft	1.0
Kelz Odjeri	2024-11-29	Final	1.1

CONTENTS:

1. Confidentiality

All information included in this document is confidential and only for the recipient's knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

2. Background and Purpose of the RFP

Husky Technologies Ltd. (Husky) is one of the world's largest brand name suppliers of injection molding equipment and services to the plastics industry. With one of the broadest product lines in the industry, Husky equipment is used to manufacture a wide range of plastic products such as bottles and caps for beverages, containers for food, medical components, and consumer electronic parts. The company has over 40 service and sales offices, supporting customers in more than 100 countries. As a large organization, Husky continuously looks for ways to be more efficient and the goal of efficiency is promoted throughout all departments including Human Resources.

As such, we are looking for a Global HRIS to optimize our Core Human Resources business processes, Time Entry and Learning Management Systems. We need an application that will meet our global human resources needs considering different geographical regulatory and reporting requirements supporting our current and future growth.

These are some of the challenges we face with our current HRIS:

- The current application has passed it shelf life and is no longer supported
- Limited workflows and process configuration
- Limited analytic and reporting capabilities
- Lack of scalability

The goal of this RFP is to onboard a global HRIS vendor and an implementation partner that can best assist us in driving our current HR business process issues by making the overall process more efficient. The platform must be scalable to allow for Husky current and future requirements changes as a private and or public organization in the future.

3. Instructions for Responding

You are invited to tender for the supply of software to meet the business requirements described in this document. This includes the core system, any modifications, or customizations (including specific costs and timelines), implementation support, training, and on-going maintenance and support.

Suppliers must provide background information on their company (sect. 4), describe how their software will address the functional and technical requirements described (sect. 5 & 6), and answer all cost-related questions (sect. 8).

3.1 Husky Contacts:

3.1.1 Primary Husky Contact - for all matters regarding this RFP, please contact:

Kelz Odjeri

Project Manager - IT

kodjeri@husky.ca

3.1.2 Secondary Husky Contact

Joseph Jaffer

Business Analyst – IT

Jjaffer@husky.ca

3.2 Timeline:

This is the timeline for the RFP:

2024-10-18	NDA’s Signed
2024-11-29	RFP issue
2024-12-20	Last date for written responses to the requirements in this RFP
2024-12-20	Last date for RFP related enquiries
2025-01-13	Vendor responses clarification

2025-01-20	Vendor Scoring
2025-01-27	Vendor demos
2025-02-28	Vendor selection

3.3 Proposal Responses

3.3.1 Forms of Proposals

All proposals must be signed by a duly authorized officer and include the vendor's name, complete business address, and contact information.

3.3.2 Compliance to Requirement

It is understood and accepted by the bidder that all decisions on whether an offer meet (or to what degree it meets) the stated requirements are decisions within the judgment of the Husky Evaluation Team

3.3.3 Period of Validity of Response

Proposals must remain open for acceptance by Husky Injection Molding Systems Ltd for at least ninety (90) working day(s) from the closing date indicated in section 3.2.

3.3.4 Prior Information

Bidders are advised that any information given or documentation submitted prior to this RFP process will not be considered and, if relevant, should be resubmitted.

3.3.5 Request for Information

Enquiries concerning this Request for Proposal **must** be directed in writing (emails accepted) no later than the RFP timelines (please refer to section 3.2)

3.3.6 Response Evaluation

Once Husky has had product demos and received all responses, each proposal will be evaluated and graded on three aspects:

- **Function** – How the vendor and technology meet Husky's identified requirements.

- **Financial** – The vendor and technology license, maintenance / support model and cost, and training costs will be considered along with the implementation effort and associated cost.
- **Technical** – How well the technology aligns with Husky's infrastructure and architecture; currently and going forward.

3.3.7 Acceptance or Rejection of Proposals

Husky reserves the right to:

- Reject or to accept any, all or part of any proposals at its discretion.
- Cancel or re-issue this Request for Proposal at any time.
- The proposal with the lowest value, in terms of cost, will not necessarily be accepted.
- Proposals received after the stipulated closing date will not be accepted.

Husky would like to thank you in anticipation of your response, and for agreeing to take part in this RFP. We look forward to your response.

4. Company Background Information

Please provide your company background information:

4.1 Company name:
Response:
4.2 a. Main products/services (include any future offerings that are being considered – Road Map): b. What is your strategic product roadmap for the next 5 years? c. What associated software products are available from the supplier? d. How many product releases (full and delta) have been released in the past 2 years? e. What scale of functional and technical change did the current release involve?

4.3 a. Main market(s) (include any areas being considered for future development – Road Map)/customers: b. How many new installations have there been in the past 18 months? c. Will future releases include a list of new and updated functionality, and fixed and known errors? Will this information be available for review? d. Is there continued development based on the ITIL Framework? Explain.
4.4 Number of years on the market
4.5 No of Employees (design/production vs. marketing/sales):
4.6 Financial information
4.6.1 Last year sales:
4.6.2 Reference customers using comparable products or services (including contact information):
4.7 Describe any third-party alliances/relationships that may be relevant to the Husky proposal:
4.8 Please provide details of any outstanding legal action against your company or any directors or partners:

5. Functional Requirements

Please review and respond to the functional requirements below. Please rate each requirement on the following scale and provide sufficient description to support the ratings you have given. When using the "best of breed" rating please provide a detailed explanation to justify the rating. Please comment on any requirements that cannot be met by the software.

<u>Rating Scale:</u>

1 = software does not have capability
2 = capability exists with significant configuration/customization or user involvement
3 = capability exists with minor configuration/customization or user involvement
4 = capability exists out of the box
5 = best of breed capability (requires comments to be provided)
(If the functionality is provided by a third-party solution please append 'TP' to the rating)

5.1 Functional Requirement - Recruitment	**Rating (1-5)**
1. *Ability to Interface with external job boards and background check companies in different regions and countries*	
Response /Comment:	
2. *Ability to create Employee Referral Program and email/refer job postings to external applicants*	
Response /Comment:	
3. *Functionality for Referral Bonus notification and tracking*	
Response /Comment:	
4. *Ability for multi-language job postings using different country specific job posting templates e.g. English, French, German, Japanese, Simplified Chinese, Portuguese, Spanish*	
Response /Comment:	
5. *What application (resumes, cover letters etc) document type allowed – Word, RTF, PDF. What security concerns are associated with each type*	
Response /Comment:	

6. *Job Search and Filter capabilities using different parameters*	
Response /Comment:	
7. *Applicants and Applications search capabilities*	
Response /Comment:	
8. *Ability to display Job Opening/Posting details using different job posting libraries and templates*	
Response /Comment:	
9. *Ability to configure different recruiting Locations, and to recruit in multiple locations*	
Response /Comment:	
10. *Ability to Pre-Screen applicants using core competencies questions*	
Response /Comment:	
11. *Ability to use different screening questionnaire for internal vs external applicants*	
Response /Comment:	
12. *Ability for Job requisition approvals, comments and updating job openings*	
Response /Comment:	
13. *Candidates online Job application process and user interface experience*	
Response /Comment:	
14. *Careers page branding*	
Response /Comment:	
15. *Applicants and candidate communication and correspondences tracking*	
Response /Comment:	
16. *Interview scheduling and calendar integration and ability to attach candidates resume to calendar booking*	
Response /Comment:	
17. *Ability to send recruiting actions reminders and follow up notifications to recruiter and hiring managers indicating actions required*	
Response /Comment:	

