



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions
**RCMP BID RECEIVING, E DIVISION
FRONT DESK
14200 GREEN TIMBERS WAY
SURREY, BC, V3T 6P3**

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Human Resources Information System		Date May 23, 2017
Solicitation No. – N° de l'invitation M2989-6-0213		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	PST (Pacific Daylight Time)
On / le :	July 4, 2017	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services Mailstop 408/409 14200 Green Timbers Way Surrey, British Columbia V3T 6P3		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Daphne Yu (for Summer Wong, Senior Procurement Officer) Procurement Officer daphne.yu@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 778-290-2807	Facsimile No. – No. de télécopieur 778-290-6110	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Security Requirement
- 1.2. Requirement
- 1.3. Debriefings
- 1.4. Procurement Ombudsman
- 1.5. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1. Security Requirement
- 6.2. Requirement
- 6.3. Standard Clauses and Conditions
- 6.4. Term of Contract
- 6.5. Authorities
- 6.6. Payment
- 6.7. Invoicing Instructions
- 6.8. Certifications and Additional Information
- 6.9. Applicable Laws
- 6.10. Priority of Documents
- 6.11. Procurement Ombudsman
- 6.12. SACC Manual Clauses

List of Annexes:

- Annex A Requirement
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Mandatory Technical Evaluation Criteria
- Annex E Point Rated Technical Criteria



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.2 Requirement

The requirement is detailed under the Annex "A" Requirement.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister



contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.
Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted electronically or by facsimile to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (two (2) hard copies and DEMO clip in DVD and USB format (Mandatory criteria B13))
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.



Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Bidders are eligible to submit pricing proposal for one or both License options: 1) Entity Licenses, 2) Individual User Licenses. Within the parameters of allowable budget and practicality, an entity license is preferred.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

3.1.2 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

3.1.2.1 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer Annex "D" (Mandatory Technical Evaluation Criteria)

4.1.1.2 Point Rated Technical Criteria

Refer Annex "E" (Point Rated Technical Criteria)

4.1.2 Financial Evaluation

Refer Annex "B" Basis of Payment

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price.
SACC Manual Clause C2000C (2007-11-30), Taxes, Foreign Based Contractor.



4.2 Basis of Selection

- 4.2.1 To be declared responsive, a bid must:
- a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 200 points
- 4.2.2 Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.
- 4.2.3 In the event that the responsive bid with the highest number of points presents both Entity License Option and User License Option, and that the Entity License Option does not exceed available budget, the Entity License Option will be considered prior to the User License Option
- 4.2.4 The maximum funding available for the Contract resulting from the bid solicitation is \$160,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

The following security requirements (SRCL and related clauses) apply to and form part of the Contract.

The Contractor and all its employees will be escorted by RCMP designated personnel when entering any RCMP site.

For payroll software, it may be subject to the Certification and Accreditation process.

Department Security Section IT Security must be notified prior to use.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4003 (2010-08-16) Licensed Software

4004 (2013-04-25) Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is five (5) years from contract award date to _____ (TBD: Five years from implementation date.)

6.4.2 Delivery Date

License must be delivered within one (1) month after contract award.

Training must be delivered within six (6) months upon system implementation.



Annual support and upgrade must be in a period of five years after implementation.

6.4.3 Optional Goods and/or Services

For User License Option:

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Summer Wong
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Directorate: Procurement & Contracting Unit
Address: E Division RCMP Headquarters
Mail Service Unit
Mailstop 909
14200 Green Timbers Way
Surrey BC V3T 6P3

Telephone: 778-290-2892
Facsimile: 778-290-6109
E-mail address: summer.wong@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

To be inserted at Contract award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____



6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ _____ (to be filled in only at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 SACC Manual Clauses

SACC Manual Clause H1000C (2008-05-12) Single Payment

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4003 (2010-08-16) Licensed Software
- (c) the supplemental general conditions 4004 (2013-04-25) Maintenance and Support Services for Licensed Software
- (d) the general conditions 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment



-
- (g) Annex C, Security Requirements Check List
 - (h) the Contractor's bid dated _____ (to be specified at contract award)

6.11. Procurement Ombudsman

6.11.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.12 SACC Manual Clauses

SACC Manual Clause G1005C (2016-1-28) Insurance – No Specific Requirement



ANNEX "A" REQUIREMENT

1. TITLE: HUMAN RESOURCES INFORMATION MANAGEMENT SYSTEM

2. ACRONYMS AND ABBREVIATIONS

RCMP: Royal Canadian Mounted Police

HR: Human Resources

IT: Information Technology

HRIS: Human Resources Information System

3. INTRODUCTION

An RCMP Unit requires a new HRIS system which will streamline business processes, increase productivity and provide reporting and statistical information that is not presently available is required.

