TEACHERS SERVICE COMMISSION

CONSULTANCY SERVICES FOR THE DEVELOPMENT AND MAINTENANCE OF A PAYROLL SYSTEM

REQUEST FOR EXPRESSION OF INTEREST NATIONAL

COMPETITIVE BIDDING

TENDER NO: TSC/EO1/01/2021-2023

CLOSING DATE: THURSDAY 23RD DECEMBER, 2021 AT 9.00 AM

TENDER NO: TSC/02/2021-2023 CONSULTANCY SERVICES FOR THE DEVELOPMENT AND MAINTENANCE OF A PAYROLL SYSTEM

REQUEST FOR EXPRESSION OF INTEREST

NATIONAL COMPETITIVE BIDDING

1. The Teachers Service Commission Invites Expression of Interest from interested eligible bidders for the provision of consultancy services for the development and maintenance of a Payroll system.

1. Detailed Terms of Reference can be obtained from the Teachers Service Commission website: www.tsc.go.ke or website: www.tenders.go.ke.

2. Those who download the documents from the website must forward their particulars immediately to the Commission for recording via: ddprocurement@tsc.go.ke

3. Completed Expression of Interest documents, enclosed in plain sealed envelope, marked EOI with the relevant EOI number and title shall be addressed to: **THE COMMISSION SECRETARY, TEACHERS SERVICE COMMISSION, PRIVATE BAG – 00100, NAIROBI** and be deposited in the tender box provided at the Teachers Service Commission, Building Ground Floor, Kilimanjaro Road, Nairobi, so as to be received on or before **Thursday 23RD DECEMBER, 2021 at 9.00 am.** All late submissions will be rejected. Please note that bid opening will take place immediately thereafter.

4. There shall be a Pre-Bid Conference on Thursday 16th December, 2021 at 10.00 am. All eligible and interested bidders willing to participate in the EOI are encouraged to attend at their own cost. Pre-Bid forms shall be issued during the bid for your signature. Pre-Bid conference shall not be a mandatory requirement but it will be important for clear understanding of the scope and requirements of the assignment.

COMMISSION SECRETARY

1.1 Introduction

The Teachers Service Commission (TSC) is established under Article 237(1) of the Constitution to regulate the teaching profession and manage teachers serving in public educational institutions. Pursuant to Article 237 (2) & (3) of the Constitution, the Commission is mandated to: register trained teachers; recruit teachers; assign teachers for service in any public institution; promote and transfer teachers; exercise disciplinary control over teachers; terminate the employment of teachers; review the standards of education and training of persons entering the teaching service; review the demand for and the supply of teachers; and advice the national government on matters relating to the teaching profession.

Further, Section 11 of the TSC Act (2012) mandates the Commission to *manage the Teachers' payroll in its employment*. The Commission manages a teaching service of approximately 340,000 teachers distributed in 22,641 primary schools and 8,987 post primary institutions across the country and Secretariat staff of 2996. The Commission has also in the recent past introduced a one-year internship programme for teachers in both primary and secondary schools and had an intake of 10,000 teachers in its payroll as at October 2021. The Teachers Service Commission **Payroll** has a total workforce of **343,000** employees as at end of October 2021 payroll.

1.1 Background

As part of public service reforms in the 1990's, the Government of Kenya developed the Integrated Payroll and Personnel Database (IPPD) which is a computerized system that integrated the personnel, payroll and budgeting systems. The introduction of IPPD provided for synchronization of all personnel data thus ensuring accuracy, integrity and consistency of personnel and payroll data. The Commission adopted the use of IPPD from the then Government Information Technology System payroll (GITS) in October 2004 and in April 2007 for secretariat and teachers respectively. Adoption of IPPD by the Commission significantly improved service delivery compared to the preceding semi-automated GITS system. The Commission while implementing its reform agenda has embarked on automation of its processes geared towards improving service delivery.