18. *Ability to integrate with social media interface(s) (Campaigns/social media awareness*	
Response /Comment:	
19. *Recruiters/Hiring managers recruiting dashboard and ability to view all recruiting action items*	
Response /Comment:	
20. *Analytics and ability to report on different metrics e.g. Open/closed positions, Time to fill positions, rejected applicants, interviewed, offer extended, application sources, offer declined, hiring cost, Withdrawn applicants, internal/external applicants etc.*	
21. *Ability for candidate pre-onboarding process and activities*	
Response /Comment:	
22. *Ability to capture and report on candidate request for anonymization of personal data from the system (GDPR Compliance)*	
Response /Comment:	
23. *Ability to merge and or archive applicants' profile and application data*	
Response /Comment:	
5.1.2 Functional Requirement - Performance Management	
1. Ability to integrate historical information into the new system.	
Response /Comment:	
2. Ability to view terminated employee's performance (PDPs) data in the new system	
Response /Comment:	
3. Ability to re-open terminated employee's performance (PDP) in the new workflow system	
Response /Comment:	
4. Ability to set Performance Development Plan business rules relating to creation, cancellation, and view/edit access	
Response /Comment:	
5. Ability to create new PDP templates, update and delete templates	
Response /Comment:	

6. Ability to setup and structure new template creation(s) for the distinct work groups	
Response /Comment:	
7. Ability to create Preliminary Ratings - calibration/side-by-side comparison	
Response /Comment:	
8. Ability for Managers to call preliminary ratings	
Response /Comment:	
9. Ability to create Performance Rating with 3 – 5-point scale	
Response /Comment:	
10. Ability for Development of PDP vs Results Measurement	
Response /Comment:	
11. Ability for results to be linked to performance pay	
Response /Comment:	
12. Ability for monthly or quarterly review notes	
Response /Comment:	
13. Ability for employees and managers to attach documents	
Response /Comment:	
14. Ability for previous manager's input	
Response /Comment:	
15. Capabilities for nominations and 360 feedback	
Response /Comment:	
16. Ability for team members self-assessment	
Response /Comment:	
17. Ability to capture team members and managers comments	
Response /Comment:	
18. Ability for automated notifications/reminders	
Response /Comment:	
19. Ability for team leader assessment including doing it in parallel	

Response /Comment:	
20. Ability to integration with Outlook for scheduling reviews	
Response /Comment:	
21. Manager dashboard capabilities	
Response /Comment:	
22. Ability to display PDP statuses	
Response /Comment:	
23. Built in work instructions/training aids capabilities	
Response /Comment:	
24. Ability to create questionnaire template for Individual contributors to respond to regarding their assessments	
Response /Comment:	
25. Off-cycle review/check in capabilities (e.g., Mid-Year, Quarterly, Probation period)	
Response /Comment:	
26. Ability for Probationary review - configurable based on country requirements	
Response /Comment:	
27. Ability for goals cascading, goals library and weighting	
Response /Comment:	
28. Ability to create business units/departments objectives by accountability	
Response /Comment:	
29. Ability to provide PDF Print out of PDP report outputs	
Response /Comment:	
30. Ability to report on individual Personal Performance Commitments	
Response /Comment:	
31. Ability to report on # of employee with of Development Plans	
Response /Comment:	
32. Ability to provide report based on skills and competencies	

Response /Comment:	
33. Ability to track competency ratings	
Response /Comment:	
34. Capability to provide competencies comparison with role	
Response /Comment:	
5.1.3 Functional Requirement - Core HR	
1. Ability to input and store names (First name, Last name, Middle name, Preferred name, Citizenship information, Date of Birth, Gender, Marital Status, National ID, SIN/SSN, Emergency contacts) Global/All regions	
Response /Comment:	
2. Ability to enter names in local language/alternate characters (Asia: Name in English alphabet - Alternate character for China = official name. India: Name as per AADHAR (ID proof)	
Response /Comment:	
3. Ability to input new hires/ rehires/ employees (Address, phone, private/business email, education, certificates, etc.) information. Global/All regions	
Response /Comment:	
4. Ability to populate work e-mail address from AD into e-mail field	
Response /Comment:	
5. Ability to enter data in different languages	
Response /Comment:	
6. Ability to enter, store and track Expiring work permits	
Response /Comment:	
7. Ability to track what information moves from Recruitment process to Core HR	
Response /Comment:	
8. Ability to track Anonymization - GDPR (country specific after departure of employee)	
Response /Comment:	
9. Ability to track and store Bank account data (Account number, Bank name, branch name, IFSC Code, swift code)	

Response /Comment:	
10. Ability to track work history	
Response /Comment:	
11. Ability to input and track Employee Number	
Response /Comment:	
12. Ability to input and track Job codes	
Response /Comment:	
13. Ability to track Employee Type, Class (Employee, CWR, POI) (contractors, interns, apprentices, expat, regular, temporary worker, agency… and probation period	
Response /Comment:	
14. Ability to create and track Department, Business Unit, Location and Standards work hours	
Response /Comment:	
15. Ability to input and track Pay rate (different currencies)	
Response /Comment:	
16. Ability to input, and track Pay Group (OT eligibility)	
Response /Comment:	
17. Ability to input, and track Pay rate: hourly rate of an employee to track overtime payment	
Response /Comment:	
18. Ability to input and track Temporary vs. Regular employee	
Response /Comment:	
19. Ability to input and track Shift, Premiums and Seniority calculation	
Response /Comment:	
20. Ability to track Tax Location, legal entity structure/Company	
Response /Comment:	
21. Ability to track Date fields (company date, probation date, benefits date, hire date, last hire date, expected return date, expected end date, last day worked	

Response /Comment:	
22. Ability to manage job and position data/track internal transfers	
Response /Comment:	
23. Ability to On-board employees (Offer letter, policies, training etc into the automated workflow)	
Response /Comment:	
24. Ability to input and track new hire documents to complete onboarding (acknowledgement form) etc.	
Response /Comment:	
25. Ability to track future hire notifications, Future dated hires, Terminations, Pay Rate Changes, Position Structure	
Response /Comment:	
26. Ability to input and track Benefit reminders when eligible (6 months, retirement)	
Response /Comment:	
27. Ability to input and track Off boarding – Voluntary (exit interview, Q&A about benefits, exit checklist	
Response /Comment:	
28. Ability to input and track early retirements / maternity leaves - enter future date	
Response /Comment:	
29. Ability to track disability/accommodations (AODA)	
Response /Comment:	
30. Ability to input and track Termination with pay vs. Termination	
Response /Comment:	
31. Ability to input and track employee military and veteran status	
Response /Comment:	
32. *Ability to report on and track EEO and Vets-100 reporting.* *Standard reporting used – only in America (US)*	
Response /Comment:	
33. Ability to report on Affirmative action compliance tracking	