This Unit is a joint forces operation made up of Municipal, Provincial and Federal employees. The Federal and Municipal employees are paid directly by their home departments and will not utilize the payroll component, only the HR function. The Provincial system still requires a financial system to process financials and summarize the financial management reports for auditing purposes.

There are a total of 400 employees within the Unit. 130 employees will require both the payroll and HR functions while the remaining 270 employees will only utilize the HR functions.

4. BACKGROUND

The present system is US based and utilizes defunct financial aspects which are now secondary and used minimally. With the amalgamation of several units / sections, the financials for the unit are managed through the Federal system versus the Provincial system.

The 2013 upgrade to the current system is now outdated and is not able to meet the full needs of the organization. The current system has no support for upgrades which creates additional man-hours for IT members, as they are required to perform upgrades and troubleshoot to address and repair the issues. In addition, Payroll and HR are required to produce quality reports in a timely manner. The information generated for the reports is gathered from a number of internal and external sources. The gathering of the information from various sources creates challenges for ensuring data integrity.

A fully integrated Payroll, Human Resources and Time and Attendance Management System is crucial for the overall organization's joint operational and administrative needs. A single repository for all staff is required.

5. OBJECTIVES

This requirement consists of license purchase and annual support and upgrade. License must be delivered within one month after contract award. Provision of training will take place within six months upon implementation. Annual support and upgrade will be in a period of five years after implementation.

6. SCOPE OF WORK

A. Deployment

The HRIS System must be an on premise and must NOT be a cloud- based system.



B. A Fully Integrated System with Specialized Functions

- a) The HRIS System must provide a full HR and Payroll service platform without relying on any external services or networks.
- b) The HRIS System must fully integrate with the following modules/ functions:
 - i) Payroll
 - ii) Time/ Attendance management
 - iii) Benefits Administration
 - iv) Human Resources Management
- c) To reduce errors and save time for administrative reports, information must be integrated into one universal database. Data must not be pulled from multiple sources. The RCMP will not consider amalgamation of different specialty functions/systems where multiple points of data entry are required.

C. System Features

a) Essential System Features

The System must have the following essential features:

- i. Add in new employee information
- ii. Change an employee's position
- iii. Change an employee's employment status: new hire, leave, termination
- iv. Process a pay period with a statutory holiday in it
- v. Export a staffing report to Excel with sorting capability
- vi. Generate a project employee list by customized parameters such as costs, hours, overtime (OT), etc
- vii. Generate salary reports
- viii. Generate language/ skill set reports

b) Preferable System Features

The following features are preferable:

- a) Send automatic notification to HR administrators when an employee's set amount of hours are reached
- b) Send automatic notification to HR administrator when an employee reaches his/her pay increment
- c) Send notification to HR administrators when a leave pattern is identified (eg. An employee is sick every Friday.)
- d) Input employee data into pre-formatted printable forms
- e) Has a full service financial component that is Canadian based, up to date and user friendly

D. Licenses and Accesses

The RCMP Unit will accept the License Option either on per user or on entity basis.

There are three levels of user access required, specifically,

Level 1: Full access to all modules	6 users
Level 2: Supervisor/ Manager Access (Self-serve features) (limited access to employee data, vacation/sick balances, approvals for vacation requests)	25 users
Level 3: Employee Access (Self-serve features)	400 users



(limited access to leave requests, ability to update personal info, viewing of benefits, leave balances).

a) User License

User license of each of the access level is described above. Additional users in each level will be anticipated along with the growth of the Unit.

b) Entity License

If applicable, the scope of entity license applies only to this specific RCMP Unit made up of joint forces with Municipal, Provincial, and Federal employees. This entity license does not apply to other RCMP units, where a centralized HR system is in use. The entity license allows the Unit to use the licensed software, unrestricted by the number or type of users, data, documents and/or transactions the Unit or a user may be using or processing at any time, or the location of the Device.

