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A.1 Employee Master Data Management (MDM)/Records Management											
A.1.1	The HRIS should organize Human Resource Master Data of Employee Records based on position and organizational structure which:	Incorporates existing essential employee data and records into the system (currently in paper and electronic records).									
A.1.2		Maintains a history tracking of changes to MDM records.									
A.1.3		Enables creation, maintenance and modification of employee records and data.									
A.1.4		Enables mass updates to employee records based on changes in legislation and role changes.									
A.1.5		Provides a single source of truth and re-uses underlying data to pre-populate records, forms, correspondence, interfaces etc. in other functional areas of the HRIS.									
A.1.6	The HRIS should provide Master Data Management (MDM) allowing:	Integration/Interfacing between systems (e.g. into the LMS, Pay system, etc.) (providing the potential for pre-populating information from the HRIS database to these systems).									
A.1.7		The ability to create, modify, duplicate, remove employees and to assign, re-assign and remove employees from positions, as required.									
A.1.8		Incorporation of updates to employee records as employees move positions in the organization.									
A.1.9		Incorporation of T4 tax forms into the employee's pay record.									
A.1.10		Incorporation of employee status against compliance items including security clearance, completion of compliance training and ethics training.									
A.1.11		The HRIS maintains a history tracking of changes to MDM records.									
A.2 Organization Structure/Positions											
A.2.1	Standardized organizational models	The HRIS provides multiple standardized organizational models.									
A.2.2		The HRIS enables users to create, update and disseminate organizational charts in a variety of formats.									
A.2.3		The HRIS enables organizational management, including but not limited to establishment and adjustment of positions, roles, position descriptions, competencies, directorates, user groups, reporting structures, etc.									
A.2.4		The HRIS maintains a history tracking of changes to organizational and position records.									
A.2.5		The HRIS provides for configuration and customization by the user to set out the team structures, roles etc. in the organization.									
A.2.6		Funding Requests to allow for employees to be assigned to a cost centre (position controlled).									
A.2.7	The HRIS enables the administrator/super user to link each specific position in a given standardized organizational model to:	Specific skills, credentials and competencies.									
A.2.8		a specific training profile.									
A.2.9		a specific generic work description.									
A.2.10		a specific statement of merit (position advertisement).									
A.2.11		specific interview and written test tools for candidate selection.									
A.2.12		specific reference check questionnaires.									
A.2.13	Staffing Tools	The HRIS allows a Manager to use the generic work descriptions, position skills, credentials and competencies, interview tools for specific positions, and statements of merit to create personalized ones to use during the staffing and recruitment processes.									
A.2.14	The HRIS allows the administrator/super user to assign directorate-level permissions to specific functions of the system.	As an example, only Managers can access the interview tools for positions that report to them. They cannot access interview tools for positions that are above their level or in different work streams.									
A.2.15	The HRIS allows administrator/super users to populate standardized libraries with:	Standardized organizational models.									
A.2.16		Generic work descriptions for each position in the organizational models.									
A.2.17		Skills, credentials and competency libraries describing the proficiency progression levels for each.									
A.2.18		Standardized statements of merit (position advertisements) for each position in the organizational models.									
A.2.19		Standardized test banks for written tests and interviews for each position in the organizational models.									
A.2.20		Position profiles that link skill and credential levels with specific positions in the organizational models.									
A.2.21		Learning resources (training courses, conferences, books, self directed learning. etc.).									
A.2.22		Linkage to external web sites that have complementary information on talent management subjects.									
A.3 Selection and Recruitment		Creation of Standards for Selection Processes									
A.3.1		Capability to incorporate multiple users from varying roles/directorates within CDIC as participants in the posting and selection process.									
A.3.2		Capability to create position postings within the system based on the previously defined CDIC positions incorporating the skills, credentials and competencies with the ability to edit and add new skills, credentials and competencies into the posting.									
A.3.3		Capability to push out position postings to websites.									
A.3.4		Capability to push out notifications to candidates' emails interested in working with CDIC, adhering to Canada's Anti-Spam Legislation (CASL).									
A.3.5		Ability for applicants to upload resumes, complete applications, and identify if they would like to be contacted for future requirements.									