Response /Comment:	
34. Ability to track updates when federal/state/local regulations changes	
Response /Comment:	
35. Ability to input and track Temporary Worker and Extension Letters and communications online	
Response /Comment:	
36. Ability to r extract report output into Visio, PDF, PPT, Excel, HTML, XML	
Response /Comment:	
37. Ability to input and track flexibility changes in displayed Fields (title/location)	
Response /Comment:	
38. Ability to track by legal entity for tax /audit Purposes	
Response /Comment:	
39. ability to input and track vacant positions	
Response /Comment:	
40. Ability to display future dated terminations	
Response /Comment:	
41. Ability to input, track and show future hires w/start date	
Response /Comment:	
42. Ability to display and track (military, maternity, ESA, parental) leaves	
Response /Comment:	
43. Ability to input and track Business Expenses (tracking taxable benefits)	
Response /Comment:	
44. Ability to input and track company properties/assets (Can data be imported)	
Response /Comment:	
45. Ability to track and report by Headcount, Service aw, Demographics, Hierarchy, Turnovers, Data Integrity/Corrections, Effective date fields, GL, Compensation, Job Elements, etc.	
Response /Comment:	

46. Ability to input and track Payroll ID/alternate ID, multiple Tax ID's	
Response /Comment:	
47. Ability to track HR & Payroll Statuses	
Response /Comment:	
48. Ability to integrate with external Payroll System (ADP)	
Response /Comment:	
49. Ability to input and track OT eligibility	
Response /Comment:	
50. Ability to input, track and break out (cost center, company,) into the various fields	
5.1.4 Functional Requirement - Benefit Administration	
1. Ability to input and track benefits and retirement savings plans - include country, vendor, type of benefit, etc.	
Response /Comment:	
2. Ability to input and track Allowances - i.e., car, housing, shift premium, etc.	
Response /Comment:	
3. Ability to input and track Beneficiaries and contingent beneficiaries, % allocation.	
Response /Comment:	
4. Ability to input and track Smoker statuses	
Response /Comment:	
5. Ability to input and track Dependents - Spouse or child, effective date.	
Response /Comment:	
6. Ability to input and track Coordination of benefits	
Response /Comment:	
7. Ability to input and track CRA waiver	
Response /Comment:	
8. Ability to input and track Disability	
Response /Comment:	

9. Ability to input and track Waivers and declined benefit	
Response /Comment:	
10. Ability to input and track Life events	
Response /Comment:	
11. Ability to input and track Billing, extracting volume	
Response /Comment:	
12. Ability to input and track Base Benefit Rate vs Annual Rate	
Response /Comment:	
13. Ability to track Eligibility/enrollment - based on: *• Age* *• Hire date / Perm conversion date* *• Temp/PT hours (eligibility based on min. hours worked)* *• Level - i.e., Executives are under a different class of benefits* *• Country, etc.*	
Response /Comment:	
14. Ability to track Change/termination - based on: *• Age - reduction or termination of benefits due to aging out* *• Temp/PT conversion date* *• Country, etc.*	
Response /Comment:	
15. Ability to track Retirement Savings Plans - set amounts based on country	
Response /Comment:	
16. Ability to Create calculated fields for rules-based calculations - i.e.: *• Luxembourg pension* *• Canada/USA - LTD base salary cap* *• USA - HSA deductions and limits*	
Response /Comment:	
17. Ability to Interface with payroll system	
Response /Comment:	
18. Ability to Interface with vendors - eligibility and demographic files, flexible benefits	
Response /Comment:	

19. Ability for Self-Service enrollment forms and electronic signatures	
Response /Comment:	
20. Ability to Request for changes - i.e. life events, dependents, etc and display benefit enrollments, dependents and beneficiaries	
Response /Comment:	
21. Ability to report on *• Changes to benefits plan design* *• Open enrollment memo (US)*	
Response /Comment:	
22. Ability to create employee-specific communications triggered by rules	
Response /Comment:	
23. Ability to report on *• Reminders/action items - i.e. completed forms, now eligible, beneficiaries, Upcoming rule-detected changes - i.e. age outs etc. Exec medical enrollment, Age prompts by country (i.e., age 65 & 70 for Canada & US) , Retiree list*	
Response /Comment:	
24. Ability for custom/scheduled reports	
Response /Comment:	
25. Ability to report on Set fringe rates based on: *• Country* *• Regular/Temp employee* *• Direct/Indirect/Combined rates* *• Effective date*	
Response /Comment:	
26. Ability to report on Forecast fringe amounts based on run rates and projected increase.	
Response /Comment:	
5.1.5 Functional Requirement - Compensation	
1. Ability to create comp tables to store salary ranges, min, mid, max by country and grade.	
Response /Comment:	
2. Ability to perform calculations of salary ranges – Calc tool.	

Response /Comment:	
3. Ability to track Payment installments (12 months, 13 months, 14 months) based on country specifics (country regulatory and business rules need to apply)	
Response /Comment:	
4. Ability to create table by country to store number of months and when additional pay is issued	
Response /Comment:	
5. Ability to forecasting Calculation	
Response /Comment:	
6. *Ability to store additional payments (1/2 month - Mexico Christmas Vacation, 13 month) (storing value of additional month payment and type)*	
Response /Comment:	
7. Ability to maintain and report on employee salary history	
Response /Comment:	
8. Ability to perform mass pay rate changes	
Response /Comment:	
9. Ability to track yearly increases and bulk changes into the system	
Response /Comment:	
10. Ability to view pay history via ESS & MSS	
Response /Comment:	
11. Ability to display employee pay increases on one statement	
Response /Comment:	
12. Ability configure statement within the specific country (only seen within that country)	
Response /Comment:	
13. Ability to configure and control performance rating data to display based on business rules	
Response /Comment:	
14. Ability to control comp data access by role	

Response /Comment:	
15. Ability to view by Country/Region and report allowances, pensions etc. by Country/Role	
Response /Comment:	
16. Ability to process, track and report on revised compensation	
Response /Comment:	
17. Ability to process standard hour changes, adjustments tracking and reporting (Example: India team member in Dec may be a 6-day work week, salary is based on 6 days. Moves to 5 day and has merit. Do not want to show as a negative pay decrease)	
Response /Comment:	
18. Ability to print individual and bulk changes	
Response /Comment:	
19. Ability to perform Budgets within system and convert them into cycle(s)	
Response /Comment:	
20. Ability to perform Bottom-Up base on targets. *a. Merit - enter country merit rate based on currency & country.* *b. Select/Modify country (i.e., for expats)* *c. Track Spend VS Budget*	
Response /Comment:	
21. Ability to perform Top Down based on funds availability	
Response /Comment:	
22. Ability to perform Exception tracking and reporting (exceptions for Merit Pay or Bonus eligibility	
Response /Comment:	
23. Ability to report on elements based on date ranges, data set based on an effective date	
Response /Comment:	
24. Ability to Cycle without data freeze.	
Response /Comment:	