E. Compatibility

a) The HRIS System must be Microsoft SQL server based and compatible with Microsoft Dynamics,

b) The System must have the ability to import user information and previous year's financial data from Microsoft Dynamics.

F. Payroll Module

a) The Payroll Module must utilize Canadian Payroll Regulations

b) The Module must cover all types of remuneration and benefits arising from processing payroll and follows laws (i.e. statutory holiday pay / dates) specific to Canada and British Columbia (BC).

c) Canadian and provincial payroll rules must be already built into the system to ensure the organization processes pay correctly for all categories of employees.

d) The Module must be able to track and calculate STAT hours, track eligibility for benefits, track vacation and sick time in terms of salary dollars and work hours.

G. Human Resources Management Module

The HR Module must monitor and administer the following functions:

- a) time and attendance management
- b) absence management (trends, patterns, totals)
- c) benefits administration
- d) injuries and illnesses,
- e) courses and training (complete database linked to employees)
- f) performance evaluation.
- g) collecting/ screening/ filing resumes (onboarding functions)

H. Self-Serve Features

- a) The system allows multiple access levels by three categories of users:
 - i) HR users with complete full access of the entire system
 - ii) Supervisor access
 - iii) Employee access



- b) The System must have the ability for users to electronically complete timesheets and must allow the supervisor to electronically approve
- c) The ability for users to view and enter data in regards to their own leave;
- d) The ability for users to request HR-related information from the system or through specific query submission portals.
- e) The ability for users to access their benefits profile and general benefits information;
- f) The ability for users to electronically forward information to Supervisors for approval;
- g) The ability for users to view and update personal information;
- h) The ability for Supervisors to view and approve designated information.
- i) The ability to provide self-guided training for users on various system functions.
- j) The ability for users to retrieve their pay advice stubs.

I. Implementation of New System

a) Product Installation

The installation of the new system would start shortly after the product was received. The installation will be completed by an IT section at the RCMP. Any telephone or email support related to the installation will be provided by the Contractor.

b) Data Migration

Once the product is installed and tested, the migration of data will occur. The migration of data will be completed by the RCMP via a migration tool provided by the vendor. The migration tool will transfer existing Great Plains SQL database data into the new product's SQL database. Any telephone or email support related to the operation of the migration tool will be provided by the Contractor. Once migration of data is complete, continued support is to be available to address any questions that arise in regards to the operation and maintenance of the product.

c) Implementation Support

The contractor must provide the following items and services to support product implementation:

- a) Full product documentation
- b) Installation manuals
- c) Product installation software
- d) Product keys to enable requested features
- e) Dedicated technical telephone and email support to answer questions related to installation and data migration
- f) Database migration tool to migrate all data from Great Plains SQL database to new product's SQL database

J. Support and Upgrade Services

- a) All tax and system updates must be made available in an offline format. The server and clients have NO internet access to apply updates.
- b) Provision of online or telephone support services with maximum of 2-business-day response time;



-
- c) Provision of ongoing upgrades associated with software, policy and regulation changes pertaining to Canadian Payroll rules and BC Employment Standards Act (ESA,) and training manuals.
 - d) Meeting will take place if required and may be communicated via video, telephone or in person.
 - e) User friendly - The new software must have a flexible and up-to-date reporting system for all users which is easy to learn and utilize. There must be a demonstrated support and update base for future development and expansion of the system..

K. Training

- a) Provision of System training must take place within 6 months upon system implementation. The training could be provided either on-site (RCMP "E" Division Headquarter located at 14200 Green Timbers Way, Surrey, BC) or through video conferencing.
- b) Provision of training manuals and/ or online training materials for users.

L. Warranty

The Contractor must provide a minimum of one (1) year warranty services.

M. Travel

There are no travel costs associated with this requirement.

N. Language of Work

The executed work and deliverables must be in English.