A.3.6		Capability to receive applications and track the status of applications received through the recruitment process.									

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A.3.7		Capability for users in the application screening process to review applications and indicate if an application is screened in.									
A.3.8		Capability to track the status of interviews held.									
A.3.9		Capability to track background checks.									
A.3.10		Capability to track security verifications.									
A.3.11		Capability of system to send out communication to applicants to advise of status, send invitations for interviews, advice of final status of application, prepare and send invitations for new hires to complete the onboarding process.									
A.3.12		Allow applicants to accept position offers through their online profile.									
A.3.13		Capability to provide communication to requesting Manager on results of hiring process.									
A.3.14	Additional Features of the Vendor's HRIS relevant to selection and recruitment.	Please describe any additional relevant functionality of the HRIS, including but not limited to greater recruitment process functionality.									
A.4 On-Boarding Process		Ability to re-use data from applications and have it auto-populate the initiating employee record at hire.									
A.4.1		Enable identification of the acceptance of offer in the system.									
A.4.2	As this is a position-based model the HRIS should:	Attribute the individual to a position and type (including whether this is an FTE, Permanent, Temp, Casual, Contractor or Student) to ensure proper classification									
A.4.3	The HRIS should provide functionality to enable CDIC to initiate the on-boarding process in other areas of the organization, including the initial set-up of:	Email account creation.									
A.4.4		Identification of the employee's work placement and organization with the Manager.									
A.4.5		Salary and benefits and communication with government and third party providers.									
A.4.6		Creation of Learning Management System profile.									
A.4.7		Checklist or status of employee's first day/week/month hiring activities based on policy managed in one location.									
A.5 Compensation and Pay		For the Compensation and Pay functionalities, identify if the functionality can be met as an integration into the existing pay system (specify systems the HRIS is able to be integrated with) or part of the inclusion of a pay system component (i.e. pay processing functionality) in the solution.									
A.5.1	The HRIS should integrate with the existing pay system or include a pay component that will enable the:	Planning and administration of compensation.									
A.5.2		Tracking of the administration of compensation.									
A.5.3		Role based pay grade determination and adjustments.									
A.5.4		Budgeting and forecasting for the organization based on positions, compensation and benefits packages for existing and modified positions, teams, directorates and organization-wide.									
A.5.5		Determination and tracking of role base rate and change history, base rate change detail, bonus, commissions, etc.									
A.5.6		Incorporation of Canadian holidays, taxation and legislative requirements for Canada and relevant provinces.									
A.5.7		Setting, adjustment, and tracking of Regular pay (salary and hourly) rates and assignment to positions.									
A.5.8		Setting, adjustment, and tracking of Overtime pay (salary and hourly) rates and assignment to positions.									
A.5.9		Setting and adjustment of tax exemptions allocated to an employee with the ability to make adjustments at the employee level.									
A.5.10		Setting and adjustment of deduction management including co-pay allocated to an employee with the ability to make adjustments at the employee level.									
A.5.11		Linkage of compensation and benefits to Performance goals and achievement of performance goals									
A.5.12		Setting and tracking employee time management (Regular time) allocated to employees with the ability to make adjustments at the employee level.									
A.5.13		Setting and tracking employee time management (Overtime) allocated to employees with the ability to make adjustments at the employee level.									
A.5.14		Provide flexibility on Vacation and Sick reporting (monthly) and Personal Days (annual). Ability to pay employees' vacation earned but not taken and over time as either a pay out from the system or as days off.									
A.5.15		Setting and tracking employee retroactive pay (salary and hourly), with the ability to make adjustments at the employee level.									
A.6 Benefits and Leave											
A.6.1	The HRIS should enable the ability	To push data and forms to third party benefit providers to provide information on Health/Dental benefits, with the ability to adjust information and provide access to the employee to make adjustments at the employee level.									
A.6.2		To push data and forms to third party benefit providers to provide information on WSIB/Accident coverage benefits, with the ability to adjust information and provide access to the employee to make adjustments at the employee level.									
A.6.3		To push data and forms to third party benefit providers to provide information on disability and life insurance management, with the ability to adjust information and provide access to the employee to make adjustments at the employee level.									