In its Strategic Plan for the period 2019-2023 under Teacher Competence, Conduct and Performance Management, the Commission identified service delivery re-engineering as one of the key focus areas. This focus area seeks to strengthen the integrated support systems and

structures to improve efficiency and effectiveness in service delivery at the Commission. It is aimed at enhancing responsiveness to customer and stakeholder concerns at all levels. Under this focus area, the Commission would review its processes and systems and strengthen its capacity development and utilization.

1.2 Scope of the New Payroll

Tenderers shall be expected to Develop, Deliver, Install, Test, Pilot, Commission and maintain an on-premise web-based Payroll System and the related server Operating system. Further provide free Maintenance for a period of one year. The proposed new payroll system shall be accessible to staff at the headquarters, TSC Regional offices, County and Sub-county offices. It shall incorporate all the payroll processes from the onboarding, during the service and up to exit of an employee. The system shall be integrated with the identified systems including but not limited to; *Teachers online, HRMIS, EDMS, TPAD, T-PAY, Active-Directory, SMS, Email*. The tenderer shall also provide technical, super-user and user training.

TERMS OF REFERENCES (TORs);

1) Development, Delivery, Installation, Testing, Piloting and Commissioning of the system;

2) Provision of free Maintenance and on-site support for a period of one (1) year;

3) The payroll system shall be developed based on open source tools (programming language, Hosting environment and database;

4) The bidder shall develop a comprehensive payroll system that will integrate all functions and systems of the Commission including but not limited to; *Teachers online, HRMIS, EDMS, TPAD, T-PAY, Active-Directory, SMS, Email*

5) The bidder shall develop a payroll system that ensures high security, meets performance expectations, efficient in infrastructure utilization, highly scalable and user friendly;

6) The Payroll System shall be web-based installed on-premise and accessible only by internal users;

7) The bidder in conjunction with the Commission shall perform a pretest of the system before roll-out

8) The bidder shall develop comprehensive system manuals for both the user and the technical;

9) Provide training to the user (end-users and technical)

10) Pilot the new payroll system in the Commission;

11) The bidder shall roll out and commission the functional system;

12) The bidder shall hand over the source code of the system to the commission during user acceptance and training;

13) The bidder shall provide as built workflow in pseudo-code and flow diagrams

14) Hand over the newly developed payroll system and provide free support for a period of one (1) year after system handing over.

In the design and development of the new payroll project, the following critical assumptions shall be made possible;

i. Bidders shall have requisite technical and financial resources for the supply, delivery, testing, commissioning, provision for open license and maintenance services for a period of one (1) year after system handover;

ii. Bidders shall be able to integrate the new Payroll with the Commission's ICT systems (EDMS, HRMIS, TMIS, TPAD, TPAY, Email) and any other system in the Commission during the contract implementation;

iii. The new Payroll will integrate with the Bulk SMS services to allow the sending of bulk and transactional messages from the payroll system directly to all teachers, secretariat staff and interns in the payroll.

1.7   New Payroll Expectations.

1.7.1   General Expectations of Proposed New Payroll System

1. Ability to seamlessly integrate with other functional systems as a central database.

2. High Scalability and customization of the payroll system.

3. Generation of range of management reports/ Business Intelligence Publisher e.g. variance reports, comparative analysis (reconciliation function for 2 payroll periods), exceptional reports including but not limited to the 3rd rule, unauthorized login attempts, salary changes reports, new users created to access the system, new employees added to the payroll, any start/stop of deductions, downloaded data, salary overpayments, station changes, etc. (add more exceptional reports). The system should be enable to export the reports in different formats and with accurate date, time and stamp plus TSC logo. This should have security features like passwords.

4. Robust security features for data protection; that includes maker-checker controls for each input/change into the system and facilitation of proper back up.

5. Clear segregation of duties based on roles.

6. Inbuilt edit checks controls e.g. Limit and range checks, auto –limit checks of first salary for entry grades.

7. Ability to maintain historical data.

8. National ID, staff Number, KRA tax PIN and bank account number to be unique identifier to detect any duplicate during new record creation.

