

MSI Afghanistan - HR Management and Payroll System

Request for Proposals

Background

Marie Stopes International Afghanistan (MSIA) was established in 2002. Today, the programme is one of the largest providers of family planning services in the country. Despite the insecure environment, MSIA provides reproductive health services to thousands of Afghan women each year through a network of 31 centres, 4 mobile health units and 23 MS Ladies operating across the country. In addition, MSIA provides capacity building to 38 private and public sector sites to enable them to deliver contraceptive choice to women in hard-to-reach areas of the country..

This year, we are focused on improving our systems and processes, and driving efficiencies across our departments. Despite having 348 FTEs, our existing payroll process is extremely manual and time consuming; managed through excel workbooks. The current payroll process is prone to human error and is lacking in adequate controls. Similarly, our HR team member data is captured and managed via an excel workbook. The aim of this proposal is to identify a suitable HR Management and Payroll solution for the programme to implement and roll out within Q1 2022 which will support and allow for efficient, robust data management and improve controls, efficiency, compliance and oversight.

1.1 Functional Objectives

- To identify a suitable HR management and payroll system to drive efficiencies, improve oversight and controls at MSIA. Preference for integrated system.
- Provide enhanced insight and reporting to users, managers, and administrators

Objective	Description
To identify a suitable <u>payroll system</u> to drive efficiencies, improve oversight and controls at MSIA.	We require a system that has the right functionality that we need and it is simple, and easy to use. It would have the capacity to for team members to upload timesheets (to charge to donor projects) and be linked to a leave booking system to capture attendance. English is OK
To identify a suitable <u>HR management</u> to drive efficiencies, improve oversight and controls at MSIA.	We are seeking a HR management tool to capture MSIA team members personnel details including identifiers, start/ end date, job title, salary, contracted hours, tax paid, bank details, performance ratings, benefits, leave entitlement – and PDF copy

	of signed contract(s). For full details on storage capacity requirements please see RFQ supplier questionnaire.
Improve MSI’s control of the risks associated with accurate reporting for both statutory compliance that satisfies ourselves and our donors	We are able to demonstrate that we have a robust payroll process in place which satisfies our donors and auditors. Our HR Management system secures

1. Instructions to Suppliers

Supplier proposals in response to this RFP will be accepted by **5pm 4th February 2022** British Summer Time (BST). Submissions must be made electronically in Microsoft Office format.

The proposal should be signed by a person, or persons, duly authorized to bind the supplier to contracts.

All financial information submitted by the supplier will be used for evaluation purposes only and will be held in the strictest confidence.

1.1 Schedule of Events

- RFP released to suppliers 12th January 2022
- RFP Q&A period ends COB 28th January 2022
- **RFP responses due COB 4th February 2022**
- RFP shortlisting evaluation ends 18th February 2022
- RFP demonstrations begin w/c 21st February 2022
- Final award to supplier w/c 7th March 2022

1.2 RFP Questions & Clarifications

Suppliers shall aggregate their requests for clarification and submit them via email to MSI. Such requests for clarification, and MSI response, will be supplied in writing to all parties that have received copies of the RFP, without identifying the source of the inquiry.

1.3 RFP Response Format

Suppliers must address all information specified by this RFP. All questions must be answered completely. MSI reserves the right to verify any information contained in the supplier's RFP response, and to request additional information after the RFP response has been received.

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

1.3.1 Covering Letter

The proposal must be accompanied by a covering letter, signed by an individual authorized to bind the proposed entity.

1.3.2 Supplier Profile and Demographics

Provide a statement giving a brief history of your company, how it is organized, and how its available products and resources will be used to meet MSI's requirements. The supplier shall submit the following information:

- The company's official name and address. The supplier shall also indicate what type of entity it is - for example, a corporation or a partnership.
- The name, address and telephone number of the person who receives correspondence and who is authorised to make decisions or represent the supplier. Please state his or her capacity within the company.
- The total number of years the supplier has been in business and, if applicable, the number of years under the present business name.
- The number of years that the supplier has been providing HR and Payroll solutions.
- A description of the supplier's operations: facilities, locations, business and objectives, and the number of employees by function (e.g. sales, professional service, R&D, etc.).

1.3.3 Technical Proposal

The technical proposal has two sections:

- Section A covers general requirements.
- Section B contains a functional requirements questionnaire.

Answers within Section A should be limited to a maximum of three paragraphs and should address every point as directly and factually as possible. Supplementary information may be attached to the proposal.

1.3.4 Financial Information

The supplier shall provide a complete set of audited financial statements for the past three years. All financial statements should be prepared to generally accepted accounting principles. Each supplier should note that MSI reserves the right to purchase credit reports and additional financial information as it deems necessary. The supplier shall also provide a copy of its corporate annual report.

In the case where the supplier is not a public company, the supplier must provide financial statements that can be used during the evaluation to determine the financial viability of the supplier.

1.3.5 Proposal Submission

Suppliers' proposals should be emailed to the following address:

Yama.yousof@msiafghanistan.org

Please note that it is the supplier's responsibility to ensure that the proposal and all other required documents are received at the address named above by the closing date specified above.

MSIA will be the sole judge of the qualifications of all prospective candidates and reserves the right to reject any and all submittals without recourse. MSIA is aware that information contained in the proposals indicates the supplier's current operations. Therefore, use of this information shall be confined to this request and will be treated as confidential.

Suppliers shall bear all costs associated with preparing and submitting responses to this RFP and the subsequent evaluation phase. MSI will, in no way, be responsible for these costs, regardless of the conduct or outcome of the prequalification process.

1.4 Proposal Evaluation

The evaluation process will comprise:

- A preliminary examination to determine substantial commercial and technical responsiveness.
- A detailed technical evaluation to determine conformity to general and functional requirements.

After completing the evaluation phase of the process, MSIA will enter into financial negotiations with no more than two suppliers. The final selection will be based on the satisfactory outcome of these negotiations.

1.4.1 Preliminary Examination

MSIA will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether they are generally in order.

1.4.2 Detailed Technical Evaluation

An evaluation of proposed products will generally include an assessment of the viability of those products in the LMS market. These assessments will be based on an established installed base, market share and growth trends, for which suppliers must provide supporting information.

Evaluation will also include the fit and integration with related MSIA infrastructure, systems environments and business applications.

Technical merits and features will be reviewed against the requirements identified in the General Requirements and Product Requirements sections of this document.

1.4.3 References

The supplier should provide details of two to four customers for reference.

References should be for customers with requirements similar to those of MSIA.

References should include information about the contract (specific products in use, date of contract execution, "go live" date and any services provided), as well as contact information for the client's project manager or other senior staff members familiar with the project.

MSI reserves the right to contact these references and discuss the client's level of satisfaction with the supplier and its products.

1.5 Notification of Award

A contract will be awarded to a single supplier, based on the evaluation of the RFP response and the satisfactory outcome of financial negotiations. All potential suppliers should be aware that contract awards may be withdrawn by MSI in the event that there is an unexpected delay or change to the receipt of funding, prior to any contract of agreement being signed by both parties.

After the contract has been awarded, MSIA will notify the unsuccessful suppliers.

1.6 Treatment of Information

All information about MSIA provided during the RFP process shall remain under nondisclosure and cannot be released without the express permission of MSI.

Note: Separate nondisclosure documents can be included with the RFP.