A.6.4		To push data and forms to third party benefit providers to provide information on retirement plans, with the ability to adjust information and provide access to the employee to make adjustments at the employee level.									

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A.6.5		To push data and forms to third party benefit providers to provide information on tuition reimbursement, with the ability to adjust information and provide access to the employee to make adjustments at the employee level.									
A.6.6	The HRIS should allow for the system to enable:	Set-up, management and administration of business expense reimbursement by employee with Manager approval access.									
A.6.7		Set-up, management and administration of a variety of paid and unpaid time off (e.g. vacation, sick, personal, pregnancy/parental, compassionate, statutory holiday, etc.).									
A.6.8		Set-up, management and administration of fringe benefits by employee with Manager approval access.									
A.6.9		Set-up, management and administration of leave management entitlements based on the employee role, by the employee with Manager approval access.									
A.6.10		Management of leave balances including the electronic submission by employees to request and sign-off of leave requests with varying types of leave with managers approval of leave requests.									
A.6.11		Configuration of employee leave management and allow for adjustments at the employee level.									
A.7 Training and Development											
A.7.1	The HRIS should enable the:	Incorporation of New Employees in the LMS System (As noted in On-boarding).									
A.7.2		An automatic feed from the HRIS to automatically update the LMS when there are amendments to the employee profile.									
A.7.3	The HRIS should provide:	Set up, record and track the progress of employee training plans.									
A.7.4		Tracking historical training completed by employee.									
A.7.5		Gamification (e.g., badges) for work completed by employees to keep employee engagement and motivation based on levels of achievement.									
A.7.6		Ability to add CDIC content and material, but also have the system provide some pre-determined material.									
A.7.7		Tracking employee progress to gain specific accesses based on compliance items such as Security clearance, Compliance and Ethics training. (Talent Management noted in On-Boarding).									
A.7.8		Incorporation of new mandatory training.									
A.7.9		Management of on and off the job training for employees.									
A.7.10		Incorporation of skills, credentials and competencies based on positions and organizational, talent and succession planning.									
A.7.11		Monitor employees in positions against the skills, credentials and competencies criteria.									
A.7.12		Enable a mass registration and maintain a registration history of employees.									
A.7.13		An open API (or equivalent) allowing access to Learning Management System functionality and data.									
A.7.14		The LMS to be able to host content created using Articulate Storyline and Articulate Rise.									
A.7.15		Hosting of SCORM packages created by software like Articulate 360, Adobe Captivate, or Techsmith Camtasia.									
A.7.16		Hosting Tin Can / xAPI eLearning Module packages									
A.7.17		the provision of a LRS (Learning Record Store) or integration with a 3rd party LRS.									
A.7.18		Ability to set parameters to pass a course.									
A.7.19	The HRIS should allow for interactive and collaborative features including:	A collaborative workspace for learners taking part in a training program as a cohort that can limit access to those specific learners, like a wiki. This should be mandatory.									
A.7.20		Social Learning capacity such as message boards for learners to participate in, ask questions of experts, and create a community of practice.									
A.7.21		Integration of external web conferencing software such as Skype for business, WebEx, or Zoom.									
A.7.22		Ability to integrate with 3rd party content providers (Percipio, Linkedin Learning, and OpenSesame for example) to allow external content to display in LMS.									
A.7.23		Hosting outside of the platform – for example including a Youtube Video, TED Talk, or document that is hosted on CDIC web servers – but incorporated as part of a curriculum created by CDIC.									
A.7.24		A training guide.									
A.7.25		A calendar of events the employee is eligible to attend based on learner profile, skills, credentials and competencies, qualifications and position.									
A.7.26		Incorporating records of employee's educational documents obtained from outside of CDIC (e.g. diploma, certificate, transcript, etc.).									
A.7.27	The HRIS provides a training plan process that:	Prompts the Manager and user through the different steps of developing a training plan for individual employees or a group of employees.									
A.7.28		Maintains a history of completed training for each employee.									
A.7.29		Enables employees to record feedback on training received.									
A.7.30		Enables the Manager to record feedback on position performance changes as a result of the training an employee has received.									