25. *Ability to delimit changes when comp cycles are in place*	
Response /Comment:	
26. *Ability to plan by the $ or %*	
Response /Comment:	
27. *Ability to display funding in local currencies and USD dollars*	
Response /Comment:	
28. *Ability to enter salary ranges, merit increases, range maximum, lump sum payment and table for storing salary ranges and rules governing what is applicable.*	
Response /Comment:	
29. *Ability to make promotional merit cycle changes, what are the impacts*	
Response /Comment:	
30. *Ability for leaders to apply mass changes, move funds based on different guidelines*	
Response /Comment:	
31. *Ability for table configurations, allowing for guideline structure changes – which include rules and mapping change*	
Response /Comment:	
32. *Ability for table structures and rules mapping - In cycle process for approval of spending outside the range or budgets*	
Response /Comment:	
33. *Ability to manage compensation transfers*	
34. *Ability to set effective date of merit by country/location/company (Merit effective dates are based on payroll dates. Canada and US have bi-weekly payrolls. Currently all other countries have 1st of month effective dates. E effective date of merit needs to align to payroll date)*	
Response /Comment:	
35. *Ability for role-based security control of comp data/cycle visibility and timing*	
Response /Comment:	
36. *Ability for approval workflow and audit tracking*	

Response /Comment:	
37. Ability to mass upload cycle changes	
Response /Comment:	
38. Ability for reporting "Under the minimum and over the maximum flags"	
Response /Comment:	
39. Ability for reporting of planning cycle(s) completion statuses and outside the merit/bonus guideline	
Response /Comment:	
40. Ability for a workflow capability to promote or make salary changes	
Response /Comment:	
41. Ability for configuration regarding managing rules-based approvals for salary changes and recommendations	
Response /Comment:	
42. Ability for multiple levels of approvals	
Response /Comment:	
43. Ability for Retro Increases and set effective dates in the past	
Response /Comment:	
44. Ability to track future dated rows	
Response /Comment:	
45. Ability to set rules based on payment guidelines (i.e., quarterly, mid-year, final etc.)	
Response /Comment:	
46. Ability to store elements of commissions, targets, actuals, curves, thresholds by geography and roles	
Response /Comment:	
47. Ability to store target and actual data load process (i.e., sales volume target and actuals)	
Response /Comment:	

48. *Ability to configure table(s) and to store data elements of incentive plan measurements*	
Response /Comment:	
49. *Ability to remove or decrease mid-year incentives as calculated*	
Response /Comment:	
50. *Ability for comp calc approval workflow*	
51. *Ability to generate and provide reports for Statements*	
Response /Comment:	
52. *Reporting capabilities that will show Year over Year performance, roll ups, historical performance, and actual compensation for Sales Incentive etc.*	
Response /Comment:	
53. *Ability for tracking Commission Payments*	
Response /Comment:	
54. *Ability to create and track different bonus types - (Operations, CEO Excellence etc.*	
Response /Comment:	
55. *Ability to store multiple currencies and track multiple fx rates, budget rate, forecast rates, actuals*	
Response /Comment:	
56. *Ability to track retention and signing on bonuses, temporary assignment allowance, car, housing, and meal allowances*	
Response /Comment:	
57. *Ability to track Market Data loaded and stored by job code and country*	
Response /Comment:	
58. *Ability to track Bulk loads of market data from 3rd party by country*	
Response /Comment:	
59. *Ability to input/track Job Codes*	
Response /Comment:	

60. Ability to track Bonus targets - track bonus level based on role and location	
Response /Comment:	
61. Ability to report on Equity - pay gap/ range by role, grade etc.	
Response /Comment:	
62. Ability to report on summary of pay reasons changes	
Response /Comment:	
63. Ability to report on Merit and comp cycle status	
Response /Comment:	
64. Ability to report on Retro	
Response /Comment:	
65. Ability to perform Job Evaluation(s)	
Response /Comment:	
5.1.6 Functional Requirement - LMS	
1. Ability to seamlessly Integrate with other external systems (Articulate)	
Response /Comment:	
2. Ability to integrate with Audio/Natural reader, Translation tools etc.	
Response /Comment:	
3. Ability to integrate with Power Point, Outlook, LinkedIn etc.	
Response /Comment:	
4. Ability to report on results of Gamification – quizzes tied to training	
Response /Comment:	
5. 24x7 availability outside the firewall - access outside Husky's network.	
Response /Comment:	
6. Ability for facilitators to lead online training sessions remotely	
Response /Comment:	
7. Ability for Broadcasting and Notification	
Response /Comment:	

8. *Ability to create learning plans*	
Response /Comment:	
9. *Ability to integrate with Artificial Intelligence (AI) powered learning journey and development plans.*	
Response /Comment:	
10. *Ability to create designated Page for open enrollment courses/general courses open to everyone*	
Response /Comment:	
11. *Ability to have a designated open enrollment page based on Business Unit (for example only CSM team members could see specific training)*	
Response /Comment:	
12. *Ability to have a "How to page" for users – Knowledge page*	
Response /Comment:	
13. *Ability to conduct Surveys/Questionnaires/Pre-Assessment Questions and Post Assessment Questions*	
Response /Comment:	
14. *MSS- Ability for managers to view outstanding training for their team, send reminder notification, view/generate team training report, enroll team members, build onboarding plans based on open enrollment courses, and filter by different criteria*	
Response /Comment:	
15. *ESS- Ability for employees to upload relevant external certificates, filter views, notifications etc.*	
Response /Comment:	
16. *Ability for building/creating courses for non tech people/trainers*	
Response /Comment:	
17. *Ability for video editing tool, Course Translation, Closed Captioning*	
Response /Comment:	
18. *Ability for tracking in person training/programs, Continuing Education, Budget*	
Response /Comment:	

19. Ability for Content review auditing along with reporting date stamps (annually etc.)	
Response /Comment:	
20. Ability to set course completion dates by manager and Admins	
Response /Comment:	
21. Ability to track length of time for course completions	
Response /Comment:	
22. Ability to assign courses at Job code levels, Business Unit level, Location/Country level, Cost Center level, Manager level, Direct/Indirect level, Individual contributor level etc.	
Response /Comment:	
23. Ability to integrate and track training for Lux rebates – external gov't trainings tracking	
Response /Comment:	
24. Ability to integrate with Knowledge Management System (Repository)	
Response /Comment:	
25. Ability to define and track external user access – LMS used for customers	
Response /Comment:	
26. Ability to create onboarding plans based on role(s) automation workflow feeds	
Response /Comment:	
27. Preboarding capabilities - share training with team members before their start date	
Response /Comment:	
28. Ability for Approval workflow for training enrollments	
Response /Comment:	
29. Ability for Course categorization/tag options (i.e. by function - safety, compliance, onboarding, etc.)	
Response /Comment:	
30. Ability to re-access materials after course completion and set expiry for access	
Response /Comment:	

