

| RFP #18-04 HCM ERP |  | PROPONENT:   | EVALUATOR |              |
|--------------------|--|--|-----------|--------------|
|                    | Selection Criteria                       | Evaluation Factors/Scoring Criteria  | Comments  | Score<br>100 |
| 1                  | Experience/ Personnel and Qualifications | <p>Verifiable references for work done on similar projects, and in similar environments, will be evaluated. Proven ability to deliver on time, on budget and provide solutions to system issues and proactive strategies to prevent further concerns. <b>(5 points)</b></p> <p>Proponents must identify the personnel that will work on the project. The qualifications and experience of these personnel are paramount, as is the commitment of the proponent to utilize the named personnel in the project. <b>(5 points)</b></p> <p>To accomplish this, the Health Unit seeks to select a provider that will provide:</p> <ul style="list-style-type: none"> <li>• Highly skilled personnel with applicable HCM system knowledge, qualifications and expertise;</li> <li>• Solid experience and expertise in providing seamless transitions for entities to managed payroll services;</li> <li>• Quality services, demonstrating value for money;</li> <li>• Impeccable and timely customer support; (consider service level agreements)</li> <li>• Technical support both onsite and virtual in order to support ad hoc and timely staff issues</li> </ul> <p>An integrated HCM and payroll solution that will align with the current Great Plains financial system <b>(10 points)</b></p> |           | /20          |

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| 2 | Methodologies and Approaches | <p>The MLHU will evaluate established methodologies, approaches and techniques. However, innovation is also encouraged. Proponents should demonstrate these established methodologies, approaches, techniques and innovative ideas.</p> <p><b>Must meet the Scope of Work outlined below:</b></p> <p><b>A. Talent Management (4 points)</b></p> <ul style="list-style-type: none"> <li>• Recruitment - applicant tracking system and associated workflows from requisition to hire</li> <li>• Onboarding Capabilities</li> <li>• Performance Management system</li> <li>• Train HR staff and management and assist with development of workflows</li> </ul> <p><b>B. Learning and Development (6 points)</b></p> <ul style="list-style-type: none"> <li>• Tracking of qualifications and skills attainment</li> <li>• Recommend training based on Performance Management outcomes or development plans</li> <li>• E-course delivery and ability to launch learning modules from the system</li> <li>• Concurrent users</li> <li>• Train staff and assist with development of work flows</li> </ul> |  | /26 |  |

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|  |  | <ul style="list-style-type: none"><li>• Provide guidance through rollout across the organization</li></ul> <p><b>C. Employee Management (4 points)</b></p> <ul style="list-style-type: none"><li>• Connect all employee data with a single system of record</li><li>• Employee document management</li><li>• Self-service capabilities for all employees to amend profiles and access information</li><li>• Provide training to all staff on usage</li></ul> <p><b>D. Time and Attendance (4 points)</b></p> <ul style="list-style-type: none"><li>• Install and activate new Time and Attendance module</li><li>• Train staff and managers on use of module</li><li>• Facilitate data migration of current entitlements</li><li>• Manage staff scheduling Allow for employees to work for different departments, multiple managers to approve timesheets</li></ul> <p><b>E. Payroll and Benefits Services (8 points)</b></p> <ul style="list-style-type: none"><li>• Manage transition of a managed payroll and benefits service model across the organization</li><li>• Provide training to Finance staff with respect to workflows and completing journal entries</li></ul> |  |  |  |
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|   |                         | <ul style="list-style-type: none"> <li>• Provide training to HR and MLHU Management</li> <li>• Provide ongoing support – technical and practical</li> </ul>  |  |     |
| 3 | Reasonableness of Costs | <p>Costs will be evaluated not just on the lowest costs, but on the value of the proposed work to be done and the costs for this work. Proponents are therefore encouraged to submit detailed information on what work will be done and at what costs.</p> <p>Annual Licence Cost Budget \$ 170,000<br/>           One-Time Implementation Cost Budget \$ 90,000</p> <p>Evaluate the costs to see if they are in line with the budget for example the five year fully loaded cost (implementation and license cost) as a % of the score. (15 points)</p> <p>Verify that the all modules below are included in this scoring (2 pts for each module). This could ensure a full scope of work when we evaluate each proposal. (10 Points)</p> <p>Talent Management<br/>           Learning and Development<br/>           Employee Management<br/>           Time and Attendance<br/>           Payroll and Benefits Services</p> |  | /25 |

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| 4 | Delivery - Timelines        | <p>The MLHU have defined business goals and deadlines. It is imperative that the proposed work be done within reasonable timelines. Proponents are encouraged to define requirements of MLHU staff in their proposals so that the proponent may meet their proposed timelines.</p>   |  | /5  |  |
| 5 | Reports                     | <p>Proponents should demonstrate their abilities to complete formal reports, contract documents etc. MLHU will evaluate content, form and ease of usefulness for the MLHU.</p> <p><b>Reporting and Dashboard Capabilities</b></p> <ul style="list-style-type: none"> <li>• Organizational charting capabilities</li> <li>• HR dashboard and labour costing reports</li> <li>• Metrics tracking</li> <li>• Training for HR and Finance staff on report writing</li> </ul> |  | /4  |  |
| 6 | Training Programs/Resources | <p>Proponents' ability to provide training to MLHU staff as well as their own that meets all requirements under various legislative bodies.</p>  |  | /10 |  |
| 7 | Value Added Benefits        | <p>Proponents should describe what sets them above other proponents; what value added services they provide that could distinguish them from other proponents.</p> <p>The Proponent shall provide advice and project management support in areas including, but not limited to;</p> <ul style="list-style-type: none"> <li>• Process Mapping Future state processes for Talent Management;</li> </ul>  |  | /10 |  |

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|---------------------------|--|--|--|--|------|
|                           |  | <ul style="list-style-type: none"><li>• Process Mapping Future state processes for Learning and Development;</li><li>• Process Mapping Future state processes for Employee Management;</li><li>• Process Mapping Future state processes for Time and Attendance;</li><li>• Process Mapping Future state processes for Managed Payroll Services;</li><li>• Process Mapping Future state processes for Reporting and Dashboards.</li></ul> |  |  |      |
| <b>TOTAL POINTS SCORE</b> |  |  |  |  | /100 |