A.7.31		Controls access to employee feedback on training received so that only the administrator/super user can view the results.									
A.7.32		Enables the administrator/super user to assign ratings scales for learning events so that users can provide feedback on training received.									
A.7.33	Notification The HRISs allows:	Managers to electronically notify users that their draft and/or approved goals, training plans and/or performance objectives and reviews are ready to view.									
A.7.34		Managers and users to record comments on their assessments, training plans and/or performance objectives and reviews.									

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A.7.35		Review of past assessments, training plans and/or performance objectives and reviews.									
A.8 Sucession Planning											
A.8.1	The HRIS allows administrator/super users to:	Insert custom categories for skills, credentials and competencies, with definitions for each.									
A.8.2		Control the number categories for skills, credentials and competencies and the associated levels for these.									
A.8.3		Assign a rating scale to each skill and credential level (e.g. occasional, consistent and expert).									
A.8.4		Manage talent in the system on a position-based process where employee profiles will contain information that would match position profiles for the allowance to move to different positions in CDIC, when positions open and employees gain the required skills to move to those positions.									
A.8.5	The HRIS should allow for succession planning with restrictive access to management only to:	Develop plans for employee progression.									
A.8.6		Identify employee skills and knowledge based on the input of Master Data in the system, matching employees based on skills, credentials and experience to positions.									
A.8.7		Update the new experience into a "talent database", tracking critical skills, critical roles and training development plans into their profiles.									
A.8.8		Monitor employee progression.									
A.8.9		Allow for knowledge transfer activity tracking.									
A.8.10		Limit management bias in assessment of achievement of employee performance goals.									
A.8.11		Provide management of all employees' credentials, experience and work status as a talent pool for management to draw upon.									
A.8.12	The HRIS provides assessment processes against the skills, credentials and competencies for:	Self assessment.									
A.8.13		Management assessment.									
A.8.14		Succession planning assessment.									
A.8.15		Career planning assessment.									
A.8.16	The HRIS supports:	A skills, credentials and competencies inventory with search capabilities linked to employee records to match them against positions to be done by certain users in certain directorates.									
A.8.17		Searching position profiles to find the closest match to a user's self assessment results.									
A.8.18	Additional Features of the Vendor's HRIS	Please describe any additional relevant functionality of the HRIS, including but not limited to the following: a) staff surveys. b) succession planning tools. c) risk assessment tools (i.e. 'If Tommy leaves, do we have his skills, credentials and competencies in another person or group of people?'). d) 360 degree appraisal. e) Other (please describe).									
A.9 Performance Management		Provides employees a place to determine goals with or without input of the Manager and a place for Managers to recognize effort and work done, and assist employees in reaching the set goals. Employees would provide the community with formal and informal feedback through mechanisms such as surveys and focus groups.									
A.9.1	The HRIS provides a goal management process that:	Enables the employee to set specific personal development and career goals in their profile. This should be highly-personalizable with the ability for employees to identify their career paths.									
A.9.2		Enables the Manager to set, review and adjust position and career goals with their employees.									
A.9.3	Locking capability	Allows Managers to lock set goals and training plans once they have been approved									
A.9.4		Provide functionality to manage employee goals through appraisals and disciplinary records (as applicable to the employee).									
A.9.5		Enables the ability for the system to send reminders based on the roles, attendance and goals set in the system.									
A.9.6		Allows the administrator/super user to set up time cycles for informal check-in points within a larger cycle; e.g. mid-year goal review.									
A.9.7		Notifies users that a cycle is expiring soon.									
A.10 Off-Boarding Process											
A.10.1	The HRIS should provide two distinct processes for off-boarding for voluntary and involuntary terminations that:	Allow off-boarding communication to management and employee identifying status from the system.									
A.10.2		Adjust access in the system for employees based on employment status.									
A.10.3		Allows for management access to system content relative to communications and communications history of an employee that has left the organization.									
A.10.4		Calculates outstanding leave balances/salary for pay out of salary and benefits through communication with the pay system.									
A.10.5		Initiates employee verification letter with salary and length of time and other configurable or customizable content.									