**ANNEX “B”
BASIS OF PAYMENT**

License Option 1: Entity License (in Canadian \$)

A1	Entity License (delivered within 1 month after contract award)	Price
A1.1	Entity License	\$
A1.2	Subtotal	\$

A2	Annual Support and Upgrade	Price
A2.1	Cost of First Year	
A2.2	Cost of Second Year	\$
A2.3	Cost of Third Year	\$
A2.4	Cost of Forth Year	\$
A2.5	Cost of Fifth Year	\$
A2.6	Support and Upgrade Subtotal	\$

License Option 1 Total: A1.2 + A2.6 = \$ _____

License Option 2: Individual User License (in Canadian \$)

B1	User License (delivered within 1 month after contract award)	Single User	Number of Users	Extended Price
B1.1	Level 1: Full access to all modules	\$	6	\$
B1.2	Level 2: Supervisor/ Manager access (self-serve features)	\$	25	\$
B1.3	Level 3: Employee access (self-serve features)	\$	400	\$
B1.4	Subtotal			\$

B2	Annual Support and Upgrade	Price
B2.1	Cost of First Year	\$
B2.2	Cost of Second Year	\$
B2.3	Cost of Third Year	\$
B2.4	Cost of Forth Year	\$
B2.5	Cost of Fifth Year	\$
B2.6	Support and Upgrade Subtotal	\$

License Option 2 Total: B1.4 + B2.6 = \$ _____



B3	Cost for Additional One User in Each Subsequent Year (Only applies for User License option)	Single User 2nd year	Single User 3rd year	Single User 4th year	Single User 5th year
B3.1	Level 1: Full access to all modules	\$			
B3.2	Level 2: Supervisor/ Manager access (self-serve features)	\$			
B3.3	Level 3: Employee access (self-serve features)	\$			



ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

N 2015 1112 3491



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat M2989-6-0213
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP		2. Branch or Directorate / Direction générale ou Direction CFSEU-BC
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail CFSEU-BC is a joint forces operation with the following categories of employees: Municipal, Provincial and Federal. The RCMP and Municipal employees are paid directly by their home departments, while OCABC employees are funded by the Province of BC and compensated through CFSEU-BC via the RCMP. A single Payroll / HR system is required that can process payroll for OCABC employees as well as track and export HR data for all employees and secondments of CFSEU-BC.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat M2989-6-0213
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-- SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat M2989-6-0213
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production	✓															
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**ANNEX “D”
MANDATORY TECHNICAL EVALUATION CRITERIA**

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the bidder’s proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

A	Proposed HRIS System
A1	Provide full product name, model, version, name of manufacturer, year of production

B	MANDATORY CRITERIA	COMPLIANCY		PROPOSAL REFERENCES: Indicate clearly where in the Proposal document provides description in each corresponding criterion.
		YES	NO	
B1	Deployment			
B1.1	The HRIS system must NOT be a cloud-based system.			
B1.2	The HRIS system must be an on-premise system.			
B2	A Fully Integrated System with Specialized Functions			
B2.1	The HRIS System must provide a full HR and Payroll service platform without relying on any external services or networks.			
B2.2	The HRIS system must fully integrate with the Payroll, Time/ Attendance management, Benefits administration, and Human Resources Management functions.			
B2.3	Information must be integrated into one universal database. The RCMP will not consider amalgamation of different specialty functions/ systems where multiple points of data entry are required.			
B3	Essential System Features			
B3.1	The system must be able to add in new employee information.			
B3.2	The system must be able to change an employee's position.			
B3.3	The system must be able to change an employee's employment status: new hire, leave, termination.			
B3.4	The system must be able to process a pay period with a statutory holiday in it.			
B3.5	The system must be able to export a staffing report to Excel with sorting capability.			
B3.6	The system must be able to generate a project employee list by customized parameters such as costs, hours, overtime (OT), etc.			
B3.7	The system must be able to generate salary reports.			



B3.8	The system must be able to generate language/ skill set reports			
-------------	---	--	--	--

B4	Licenses and Accesses			
B4.1	Bidders must provide full user and/or entity license of purchased system and customized components.			
B4.2	Multiple levels of access: Full HR access, Supervisor access, and Employee access			

B5	Compatibility			
B5.1	The HRIS system must be Microsoft SQL server based and compatible with Microsoft Dynamics.			
B5.2	The System must have the ability to import user information and previous year's financial data from Microsoft Dynamics.			