9. Ability to maintain and generate a detailed Audit trail of all complement and payroll changes and user activity E.g., promotions, and arrears paid.

1.7.2 Specific Expectations

1) A system that can support management of Human Resources from an entry to exit of an employee.

2) A system that can support decentralization of services to Counties as the Commission devolves the HR functions. Such functions such as stoppages, exits, coding on transfers, can be affected at County level to avoid overpayment.

3) System where data can be segmented by Counties or any other criteria to limit access of employee's data at the County level.

4) The payroll should not be copied from the server to other devices. (Portability of previous months Payroll)

5) A system with online self-service portal for employees to update personal Bio data.

6) System with an import and export facility to allow automated loading of Third-party data on payroll from the T-pay application.

7) Build in house technical capacity to support the new payroll by training 10 technical staff on the language, source-code, workflows, database schema, integration, Operating system configuration.

8) Adequately train 90 super-user staff before conversion on the user on specific area as of the payroll under their jurisdiction. Perform a refresher training during the maintenance period. Those to be trained include; Payroll, HR, Finance, Auditors, Risk management.

9) Web-based user-interface payroll system.

10) Provision of two (2) Elaborate and simple User Operations Manual and Technical Manual

11) Ability to calculate arrears and Pay As You Earn (PAYE) directly through the payroll

12) Payroll report consolidating Front Office Service Activity (FOSA) according to their bank accounts.

13) Inbuilt automated calculation and salary overpayment recovery mechanism with a third (1/3) of basic salary rule taking into consideration; promotion, acting positions, half salary amongst others.

14) Salary overpayment reports showing all new, ongoing and any drop off recoveries.

15) A payroll system with a set-up for codes to denote reason for overpayment for ease in analysis of overpayment.

16) Generate comprehensive posting list Report (Allocation Summary).

17) Payroll reports compatible with KRA ITax -including P10, Automatic PIN checker, Analysis of staff Arrears per month/year and Registrar of Persons. Payroll report indicating computation of employment benefit. (provident at 20pc+10pc+NSSF-20000=balance, for use in determining total earnings during employer tax filling,

18) Strict adherence to a third rule even with a departmental deduction e.g., court attachments, imprest and overpayment.

19) Automatic Activation of deferred deductions once there is ability to pay on the payroll.

20) Incorporate insurance tax relief subject to statutory limits.

21) Voluntary Pension Contribution incorporated as tax deductible subject to allowable limits.

22) Agility of the system to include issues like Collective Bargaining Agreement (CBA) Implementation.

23) Dashboard for daily transactions (new/ pending/ approved) issue alerts or pop-ups to users on pending items for action.

24) Give notices/alerts for expiry dates on defined fields e.g., tax exemption, probation periods, detachments etc.

25) Automatic computation of gratuity for staff on contract.

26) In-build authorization levels (initiator, examiner, authorizer) hence have a field for making remarks/flagging and event tracking.

27) Auto log-off of user account after defined period of inactivity and unsuccessful log-in attempts.

28) Reason and date for permanent Exit should be recorded under payroll number.

29) The system must replicate data captured in one module to all modules. That is data must be consistent in all modules of the system.

30) The system shall automatically compute all earnings and deductions.

31) The system will have an automatic mechanism to generate defined reports on the employee/employer contributions on a monthly basis and the cumulative contributions.

32) The system shall allow for tracking of the system user location, where payroll changes were effected, e.g. who, where, when record was changed and data exported.

33) The system shall embrace role-based access controls (e.g., read only, full rights and segregated rights)

1.8   Payroll functional processes.

1.8.1   The functional processes have been categorized into the following process areas; Human Resource Management (HRM), Payroll/IPPD and Accounts.

1.8.2   HRM Unit Proposed Process

The following are the proposed HRM Payroll Management Processes.

1. **New Appointment (Onboarding)**

This is the entry level process. New employees are brought onboard at this stage. It entails carrying out proper validation and authorization before appointing employees on payroll.