A.10.6		Provides access for former employees to pull pay and benefits information for a set period of time and include notifications to do so.									
A.10.7		Allows for the configurability of the time period and access for former employees to pull pay and benefits information.									
A.10.8		Ability to indicate whether an employee is eligible for re-hire.									
A.10.9		Communicates employee status with third party pension provider, benefits provider, etc.									
A.10.10		Indicates the status of exit activities and allow for these activities to be managed in one place.									

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A.10.11		Pushes out notification of employee status to facilities and other areas of the organization (removal of sensitive access).									
A.10.12		Allows for the input of exit interview templates for management use.									
A.10.13		Provides status and feedback of the exit interview.									
A. 11 Contingent Labour Management Tool		This is a contracting tool to manage common data on contingent labour contractors providing services to CDIC.									
A.11.1	The HRIS should provide a Contractor management functionality that:	Is based on role and competency requirements.									
A.11.2		Tracks time management and triggers notifications prior to time run-out.									
A.11.3		Provides status of on-boarding and off-boarding processes as is done with employees, but modified for Contractor access as it is somewhat limited (e.g. email access, security clearance status).									
A.11.4		Provides a contractor talent management inventory/pool.									
A.11.5		Provides a contractor performance management component.									
A.12 User Workflow/Business Rules											
A.12.1	Localization / regionalization of the application:	The HRIS can be regionalized or localized by the system administrator/super user(s) for use in various Canadian regions, communities and/or sectors within the business rules. (If not currently present in the solution, identify what is required to do so).									
A.12.2		Provide pre-determined business rules and the ability to incorporate CDIC business rules or easily change pre-determined rules in the system.									
A.13 Self Serve and Mobile Capabilities											
A.13.1	The HRIS should incorporate user role based Self-Serve capabilities with mobile access that is fully responsive and can be accessed on a cell phone or tablet either through a web-link or downloadable application from the Apple or Google Play store. Access should be role based and could include roles such as Employee, Manager, Director, Administration, System Administration. These capabilities should include the ability to:	Create their profile based on the information in the system through an easily configurable interface.									
A.13.2		Allow users to change their password.									
A.13.3		Allow users to monitor their pay and access their T4.									
A.13.4		Provide wizards via online step instructions.									
A.13.5		Provide an overview of how the HRIS software works.									
A.13.6		Personalize user landing page / "dashboard" and content as required.									
A.13.7		Allow for profile photos and incorporate badges signifying various credentials and skills.									
A.13.8		Update their personal information, goals and skills.									
A.13.9		Update their CV in the system.									
A.13.10		Track their learning and progression.									
A.13.11		View Learning Content, outlines and descriptions, enroll, register, and drop courses (if online courses will be offered by CDIC).									
A.13.12		Input training plan and goals in the system.									
A.13.13		Request leave and see what is remaining in leave allocations, incorporating an approval process to go to their management.									
A.13.14		Approve or reject leave requests within the self-serve system (Mangement)									
A.13.15		Allow for users to access all portions of the training and development tool including courses and material.									
A.14 Notifications and Communication											
A.14.1	The HRIS should provide various notifications, alerts and communication capabilities including:	Push notifications to Managers of employee non-compliance with Security clearance, Compliance and Ethics training and other mandatory requirements.									
A.14.2		Enable back and forth communication between the employee and the CDIC directorate relevant to the use of the HRIS.									
A.14.3		Incorporate an interface to send email/mail and messaging.									
A.14.4		Contain forms and collaborative tools for exchange of information in a secure place, incorporating electronic forms, workflows and approvals throughout the solution.									
A.15 Reporting and Data Analytics											
A.15.1	The HRIS should	Allow all data to be reportable with a range of standard and configurable reporting options accessible by users authorized via Role Based Access Control based on the type of user and position allowing users to complete the following:									
A.15.2		Allow the administrator/super user and designated user groups to track completion rates of assessments, goal reviews and training plans.									
A.15.3		Allow users to track historic training, goal reviews, and training plans for individuals.									
A.15.4		Allow users to track investment costs in money and days for training and development.									
A.15.5		Allow users to track career progression and promotions of individuals or group of trainees.									