31. Ability to Archive old training and provide post-course assessment(s)	
Response /Comment:	
32. Ability to upload practical results	
Response /Comment:	
33. Ability to Assign a Trainer to an activity	
Response /Comment:	
34. Ability for Annual renewal/acknowledgement of policies	
Response /Comment:	
35. Ability to Testing/Knowledge verification (training effectiveness and Sustainability)	
Response /Comment:	
36. Ability for Course Expiry/Re-certification notification	
Response /Comment:	
37. Ability for Course and session structure built- in templates for users to build courses	
Response /Comment:	
38. Ability for tracking historical learning /courses completed/accidental investigations, Data warehouse reporting	
Response /Comment:	
39. Ability for course suggestions/recommendations, track trending courses	
Response /Comment:	
40. Ability for Interactive learning tool integration and mentor matching	
Response /Comment:	
5.1.7 Functional Requirement - Security	
1. User Access Control - ability for SSO authentication. Using (AD) would be the favorable option.	
Response /Comment:	
2. Documented security model including design and security application approach	
Response /Comment:	

3. Ability to provide SaaS SOC type 2 reporting	
Response /Comment:	
4. Provisioning and revocation of user access	
Response /Comment:	
5. System user roles definition and maintenance	
Response /Comment:	
6. Ability for system user role and segregation of duties	
Response /Comment:	
7. Ability to produce a user report(s) that clearly outlines which access/roles users have in the system`	
Response /Comment:	
8. What type of security changes can be made/change audit and tracking	
Response /Comment:	
9. Ability to restrict access to production environment for developers	
Response /Comment:	
10. Ability to encrypt data based on the data classification set by the data owner. Data at rest, in transit and while being processed.	
Response /Comment:	
11. Ability for traceability log/audit configuration changes	
Response /Comment:	
12. Ability for batch processes, schedule jobs, interfaces integrations	
Response /Comment:	
13. System Data Backup/Restoration	
Response /Comment:	
14. Ability for automated failed scheduled job notifications	
Response /Comment:	
15. Ability for data conversion and transmission between interfaces	
Response /Comment:	

16. Ability to identify built-in configuration and change audit lo for traceability	
Response /Comment:	
17. Ability for a documented monitoring process for backups that investigates and mitigates issues and failures	
Response /Comment:	
5.1.8 Functional Requirement – Absence and Leave Management	
1. Ability to input and track leaves (Maternity, ESA leaves, Unpaid, FMLA, Military, workers comp etc.) (Leave label may vary per Region/Country	
Response /Comment:	
2. Ability to input and track Leave/expected return dates	
Response /Comment:	
3. Ability to input and track Top Up period by Country	
Response /Comment:	
4. Ability to input and track Short Term Disability - Canada/US	
Response /Comment:	
5. Ability to input and track Incident and claim effective date, recording/decision date	
Response /Comment:	
6. Ability to auto generate the employee letter stating disability terms to the employee	
Response /Comment:	
7. Ability to track and flag the Moving day - trigger address change	
Response /Comment:	
8. Ability to report disability leaves to the ministry	
Response /Comment:	
9. Ability to perform Reporting on (number of days absent, cost)	
Response /Comment:	
10. Ability to report on summary of STD/LTD cases by country	
Response /Comment:	

11. Ability to provide Payroll reports within the absence tracking system.	
Response /Comment:	
12. Ability to track AODA - Accommodations program/plan/workflow	
Response /Comment:	
13. Ability to have the Calc Engine within the absence system	
Response /Comment:	
5.1.9 Functional Requirement – Succession	
1. Ability to search internal candidates with similar skills/competencies who could be a successor	
Response /Comment:	
2. Ability for Org structure changes	
Response /Comment:	
3. Ability for Heat maps - showing critical roles, succession planning strength, pipeline readiness, etc.	
Response /Comment:	
4. Ability for "AI" powered matching for successors/options	
Response /Comment:	
5. Ability for Identification of skill/succession gaps	
Response /Comment:	
6. Ability for Succession dashboard, based on business unit, Leader, Function etc.	
Response /Comment:	
7. Ability for Dynamic 9 box and dynamic succession org reporting	
Response /Comment:	
8. Ability for trending reports - success metrics, retention, promotions, etc. associated with succession planning	
Response /Comment:	
9. Ability for mentorship and sponsorship program tracking	
Response /Comment:	

10. Ability for tracking/enrolment in development activities - goal management	
Response /Comment:	
11. Ability to track/report on Critical roles, impact of losses, potentials, risk of leaving, retirement risk, strengths and opportunity	
Response /Comment:	
12. Ability to track/report on Tenure in Role and Tenure at Husky, Performance rating linked to PDP, Career advancement aspirations and potential next role	
Response /Comment:	
13. Ability to track/report on Experience, Internal/External job history fields, Education, Competencies, Languages, Mobility, Readiness, Licenses/Certifications	
Response /Comment:	
5.2 Functional Requirement – ESS-MSS	
1. Ability to input/upload and maintain employees banking, education, address, emergency contact, photos and general information	
Response /Comment:	
2. Ability for talent mobility questionnaire page(s) such as; Employee(s) willing to re-locate to various regions etc.	
Response /Comment:	
3. Ability for preferred language selection	
Response /Comment:	
4. Ability to request and enter leaves	
Response /Comment:	
5. Ability to upload and enter dates for documents e.g. training certificates	
Response /Comment:	
6. Ability to maintain and track online training and completions	
Response /Comment:	
7. Ability to maintain work certifications and employment verifications	
Response /Comment:	
8. Ability to maintain and view pay slips (imported from external providers)	

Response /Comment:	
9. Ability for employee(s) Org Chart visibility	
Response /Comment:	
10. Ability for annual policy acknowledgements	
Response /Comment:	
11. Ability to input/ maintain pending approvals – allowing managers to approve workflows	
Response /Comment:	
12. Ability to view/ report on employee moves/transfers	
Response /Comment:	
13. Ability to view Salary/History changes	
Response /Comment:	
14. Ability to view/track upcoming anniversary/birthday	
Response /Comment:	
15. Ability to report on pending tasks	
Response /Comment:	
16. Ability to report on List of team members by country / Public holiday	
Response /Comment:	
17. Ability to support both Desktop and Mobile application /users	
Response /Comment:	
18. Ability to be configured for Mobile usage (Look and feel) of mobile app	
Response /Comment:	
5.2.1 Functional Requirement – Expat Management Global Assignment	
1. Ability to input/track and report on EE Name, ages etc.	
Response /Comment:	
2. Ability to input/track and report on Assignment locations	
Response /Comment:	

3. Ability to input/track and report on Assignment dates/duration	
Response /Comment:	
4. Ability to input/track and report on Dependent information	
Response /Comment:	
5. Ability to input/track and report on allowances by currency	
Response /Comment:	
6. Ability to input/track and report on Goods & Services w/effective date & FX rate	
Response /Comment:	
7. Ability to input/track and report on international premium/hardship - % of base	
Response /Comment:	
8. Ability to input/track and report on Transportation, Housing allowances	
Response /Comment:	
9. Ability to input/track and report on 1 Spousal (once/year) trip home per year	
Response /Comment:	
10. Ability to input/track and report on School Tuition & track payments	
Response /Comment:	
11. Ability to input/track and report Disturbance/Relocation allowances (2 times – To and from)	
Response /Comment:	
12. Ability to track and be able to report on Household Goods moved	
Response /Comment:	
13. Ability to track and report on Storage	
Response /Comment:	
14. Ability to track and be able to report on Property Management	
Response /Comment:	
15. Ability to track and report on Housing Norm Deduction	
Response /Comment:	