2. **Confirmation of Appointment**

Upon the expiry of the six-month probation period and satisfactory service an employee's terms of service is changed to permanent and pensionable status.

3. **Promotions**

The promotion policy provides for an employee upgrade under common cadre establishment and through competitive interviews.

4. **Payment of Allowances (Disability guide and special school allowances)**

These allowances apply to special categories of employees who either are living with disability or working in special institutions.

5. **Change of bank account details**

This process is undertaken when an employee submits a request for change of bank account details.

6. **Recoveries of Erroneous Payments**

In the event an employee earns erroneous payment the same will be recovered from their salary.

7. **Detachments**

stoppage/removal from payroll of an employee can either be of a temporary or permanent nature depending on the reason for detachment.

8. **Reinstatement of temporary detachments.**

This refers to the activation of employee records where salary is temporary stopped.

9. **Tax Exemption Process.**

An Employee living with disabilities in Kenya is exempted from paying income tax.

1.8.3.0 Payroll /IPPD Unit Proposed Process

1.8.3.1The following are the proposed Payroll/IPPD Unit Payroll Management Processes.

1. **Coding of New/Uncoded Schools.**

   All newly registered public educational institutions are assigned unique identification codes in the payroll system, after submitting relevant documentations as per existing policy.

2. **Generation of Payroll.**

   Process of payroll generation that involve pre-audit of monthly payroll amendments and uploading of the online pay slips on a monthly basis.

3. **Processing of third-Party Data.**

   Third party management is done through TPAY online system where third-party deduction request is extracted from the TPAY system and uploaded on payroll before generation.

4. **Reinstatement of Permanent Detached Employee** (Activation of records after permanent deletion)

   This refers to the activation of employee records that had been previously been permanently detached from the payroll. This activity is done after receipt of the relevant authority request for reinstatement.

1.8.4.0 Accounts Unit Proposed Process

1.8.4.1 The following are the proposed Accounts Unit Payroll Management Processes.

1. **Payment of arrears through payroll.**

These processes involve capturing of employees' arrears directly on payroll.

2. **Payment through voucher.**

These are payments of urgent nature authorized for release to employees within the month before running of payroll. The transactions are however captured on payroll for accountability.

3. Issuance of overpayment notifications

The commission is committed to controlling and eliminating all aspect of overpayment by instituting, preventive, detective and corrective measures. This process involves recording, follow-up and recovery of overpayment against employees active on payroll.

1.8.5.0   Payroll Technical Specification

1.8.5.1   The details of the above processes are in the Annexes of this report.

1.9.0   Technical Specification

1.9.1   Other Solution Requirements:

Whilst the precise requirements of the system to be implemented may be refined during the assessment, the system is required to conform to the following;

a)   **Security Essential**: Service Security and access management must ensure that system processes and data can be actioned and accessed only by appropriate and authorized personnel.

b) **Web Interface Essential**: Provides interaction between user and database.

c) **Database Essential** Stores the calculated taxes and salaries.

d) **Data Protection:** The delivered solution must comply with Commission data protection policy and the Data Protection Act, 2019 requirements and best practice.

e) **Performance Essential:** Performance of the system, including data access, should be adequate and fast.

f) **User Interaction**: The delivered solution must be in English and should have a user-friendly interface with easy navigation.

g) **Application Maintenance Essential**: Architectural design of the system, Maintenance and documentation should be done thoroughly.

h) **Paging Essential:** System should be capable of splitting large amount of data using data paging to present information in a user-friendly way.

i) **Application Scalability:** System should be flexible and expandable for future use.

j) **Platform Independence**: Required System should be capable to work in any environment.

ANNEXURES
Annex 1: HRM Proposed Process and Flowchart.