A.15.6		Provide reporting on the history of position control.									
A.15.7		Provide Manager capability to view information on entire team including pulling reports, training, performance goal management and salary, but only their team and not others.									
A.15.8		Provide capability for users to develop reports on components of the HRIS for reporting and analytics at the corporate and operational level.									
A.15.9	The HRIS should provide reporting capabilities from the user interface / "dashboard" for HR including	Payroll Spend (describe capabilities if the solution is integrated to a payment processor or if the solution provides for pay processing).									

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A.15.10		Provide a variety of dashboards per functional area with a high level of configurability by the user for personalization.									
A.15.11		Identify available business intelligence and data analytics in the solution.									
A.15.12	Information Ownership:	The HRIS must have the capability for export of all data and ownership of data must rest with CDIC.									
A.15.13	Reporting The HRIS provides the ability to generate and export reports in the following formats:	MS-Word									
A.15.14		MS-Excel									
A.15.15		PDF									
A.15.16		XML									
A.15.17		Other? Please Specify.									
A.15.18	Libraries	The HRIS allows the administrator/super user to attach reference documents in the following formats: a) PDF b) MS Office formats c) Other? Please Specify.									
A.15.19	Information Access Vendor is to indicate which information access standards the HRIS supports:	APIs - list or describe supported APIs									
A.15.20		Web Services - list or describe supported Web Services									
A.15.21	System conformance to international standards	The HRIS conforms to the following standards: a) CEN/ISSS WSLT [Committee for European Standardization (Comité Européen de Normalisation / International Society for the Systems Sciences Workshop on Learning Technologies]. b) IMS [Instructional Management Systems]. c) ADL-SCORM [Advanced Distributed Learning Sharable Content Object Reference Model]. d) OKI [Open Knowledge Initiative].									
B.1 General Technical Details		The HRIS should enable the following functionalities:									
B.1.1		Allow for configuration at a non-technical level by non-technical users.									
B.1.2		Have the capability of access historical data and records in the system.									
B.1.3		Have the ability to convert any record into an electronic format that can be saved separately.									
B.1.4		Include the capability for all documentation to allow for electronic signatures (with the exception of pension requirements)									
B.1.5		Provide allowance for progressiveness in diversity and inclusion where the system must allow for multiple pronouns and meet accessibility standards (WCAG 2.0).									
B.1.6	Documents Administration	The HRIS software should allow the user to send messages, convert documents into PDF files and/or Word files and then send them off to a recipient or a group of recipients. These documents could include assessment reports, goal review reports, training plans, etc.									
B.1.7	Full Domain Search Capability	The HRIS should allows the user to perform a full search across the entire repository(ies) as well as within an information object based on their RBAC.									
B.1.8	Send Broadcast Messages	The HRIS should allow the administrator/super user to send messages to all users, groups or selected users.									
B.1.9	Online Help and Training	The solution provides help *documentation* for end users.									
B.1.10		The solution provides help documentation for administrator/super users.									
B.1.11		Help is context-sensitive.									
B.1.12		The solution provides built-in *training* for end users.									
B.1.13		The solution provides built-in training for administrator/super users.									
B.1.14	Printing Capabilities	Supports printing the employee profile for a selected position.									
B.1.15		Supports printing the learning library.									
B.1.16		Supports printing the training plan in a report format.									
B.1.17		Supports printing the results of the different types of assessments.									
B.1.18		Supports printing the position profiles for a selected position.									
B.1.19		Supports printing the skills, credentials and competencies definitions.									
B.1.20		Supports printing out a goal report by employees or Managers.									
B.1.21		The HRIS provides the ability for a user to operate in either of Canada's official languages as a fully bilingual system.									
B.1.22	The following appear in the language of the user's choice:	Text on all screens including titles, menus and related menu drop down windows, radio buttons, pick lists and selectable sub-windows.									
B.1.23		Fixed text on all queries and reports (it is permissible to have data in the queries/reports presented as entered by the user).									
B.1.24		Text on all system-generated messages, text messages, and e-mails.									
B.1.25		Text in all user-related documentation, including but not limited to, manuals, on-line help and tutorials.									