16. Ability to track and report on Sales of owned/leased vehicles	
Response /Comment:	
17. Ability to track and report on Sales or Purchase of housing	
Response /Comment:	
18. Ability to track and report on Tax Preparation	
Response /Comment:	
19. Ability to track and report on Immigration and Medicals	
Response /Comment:	
20. Ability to track and report on Temporary Accommodation and Transportation	
Response /Comment:	
21. Ability to track and be able to report on Departure and Destination services	
Response /Comment:	
22. Ability to track and report on Assignment Costs	
Response /Comment:	
23. Ability to track and on Emergency Leave/Return Home	
Response /Comment:	
24. Ability to track and report on communications with expat	
Response /Comment:	
25. Ability to track and report on tax reminders and equalizations	
Response /Comment:	
26. Ability to track and report on Visa/Work Permit/Residency Permit/Passport	
Response /Comment:	
27. Ability to track and report on expiry dates	
Response /Comment:	
28. Ability to track and report on Housing, Lease terms, Car/Driver	
Response /Comment:	
29. Ability to track and report on eligibility for trips back home (per year)	

Response /Comment:	
30. Ability to track and report on host country tax payments	
Response /Comment:	
31. Ability to track reporting Relationships (home & host)	
Response /Comment:	
32. Ability to track and report by assignment status and type (long, short etc.)	
Response /Comment:	
33. Ability to track and report by Host country GL codes	
Response /Comment:	
34. Ability to track and report by assignment list w/cost, estimate cost, end date	
Response /Comment:	
35. Ability to track and report by local currencies and USD	
Response /Comment:	
36. Ability to track and report by location, BU, Company	
Response /Comment:	
37. Ability to track and report on upcoming expiring Contracts, Visas, Housing and Car leases, Passport, National ID etc.	
Response /Comment:	
38. Ability to track and report on Terminations	
Response /Comment:	
39. Ability to track and report on Forecasting assignment costs	
Response /Comment:	
40. Ability to track expense (interfaced from Concur or BaaN)	
Response /Comment:	
41. Ability to track and report on # assignments/renewals	
Response /Comment:	
42. Ability to track and report on Secondment Agreement	

Response /Comment:	
43. Ability to store contract data	
Response /Comment:	
44. Ability to store Leases (car, house) information	
Response /Comment:	
45. Ability to store visa data	
Response /Comment:	
46. Ability to store vacation/holiday schedule	
Response /Comment:	
47. Ability to store contact info (home address/phone, host address/phone, cell, emergency contact), social security etc.	
Response /Comment:	
48. Ability to store Home/Host Resident Status for tax purposes	
Response /Comment:	
49. Ability to store medical and long-term disability data	
Response /Comment:	
50. Ability to track home and host payments and allowance being paid within the country they are working or residing in (expat stay)	
Response /Comment:	
5.2.2 Functional Requirement – Budget and Position Management	
1. Ability to define Critical Roles –based on role/person(s)	
Response /Comment:	
2. Ability to define Financial Allocation	
Response /Comment:	
3. Ability to define GL Information (25 digits) (that allocates temp/perm, direct/indirect, employee, POI, Cost Center, Company etc.)	
Response /Comment:	
4. Ability to define Legal Entity (linked to GL)	

Response /Comment:	
5. Ability to define Direct vs. Indirect role (derived from GL)	
Response /Comment:	
6. Ability to define Temporary or Permanent	
Response /Comment:	
7. Ability to define Special Project Number Tracking (Husky may assign positions to projects to track associated Costs)	
Response /Comment:	
8. Ability to define Budgeting & Forecasting need to understand and track budgeted positions and variance to actuals	
Response /Comment:	
9. Ability to define and track Budgeted/Unbudgeted positions by year	
Response /Comment:	
10. Ability to define track Budgeted until date (budget phasing - Start and End date)	
Response /Comment:	
11. Ability to define Target Fill Date and able to link to the recruitment process	
Response /Comment:	
12. Ability to define Overlap in Position(s)	
Response /Comment:	
13. Ability to define current or starting base of incumbent or target salary	
Response /Comment:	
14. Ability to define salary and merit rate by effective date, country, and currency	
Response /Comment:	
15. Ability to define Fringe Rates (Benefit costs) allocated by country for direct vs indirect roles	
Response /Comment:	
16. Ability to define Overtime by either as a percentage or a dollar amount	
Response /Comment:	

17. *ability to define Midpoint of salary ranges and country specific – linked to a country and level.*	
Response /Comment:	
18. *Ability to define FX rate for annual budgeting purposes or monthly forecasting*	
Response /Comment:	
19. *Ability to define Model impact of delay in hiring, pull forward, promotions etc.*	
Response /Comment:	
20. *Ability to input position effective date/view history*	
Response /Comment:	
21. *Ability to define Position statuses - active/inactive and track comments*	
Response /Comment:	
22. *Ability to define Inactive Reason codes*	
Response /Comment:	
23. *Ability to define, track and stored Job descriptions by job code/position*	
Response /Comment:	
24. *Ability to define, store and track Incumbent/history*	
Response /Comment:	
25. *Ability to define and track Bonus Program - AIP, SIP, Commission etc.*	
Response /Comment:	
26. *Ability to define and track Bonus target percentage*	
Response /Comment:	
27. *Ability to define and track Sales Targets*	
Response /Comment:	
28. *Ability to report on Active /Inactive Positions and positions with open job requisitions*	
Response /Comment:	
29. *Ability to report on Org Structure, Budget, Changes over month, Segment populations*	
Response /Comment:	

5.2.3 Functional Requirement – Time Entry (Timecard)	
1. Ability to input and track by type ft/pt, tenure	
Response /Comment:	
2. Ability for full/half day entries and hourly paid employee entries (team members who only enter ½ hour lunches) flexibility within the system	
Response /Comment:	
3. Ability to set time interval bookings 15 limit etc.	
Response /Comment:	
4. Ability for inputs of Overtime in the system 'hard stops' based on business rules, mapping(s) and 'flag'	
Response /Comment:	
5. Ability to input and track time by country/state and province	
Response /Comment:	
6. Ability to input and track by month or by year	
Response /Comment:	
7. Ability to override exceptions	
Response /Comment:	
8. Ability to carry over entitlements based on country rules	
Response /Comment:	
9. Ability for manual override	
Response /Comment:	
10. Ability to upload excel file(s) into the system	
Response /Comment:	
11. Ability to input and track by rules of employee type(s), seniority	
Response /Comment:	
12. Ability to input different leave accounts based on country/regions	
Response /Comment:	