A. New Appointment (Onboarding)

Process

a) Receive Digital file from EDMS.

b) Confirm the files received against the recruitment list from staffing. If not in the list, the file will be referred to staffing department for validation.

c) Where the file is on list, the records will be verified by HRM Officers to ensure validity. If there are any documents missing the teacher will be notified via SMS/Email, the appointment process will be suspended until the appropriate documents are received.

d) The bio-data record will be retrieved from the Teacher Management Information System (TMIS) by System Manager who will verify the records against the teacher's records on EDMS and forward it to system supervisor.

e) The system supervisors will Capture the employment details and forward the file to the system authorizer.

f) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

g) Super password

h) Where arrears are to be paid the system supervisor will process and capture arrears details in the system and forward it to the Authorizer.

i) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

j) The system should auto generate Letter of Probationary Appointment **(TSC/APPT/4)** after the process is complete.

k) In the self-service function the teacher will append the digital signature and send the L/A back to TSC Headquarters.

B.

C. Confirmation of Appointment

Process

Note: Probation period is 6 months.

a) Upon the successful completion of the probation period the Head of institution will be notified via SMS/official email to send a performance report for determination of confirmation of appointment.

b) If performance is satisfactory and the results for PTE and Diploma for KNEC teachers, the teacher will be issued with Letter of Confirmation of Appointment **(TSC/APPT/6)** by HRM Officers. If the performance is not satisfactory, confirmation will be deferred as per the regulation.

c) The system supervisor will change the terms of service to permanent and pensionable in the system and forward the file to the system Authorizer.

d) The system Authorizer will verify the change approve the change.

Confirmation of Appointment

```
start ──────────────┐
                     ▼
              ┌──────────────┐
              │ Probation six│
              │   months     │
              └──────┬───────┘
                     ▼
              ┌──────────────┐
              │ performance  │────────────────────────► EDMS
              │ report       │
              └──────┬───────┘
                     ▼
                 ◇ satisfactory ◇──────────────────┐ NO
                     │ YES                          │
                     ▼                              │
   HRM Officer  ┌──────────────┐                    │
               │ LOCA (TSC/    │───────────────────┘
               │ APPT/6)       │
               └──┬────────┬───┘
                  │        │
                  ▼        ▼
┌──────────────┐  ┌──────────────────┐
│ LOCA(TSC/APPT/│ │ change the terms │     System Supervisor
│ 6) sent to    │ │ of service to    │
│ employee      │ │ permanent and    │
└──────────────┘ │ pensionable      │
                 └────────┬─────────┘
                          ▼
                 ┌──────────────────┐   system Authorizer
                 │ verify and       │
                 │ approve          │─────────────► end
                 └──────────────────┘
```

HRM Officer

System Supervisor

system Authorizer

start

Probation six months

performance report

EDMS

satisfactory

YES

NO

LOCA (TSC/APPT/6)