B.1.26		Work in the language of choice and not multiple simultaneously. Start-up in language of choice as defined by the user's profile.									
B.1.27		The ability to switch languages dynamically through a function key or system/window integrated selection item.									
B.1.28		System database, display and user data entry able to handle Canadian French characters.									
B.2 Licensing/Subscription											
B.2.1	Open Source	Identify whether and what components of the HRIS is based on: a) an Open Source platform b) proprietary software									

Reference	Business Area	Functionality Description	Core System Ready or Out of the Box	If Provided through the Core System, can this component be opted out of or deferred	Configuration Required at the User Level	Configuration Required at the System Level	Customization Required	Provided via a Third-Party Component	Currently on Roadmap to be added to the system in the next 24 months	Not Provided	Submission Reference
B.3 Security Requirements											
B.3.1	Security Classification	The system is eligible to be classified at a minimum to the Reliability Level with Protected B safeguarding.									
B.3.2		The information must remain in Canada and encrypted while in transit.									
B.3.3	Security Architecture	The HRIS has documented security architecture, which describes the relationship and interdependencies of the HRIS, including all the software and hardware components required to provide security.									
B.3.4		The HRIS has documented the requisite data flows (and associated data dictionary) including all the software and infrastructure required as part of the HRIS. The description includes the contents, creation, collection, use and disclosure of session and persistent cookies, if any, by the HRIS.									
B.3.5		The HRIS has documented any known backdoors that facilitate a bypass of the access control mechanisms of the software, and will continue to do so during the term of the contract.									
B.3.6		It is technically feasible to restrict access to any extant backdoors, audit usage of these backdoors and disable these backdoors.									
B.3.7		The HRIS is SOC-2 compliant.									
B.3.8	User Identification and Authentication	The HRIS uniquely identifies and authenticates users, either through a separate log-on screen or through existing local Active Directory (AD) log-on structure.									
B.3.9		The HRIS provides integration with Single or Reduced sign-on.									
B.3.10		The HRIS uses secure (e.g. encryption) authentication to gain access to the system (i.e. no usernames or passwords are transmitted in clear text).									
B.3.11		The HRIS encrypts the password using a one-way encryption algorithm endorsed or approved by the Communications Security Establishment (CSE) for use by the Government of Canada.									
B.3.12		The HRIS provides secured access to all administrative functions.									
B.3.13		The HRIS works with the certificates and keys (credentials) issued by the GoC Public Key Infrastructure (PKI). The GoC defines PKI in the following TBS link: https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20008.									
B.3.14	User Levels and Permissions	The HRIS software enables the administrator/super user to define different user levels with different user permissions: a) individual and group user permissions b) roles for administration, review, preparation, c) read only access.									
B.3.15	Password Management	The HRIS password policies are able to be authored and enforced to meet business password policy requirements. The password policy shall be configurable with respect to, for example, password complexity, length, history, re-use, forcing password changes.									
B.3.16		The HRIS has user account and password management functionality, potentially automating certain account and password management activities.									
B.3.17	Access Control	The HRIS has the following encryption features: a) Application password encryption in a local or shared database b) Use an algorithm endorsed or approved by the Communications Security Establishment for use by the Government of Canada c) Database encryption d) Encrypted communication between application and database (in transit) e) Encryption between application & LDAP Services									
B.3.18		The HRIS works with or includes one or more of the following identification and authentication features: a) LDAP version 3.0 compatible Directory Service b) Native Application-based authentication c) Integration with Windows Authentication									
B.3.19		The HRIS should include Role Based Access Control Management (e.g., granting, augmenting, reducing, withdrawing) of authorizations to individuals in accordance with their roles, authorizations and need to know, using the least-privilege principle (i.e. Users are provided with the least amount and types of privileges that will provide them with an unimpeded ability to perform their positions).									
B.3.20	Audit and Accountability	The HRIS has a comprehensive audit log management facility as it pertains to its user functionality, system administration functionality, and security-related functionality.									
B.3.21		The HRIS is able to provide reports related to identification of persons and specific privileges held by those persons, authentication statistics, authorization statistics, failed authorizations, group history, password changes, and more.									