13. Ability to input and track vacation	
Response /Comment:	
14. Ability to input and track compensation (Different business rules (relating to overtime pay and time banked) apply to different leave accounts/region)	
Response /Comment:	
15. Ability to input and track Entitlements	
Response /Comment:	
16. ability to input and track different counters examples: Counter for Sickness, Counter for Special Vacation	
Response /Comment:	
17. Ability to input and track various type of leave(s) by country	
Response /Comment:	
18. Ability to enter time for <current and previous months>	
Response /Comment:	
19. Ability to export reports to PDF/Excel, Print	
Response /Comment:	
20. Ability to input all time into a single workflow system for all regions (US/CDN/LUX)	
Response /Comment:	
21. Ability numbers rounding	
Response /Comment:	
22. Ability to calculate and track different types of premiums, including shift premiums.	
Response /Comment:	
23. Ability to input EE Corrections to time entry	
Response /Comment:	
24. Ability for vacation and capacity planning	
Response /Comment:	
25. *Ability to configure/ create Time Entry template; Ability to create/ manage schedules and the various 'shift' creations along with premiums etc.*	

Response /Comment:	
26. Ability to setup Schedule(s) configurable by Managers/Delegates	
Response /Comment:	
27. Ability to track banked time/flex time	
Response /Comment:	
28. Ability to track Collective Agreement rules/requirements	
Response /Comment:	
29. Ability to report and track overtime, absenteeism, missing team lead approvals, leave accounts	
Response /Comment:	
30. Ability to create ad hoc reports	
Response /Comment:	
31. Ability to integrate with (BAAN, Payroll, ESR and other systems	
Response /Comment:	
32. Ability track and report on Vacation average, Sick days average, Consecutive working days, Monthly/Weekly Summary, Absence Summary – Sub Report Asia, Austria, India, North America, Overtime, Total hours worked, Overtime banked balance, Employee list by company and scheduled hours,	
Response /Comment:	
33. Ability to book and track time against projects	
Response /Comment:	
34. Ability to input and report on earning codes (Task codes, Project codes.	
Response /Comment:	
35. Ability to track and report on aster data, GL's, Hourly rate etc.	
Response /Comment:	
36. Ability to track and report accessible on mobile device	
Response /Comment:	
37. Ability to input track and report on Time off & LOA	

Response /Comment:	
38. Ability for workflow reminder notifications to managers	
Response /Comment:	
39. Ability for employees to choose either O/T or Compensation hours for the attendance on weekends	
Response /Comment:	
40. ability for employees to settle compensation hour payouts upon terminations (balance their hours)	
Response /Comment:	
41. Ability for ad hoc reports to be defined by the business users – example: customized report for O/T time, regular time by person per day for each company, (gov't required reporting)	
Response /Comment:	
42. Ability to; Send email and or text message notification to managers once Time entries have been completed.	
Response /Comment:	
43. Ability for Dashboard notifications	
Response /Comment:	
44. Ability to configure notifications	
Response /Comment:	
45. Ability to perform headcount and scheduled pre-planning type of notifications	
Response /Comment:	
46. Ability for a one point of entry for time entry – regarding hours/expenses and project allocations	
Response /Comment:	
47. Ability to Integrate with other billing and expense systems	
Response /Comment:	
48. Ability to report on hours, billings and expenses	
Response /Comment:	

49. Ability to extract payroll required data into reporting types	
Response /Comment:	
5.2.4 General System Administration *1. Ability for multiple individuals to work on the application at the same time. Multiple individuals can work on the same set of reports and edit the same document at the same time. Ability to share and collaborate with external parties such as auditors, other departments, or parent company associates.*	
Response /Comment:	
2. Is the user time zone within the application configurable?	
Response /Comment:	
3. Describe the upgrade process with respect to configurations and customizations	
Response /Comment:	
4. Identify how backup and recovery are performed	
Response /Comment:	
5. Describe how product security, roles and responsibilities are set up, including access and views	
Response /Comment:	
6. Ability to customize automated notification (HTML email)	
Response /Comment:	
7. Ability to notify by text message (SMS)	
Response /Comment:	
8. Ability to notify a person or team in Microsoft Teams	
Response /Comment:	
9. Ability to subscribe and unsubscribe to notifications - clients and technicians	
Response /Comment:	
10. Notification audit Log	
Response /Comment:	
11. Ability to create and maintain assignment groups (add, take offline, modify) by multiple distributed owners	

Response /Comment:	
12. Ability to allow non-licensed / client level users to access the system on an ad-hoc basis.	
Response /Comment:	
13. Ability to support parallel processing/tasks	
Response /Comment:	
14. Ability to set fields based on data in other fields	
Response /Comment:	
15. Configurable categorization tree	
Response /Comment:	
16. Search by key word in categorization fields	
Response /Comment:	
17. Ability to sub menu	
Response /Comment:	
18. Ability to auto complete	
Response /Comment:	
19. Ability to create and modify records	
Response /Comment:	
20. Ability for multiple field formats (lookup tables, drop-down selections, free from text, etc.)	
Response /Comment:	
21. Ability to bulk create records	
Response /Comment:	
22. Ability to configure default entries (templates)	
Response /Comment:	
23. Ability for definable mandatory field values	
Response /Comment:	
24. Automated field completion based on user input	

Response /Comment:	
25. Are all records and update transactions being date and time stamped and quarriable	
Response /Comment:	
26. Ability to display details of the creator of the record	
Response /Comment:	
27. Ability to display details of the updater	
Response /Comment:	
28. Ability to perform full text search of all record elements. Describe any limitations in the comments field.	
Response /Comment:	
29. Ability to configure maximum size of attachments	
Response /Comment:	
30. Ability to attach and lock files	
Response /Comment:	
31. Ability to have different values on a single field shows differently to customers, or technicians. e.g. - customer sees A, B, C, tech sees A, B, C, X, Y, Z	
Response /Comment:	
5.2.5 Reporting Functionality *1. Flexible report generation (e.g., providing means to customize reports, availability of built-in templates, types of graphs and charts, etc.)*	
Response /Comment:	
2. Ability to report using data from other systems (i.e. payroll, hours)	
Response /Comment:	
3. Describe the different Logging/Monitoring/Alerting/Reporting levels within the solution	
Response /Comment:	

6. Technical Requirements

Please provide descriptive and illustrative responses to the points below. Please include any additional documents or artifacts that would be helpful in responding.

If cloud and on-premises solutions are available, please provide details for both.

- Please provide architectural diagrams of your solution, including a business context view and a technical/architecture context view. Components that should be included are:
    - Operating System
    - Data storage structure
    - Application layer(s)
    - Run time view (Dynamic view)
    - Deployment view
    - Integration
        - Provide Integration techniques and standards supported
        - Describe the integration and communication between your solution and on-premises hosted solution (i.e., ERP)
    - Client layer
- How is the overall system created from its building blocks, which are the source code? Which repositories contain the source code, where are the configuration files, test cases, test data, and build scripts (such as make, ant, maven) stored?

- How is support for simple (and if possible automated) tests implemented.

- ERP systems typically run in controlled environments such as data centers and are managed by operators or administrators. Describe the specific information these stakeholders may require about the application's state during runtime, as well as special controls and configuration options.

- Describe the security system provided by the product.
    - Does the application support single sign-on via Windows Active Directory or Azure? Is authorization role-based? Is it internal to the application or does it integrate with the Active Directory security groups?
    - Describe the encryption connection between your solution and on-premises hosted systems
    - Describe logging and audit functionality available in the application.
    - What kinds of configurability are supported (e.g., during development, deployment, system startup, execution)?