B 6	Payroll Module	YES	NO	PROPOSAL REFERENCES: Indicate clearly where in the Proposal document provides description in each corresponding criterion.
B6.1	The Payroll module must utilize Canadian Payroll Regulations			
B6.2	The Module must cover all types of remuneration and benefits arising from processing payroll and follows laws (ie. Statutory holiday pay/ dates) specific to Canada and British Columbia (BC)			
B6.3	Canadian and provincial payroll rules must be already built into the system to ensure the organization processes pay correctly for all categories of employees			
B6.4	The Module must be able to track and calculate STAT hours, track eligibility for benefits, track vacation and sick time in terms of salary dollars and work hours.			

B7	Human Resources Management Module			
B7.1	The Module must have the ability to monitor and administer time and attendance.			
B7.2	The Module must have the ability to monitor and administer absences (trends, patterns, totals)			
B7.3	The Module must have the ability to monitor and administer employee benefits.			
B7.4	The Module must have the ability to monitor and administer injuries and illnesses.			
B7.5	The Module must have the ability to monitor and administer courses and trainings. (complete database linked to employees)			



B7.6	The Module must have the ability to monitor and administer employee performance			
B7.7	The Module must have the ability to collect/ screen/ and file resumes (onboarding functions)			

B8	Self-Serve Features			
	The HRIS system must include the following self-serve features:			
B8.1	The System allows multiple access levels by three categories of users: HR users with complete full access of the entire system, Supervisor access, Employee access			
B8.2	The ability for users to electronically complete timesheets and for supervisors to electronically approve			
B8.3	The ability for users to view and enter data in regards to their own leave			
B8.4	The ability for users to request HR-related information from the system or through specific query submission portals.			
B8.5	The ability for users to access their benefit profile and general benefit information			
B8.6	The ability for users to electronically forward information to Supervisors for approval			
B8.7	The ability for users to view and update personal information			
B8.8	The ability for Supervisors to view and approve designated information			
B8.9	The ability to provide self-guided trainings for users on various system functions			
B8.10	The ability for users to retrieve their pay advice stubs			

B9	Implementation of New System			
B9.1	Provision of full product documentation			
B9.2	Provision of installation manuals			
B9.3	Provision of product installation software			
B9.4	Provision of product keys to enable requested features			
B9.5	Provision of dedicated technical telephone and email support to answer questions related to installation and data migration			
B9.6	Provision of database migration tool to migrate all data from Great Plains SQL database to new product's SQL database.			

B10	Support and Upgrade Services			
B10.1	All tax and system updates must be made available in an offline format. The server and clients will have NO internet access to apply updates.			
B10.2	Provision of online or telephone support with maximum of 2-business-day response time.			



B10.3	Provision of ongoing upgrades associated with software, policy and regulation changes pertaining to Canadian Payroll rules and BC Employment Standards Act (ESA), and training manuals.			
B11	Training			
B11.1	Provision of System training, which must take place within 6 months upon system implementation. The training could be provided either on site (RCMP "E" Division Headquarter in Surrey, BC) or through video conferencing.			
B11.2	Provision of training manuals and/ or online training materials for system users			
B12	Warranty			
B12.1	Provision of minimum one (1) year warranty services.			
B13	Pre-Recorded Demo or Interactive Demo			
B13.1	Provision of a pre-recorded or interactive DEMO clip in DVD/ USB format: demo provision is mandatory; however, all demonstrated features are rated. Refer Annex "E" Section F for rated criteria on the demo. It is the Bidder's responsibility to ensure functionality and quality of provided DEMO clip in its device. Non-workable device or DEMO clip will NOT be evaluated. Bidders are not allowed to re-submit again.			