B.3.22		The HRIS has built-in tools to manage: a) Retention of previous years information about HR Management b) Allowing users within their directorate to have full control over access to the information they own.									
B.4 User Levels and Permissions											
B.4.1	The HRIS is able to handle different levels of users including:	Chief Audit Executives.									
B.4.2		HRIS system administrator									
B.4.3		Super Users/HR Users									
B.4.4		Managers.									
B.4.5		Supervisors									
B.4.6		Individual users/Employees.									
B.5 Integration/Platform/Compatibility											

Reference	Business Area	Functionality Description	Core System Ready or Out of the Box	If Provided through the Core System, can this component be opted out of or deferred	Configuration Required at the User Level	Configuration Required at the System Level	Customization Required	Provided via a Third-Party Component	Currently on Roadmap to be added to the system in the next 24 months	Not Provided	Submission Reference
B.5.1	Availability of Solution	The proposed solution is currently available for purchase and has an ongoing funded development and support investment behind it . Should the proposed solution consist of multiple, independent products, each product proposed is also currently available (as defined above). Pre-Alpha / Alpha / Beta / Release Candidate or other “in development” versions of the product(s) do not qualify.									
B.5.2		The HRIS should have a high-rate of availability (99.9%).									
B.5.3	N-Tier	The solution is web based (tier architecture).									
B.5.4		All access to the HRIS data repository is through the HRIS system interface. Access to that repository through the HRIS database should be seamless and transparent to the user.									
B.5.5		The HRIS manages concurrent multi-user access with conflict resolution processes in a multi-user environment. For example: a) Display / Alert conflict process warning b) Locks and unlocks same audit file and related objects during user access until released									
B.5.6		The HRIS uses a RDBMS that can meet as a minimum concurrent User Access Threshold of 200 concurrent users.									
B.5.7	Common GUI	The HRIS provides common Windows-type, Graphical User Interface (GUI) components (e.g. drop-down menus, list boxes, radio buttons).									
B.5.8		The HRIS's GUI meets the GoC accessibility requirements and WCAG 2.0.									
B.5.9	Appearance and Layout	The HRIS administrator/super user is able to insert logos, determine the font sizes of various components, establish internet links with different fonts and colours, enable and disable certain system functions.									
B.5.10		The administrator/super user is able to ‘personalize/customize’ the software graphic user interface as much as possible and enable and disable functions.									
B.5.11	Browser Compatibility	The HRIS works with Microsoft supported versions of web browsers including but not limited to Google Chrome, Microsoft Edge, Internet Explorer and Mozilla Firefox.									
B.5.12	Clipboard	The HRIS allows users to copy, cut and paste within the solution.									
B.5.13	Mail Systems	The HRIS works with all Microsoft supported versions of MS Outlook and SMTP mail systems.									
B.5.14		The HRIS must contain an internal system for an Active Directory (email), security processing and office services for CDIC use.									
B.5.15	Software Integration: Indicate with which of the following HRIS the proposed software integrates or interfaces (specify which):	Precipio									
B.5.16		SharePoint									
B.5.17		ADP									
B.5.18		Outlook via Active Directory									
B.5.19	Software Interface and Push Content: Indicate with which of the following HRIS the proposed software interfaces with to push content (specify which):	MS Office									
B.5.20		Financial Systems (Great Plains)									
B.5.21		Great West Life									
B.5.22		Other? Please Specify.									
B.6 Employer Compliance / Regulation Compliance											
B.6.1	The HRIS should allow CDIC to remain in compliance with legislation and regulations pertaining to:	hiring of non-nationals.									
B.6.2		new hire reporting.									
B.6.3		employee classification.									
B.6.4		record-keeping.									
B.6.5		health and safety.									
B.6.6		WSIB.									
B.6.7		wages and hours.									
B.6.8		employee benefits.									
B.6.9		paycheque deductions.									
B.6.10		employee attendance and conduct.									
B.6.11		anti-discrimination.									
B.6.12		employment regulations.									
B.6.13		Identification of areas of pay inequity based on position to enable analysis and support compliance assurance for pay equity across the organization based on the *Pay Equity Act* (legislation anticipated to come into effect in June 2020).									