- Please explain redundancy/ fail-over capabilities.

- Please explain typical back-up procedures or capabilities.

- Please provide details on your customization / programming approach. This should include:
  - Programming language(s)
  - Frameworks
  - API details
  - Stack

- Please describe the approach for reporting / BI. This should include:
  - Report development
  - Consumption of data
  - Data Transformation development

- Please describe the typical migration process involved in an upgrade or patch release.
  - What is the typical infrastructure effort?
  - What is the expected frequency of those changes (based on current product roadmap)?
  - When does a version typically arrive at the end of support?

- Please describe any cloud or on-premises options for deployment. Infrastructure, application, or technical support would be of interest.

6.1 Data Sources

Husky Human Resources will use vendor's own product templates to load data into the HRIS Solution.

- Please describe/provide responses to the following data management questions:
  - Is the system data model documented?
  - Are there any data model diagrams available?
  - Is there metadata embedded in the system data model that explains the purpose or functionality of different artifacts?
  - Is the data model of the system easily extendable?
  - Is Master Data managed by the system?

- Does the system have auditing capabilities for data access? Can it track who accessed or changed data and when?
- What are the data interoperability capabilities, including data ingestion, export, and integration capabilities?
- Can the system integrate data with major MDM and/or RDM systems?
- Does the system have reporting capabilities, such as operational or analytical reporting? If yes, can these reports be easily extended or customized?
- Does the system have data quality tracking or checking capabilities?
- Does the system comply with relevant regulatory and compliance requirements, including encryption, access controls, data classification, and protection?
- Do you offer any data-related training and support?

6.2 Application Users

Husky will have more than 4,000 system users.

6.3 Vendor Support

- Describe your change management process - for both product enhancements that your clients request, and functional/system changes that you initiate.

- What are your promises regarding availability of the software and its related environment? Is it a tiered structure based on dollars spent to pay for aggressive promises or one size fits all for all customers?

- Where are your servers located? In what country will our primary database sit?

- What is the maintenance schedule? Is there a weekly, monthly, or quarterly maintenance window during which the service is unavailable?

- Provide details on plans for technical support for a globally deployed solution

- Is technical support provided as part of a support or maintenance agreement? Are there limits on the number of technical supports?

- Describe the level of support offered (hours, regions, response times, etc.)?

- Describe the standard types of support contact (i.e., phone call, email, chat, web-ticket, self-online help, other). Please provide details, if applicable.

- What are your typical, priority-based response time and resolution time targets?

- Describe how you support monitoring of ongoing system performance and identification of potential problems.

- How are incidents and problems prioritized? Are some customers prioritized higher than others?

- Is there a single point of contact for all product inquiries, such as an account manager? Please provide contact procedures, including escalation.

- Describe the support for underlying components/system software and hardware platforms available.

- Is a searchable knowledgebase of technical support problems and issues available on the web or in some other format? Is this available to everyone or is it restricted?

- Are consulting services available from the vendor or from authorized consulting companies?

- Are there any limits/considerations when using the platform from specific geographic regions (China, India, Other)?

6.4 Continuity Plan / Disaster Recovery

- Describe your data center or 3rd party partners recovery and failover capabilities.

- Does your application support automatic failover and recovery (live environment — no data loss)?

- Describe the Disaster Recovery (DR) capability, data backup process/ solution (include telecommunication support), archiving and transport mechanism, DR procedures, DR network connection etc.

- How many data centers compose your global operations? Note each location and describe how they operate as a global network for production and recovery. Also, note their ownership — for example, if you own them or outsource it to another provider.

- Provide your documented business continuity and recovery plans for global operations. If you do not have them, please explain why.

- Are your recovery plans regularly tested? What is the date of the last test and the results? Do you allow customers to participate in DR Testing? If so, what is the process?

- Are your recovery plans and test results audited by an independent party? Please indicate the frequency and methods used to analyze logs.

6.5 Pre-Implementation Consulting and Training

- Do you offer pre-implementation planning and design workshops?

- Are customers encouraged to adopt a previously configured version of software which is aligned to a vanilla best practice process flow or are customers encouraged to develop their own unique process which the implementation team then enables? Please explain the approach.

- Do you offer administrator, support, and technical training? How much training is required to become an advanced administrator? What type of training (online vs. onsite vs. CBT)? Can you offer 'train the trainer' programs?

7. Software Characteristics

For the version of the software, you are proposing:

- What is
  - The date of first release
  - The current version number
  - The next scheduled release

- Does your company hold a copy of the system design documentation and source code?

- Please specify the number of installations in use

8. Costs

Husky's solution environment will operate based on the specs provided in sections 6.1 and 6.2

Based on the above please provide (5 year) costing details for both cloud and on-premises solutions (provide details if a third-party product is required in the proposed solution).

- **One-time software license costs:**
  - Please include all necessary software components.
  - Please provide any breakdown necessary for software components.
  - Please describe your license model (i.e., concurrent vs. named user, etc.) and cost model (i.e., tiered licensing)

- **Hardware costs:**
  - Please provide (minimum) recommended hardware platforms / configurations for the size of installation (actual costs not required – Husky will determine).

- **On-going software license costs:**
  - Annual maintenance or subscription costs.
  - Upgrade costs.
  - New user license costs.

- **Training costs:**
  - Recommended training service / location.
  - Recommended training courses for all Husky IT roles (i.e., infrastructure / installation, DB admin, application admin, developer, etc.).
  - Recommended training courses for all Husky Human Resources functional roles/modules
  - Cost and duration of recommended training courses.

- **Implementation costs:**
  - Consulting fees, by role.

- Approximate implementation hours / effort, by role. This information can be directional, or a potential range given your experience and understanding of Husky.
  - Include and share assumptions related to implementation.

- **Implementation timeline:**
  - Please provide details of approximate/estimated implementation timeline for an organization the size of Husky and the factors to consider.

- **Ongoing vendor support costs:**
  - Please define the level of support offered.

- Please provide details on any other costs that may be associated with the implementation of the solution you are proposing.

9. Contractual Information

Please supply copies of your standard terms and conditions of business.

Provide details of any non-negotiable clauses to which your contract is subject.

Please provide the following documents:

- Standard Enterprises License Agreement
- Standard support agreement
- Standard terms and conditions of business

Third Party Services

Respondents should identify any third-party products or services offered in their response.

Please note that if Husky selects a proposal which has indicated that some or all the proposed implementation services will be sourced from a third party, Husky reserves the right to evaluate the third party separately and negotiate who will be contracted to provide the necessary services.

11. RFP Responses

Solution providers must address all information specified by this RFP/Q. All questions must be answered completely. Husky reserves the right to verify any information in the service provider's RFP/Q response and to request more information after the RFQ response has been received.

Marketing brochures included as part of the main body of the bid response may not be considered. Such material must be submitted only as attachments and must not be used as a substitute for written responses. In case of any conflict between the content in the attachments and a service provider's answers in the body of the proposal, the latter will prevail.