LOCA(TSC/APPT/6) sent to employee

change the terms of service to permanent and pensionable
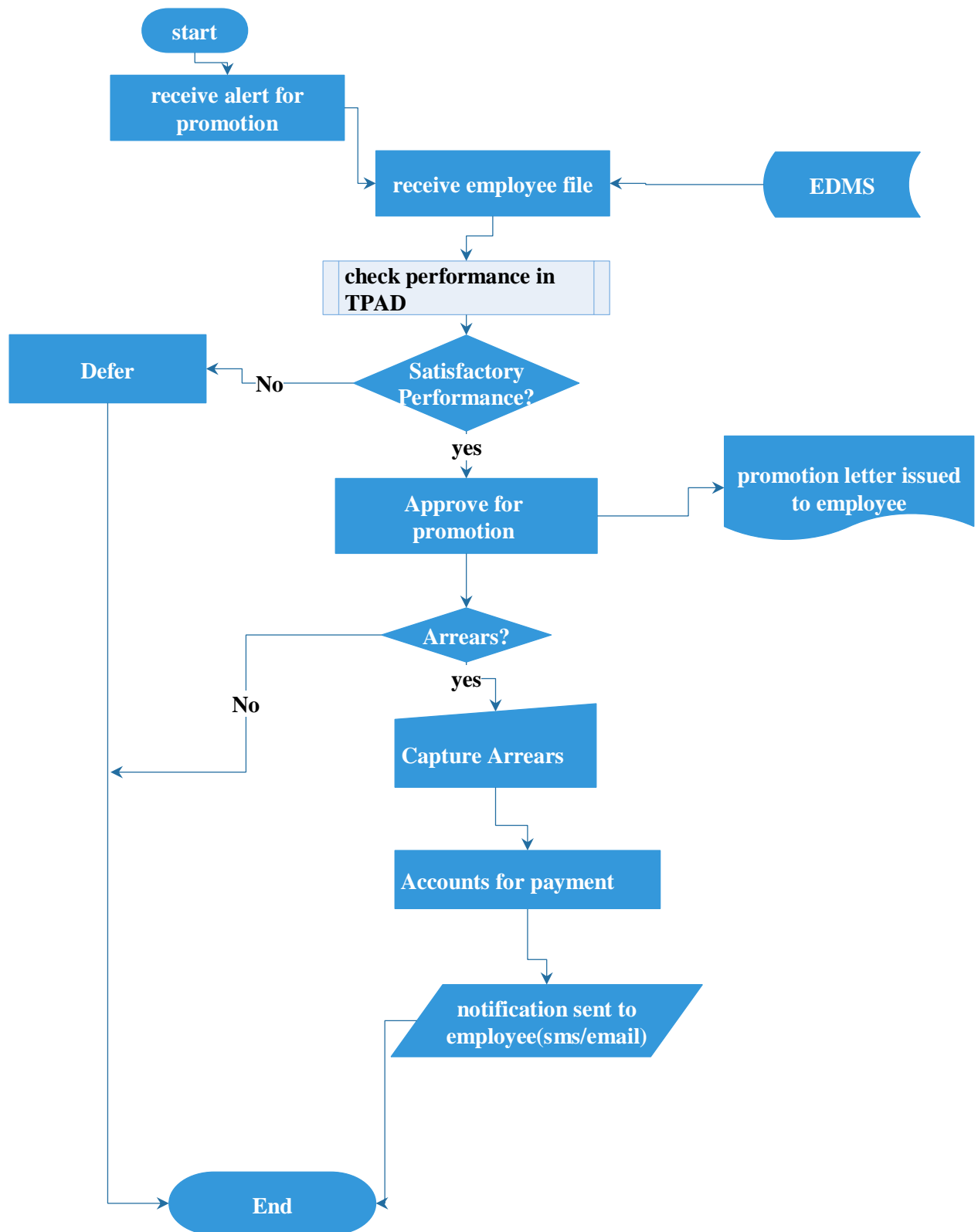
verify and approve