**ANNEX “E”
POINT RATED TECHNICAL CRITERIA**

	RATED CRITERIA (Total Points: 200)	Points		PROPOSAL REFERENCES: Indicate clearly where in the Proposal document provides description in each corresponding criterion.
		Maximum (35)	Obtained	
A1	System Integration			
A1.1	Briefly describe the support available to assist with the implementation and transition from the existing system to the new HRIS system: Online chat (5 points) Email (5 points) Phone (5 points)	15		
A1.2	Describe how the proposed new system could integrate information into one universal database. Overall evaluation will be based on the following factors: seamlessness in integration, ease of solution, time required to complete integration, extent of disruptions	20		
B2	Upgrades	Maximum (65)	Obtained	
B2.1	Provision of ongoing upgrades in software: describe in detail the upgrading options and features, capabilities and the ease of upgrading. Only one update needs to be applied to the Server (25 points) One update is applied to the Server and the Server updates the clients (15 points) Server needs to be updated and each client updated individually (5 points)	25		
B2.2	Describe the company policy/practice to address client's expanded user base (more employees). Evaluation will be based on costs and flexibility to add in new users. No fee to add in new user (20 points) Additional fee is charged to add in user(s) (7 points)	20		
B2.3	Describe how the system stay up-to-date on tax tables, Canadian and provincial governmental reporting or policy changes. Updates available 7 days before Government	20		



	<p>imposed deadline for implementation (10 points) Updates available 14 days before Government imposed deadlines for implementation (15 points) Updates available 21 days or greater before Government imposed deadlines for implementation (20 points)</p>			
--	---	--	--	--

C1	Implementation Experiences	Maximum (30)	Obtained	
C1.1	<p>Provide a list of clients, including organization name, project scope, reference names and contact information (phone number and email) where the system has been implemented successfully in the past five (5) years. The project must include Great Plains migrations involving more than 500 users.</p> <p>For each verified completed project: 5 pts (max 20 points)</p>	20		
C1.2	<p>What size of customer organizations can be serviced by proposed system? Less than 500 users (5 points) More than 500 users (10 points)</p>	10		

D1	Support Services	Maximum (25)	Obtained	
D1.1	<p>Identify available supports appropriate to the RCMP requirement.</p> <p>Online chat (5 points) Email (5 points) Phone (5 points)</p>	15		
D1.2	<p>What is the standard response rate of a technical support call? 1 Hour (10 points) 4 Hour (7 points) 8 Hour (5 points) Next Business Day (1 point)</p>	10		



E1	<p>User Friendliness (HR Administrator): DEMO Testing - Provide a pre-recorded or interactive DEMO clip in DVD/ USB format to demonstrate the following essential features. A simple step-to-step path has to be provided along with the visual demonstration.</p> <p>Evaluation will be based on degree of ease of use, which would include the following factors: Number of screens or work steps involved to complete a task Ease of report customization Organization of drop down menu Work page layout and tools Visual presentation</p> <p>Feature is not included: 0 point Feature included but low level of ease of use: 1 point Feature included and medium level of ease of use: 2 points Feature included and high level of ease of use: 3 points</p>			
	Testing Features	Maximum (45)	Obtained	Step-to-step path
E1.1	Demonstrate the complete process to add in new employee.	3		
E1.2	Demonstrate the process to change an employee's position.	3		
E1.3	Demonstrate the process to change an employee's employment status: new hire, leave, termination	3		
E1.4	Demonstrate how to process a pay period with a statutory holiday in it.	3		
E1.5	Demonstrate how staffing report exported to Excel with sorting capability	3		
E1.6	Demonstrate how to generate project employee list by customized parameters such as costs, hours, overtime, etc.	3		
E1.7	Demonstrate how to generate salary reports	3		
E1.8	Demonstrate how to generate language/ skill set reports	3		
E1.9	Preferred feature: The System is able to send automatic notification to HR administrator when an employee's set amount of hours are reached.	3		
E2.0	Preferred feature: The System is capable to send automatic notification to HR administrators when an employee reaches his/her pay increment	3		
E2.1	Preferred feature: The System is able to send notification to HR administrators when a leave pattern is identified. (eg. An employee is sick every Friday.)	3		



E2.2	Preferred feature: The System is able to send notification to HR administrators when an employee reaches an anniversary date (ex. vacation entitlement, step increase)	3		
E2.3	Preferred feature: The System has a full service financial component that is Canadian based, up to date and user friendly	3		
E2.4	Preferred feature: HR Users can input employee data into pre-formatted printable forms	3		
E2.5	Preferred feature: The System allows HR administrators input employee data into pre-formatted printable forms	3		