end

D. Promotions
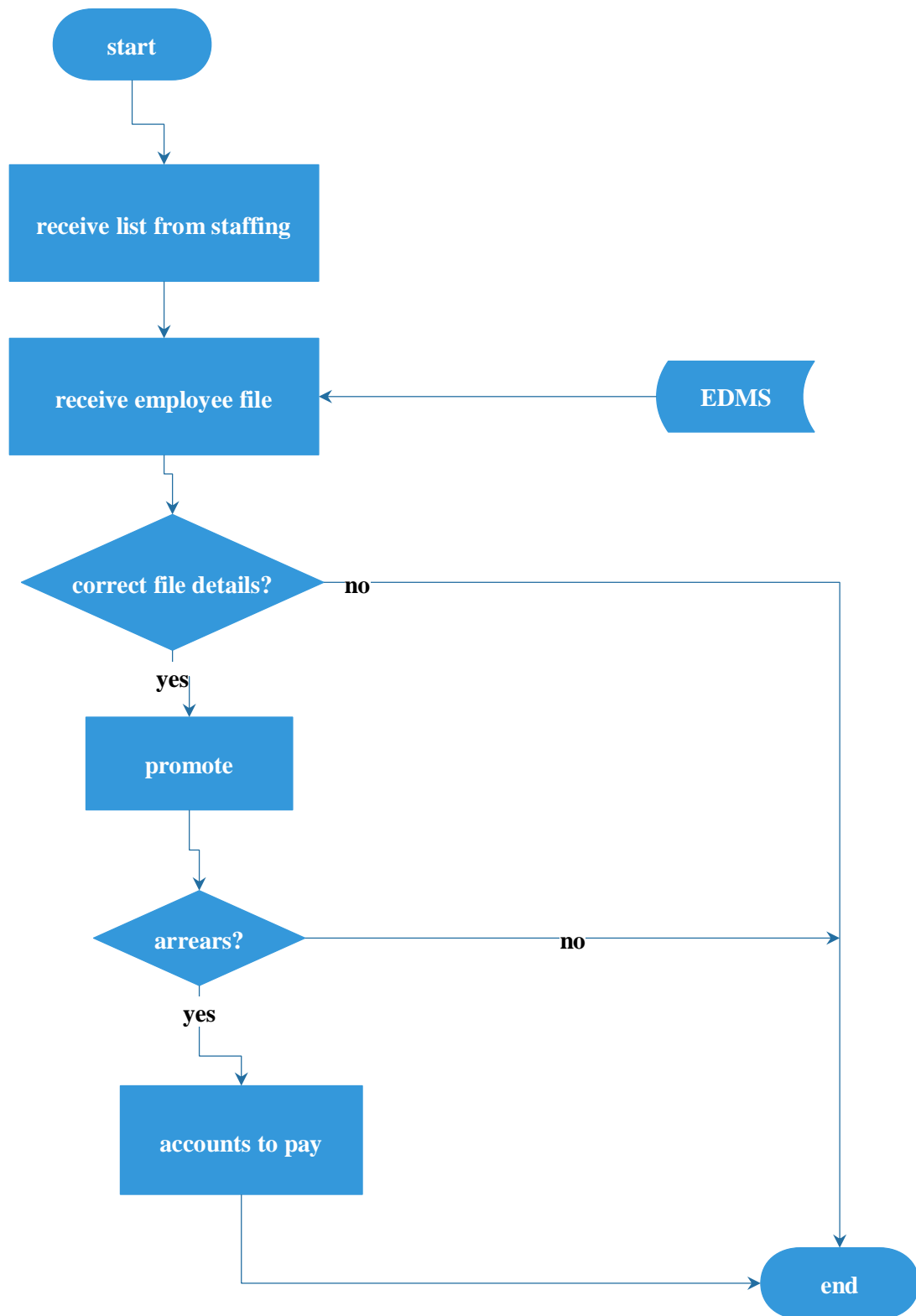
(i) Under Common Cadre Establishment

Process

a) The system will give an alert to the system manager on cases that are due for promotion.

b) The system Manager will requisition the teachers file from EDMS for processing of promotion.

c) The HRM officer confirms suitability for promotion through the TPAD online application. In the event that the teacher has not been appraised online, the HRM officer will call for performance assessment report from the Head of school/institution via SMS/official mail.

d) Where an adverse report is received, the promotion will be deferred as per existing regulations.

e) Where the teacher is found suitable for promotion, a promotion letter will be issued to the teacher, through the head of institution electronically.

f) The system supervisors will Capture the promotion details and forward the file to the system authorizer within seven days.

g) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

h) Where arrears are to be paid the system supervisor will process and capture arrears details in the system and forward it to the Authorizer.

i) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

j) The Changes made will be forwarded to Accounts-Personnel Emoluments for reconciliation and validation.

k) The teacher will be notified via SMS/official email on the changes made.

```
start
  │
  ▼
receive alert for
promotion
  │
  ▼
receive employee file ◄──────── EDMS
  │
  ▼
check performance in
TPAD
  │
  ▼
Satisfactory ──No──► Defer
Performance?
  │
 yes
  │
  ▼
Approve for ──────► promotion letter issued
promotion              to employee
  │
  ▼
Arrears?
  │
 yes ──No──────────────► (to End)
  │
  ▼
Capture Arrears
  │
  ▼
Accounts for payment
  │
  ▼
notification sent to
employee(sms/email)
  │
  ▼
End
```
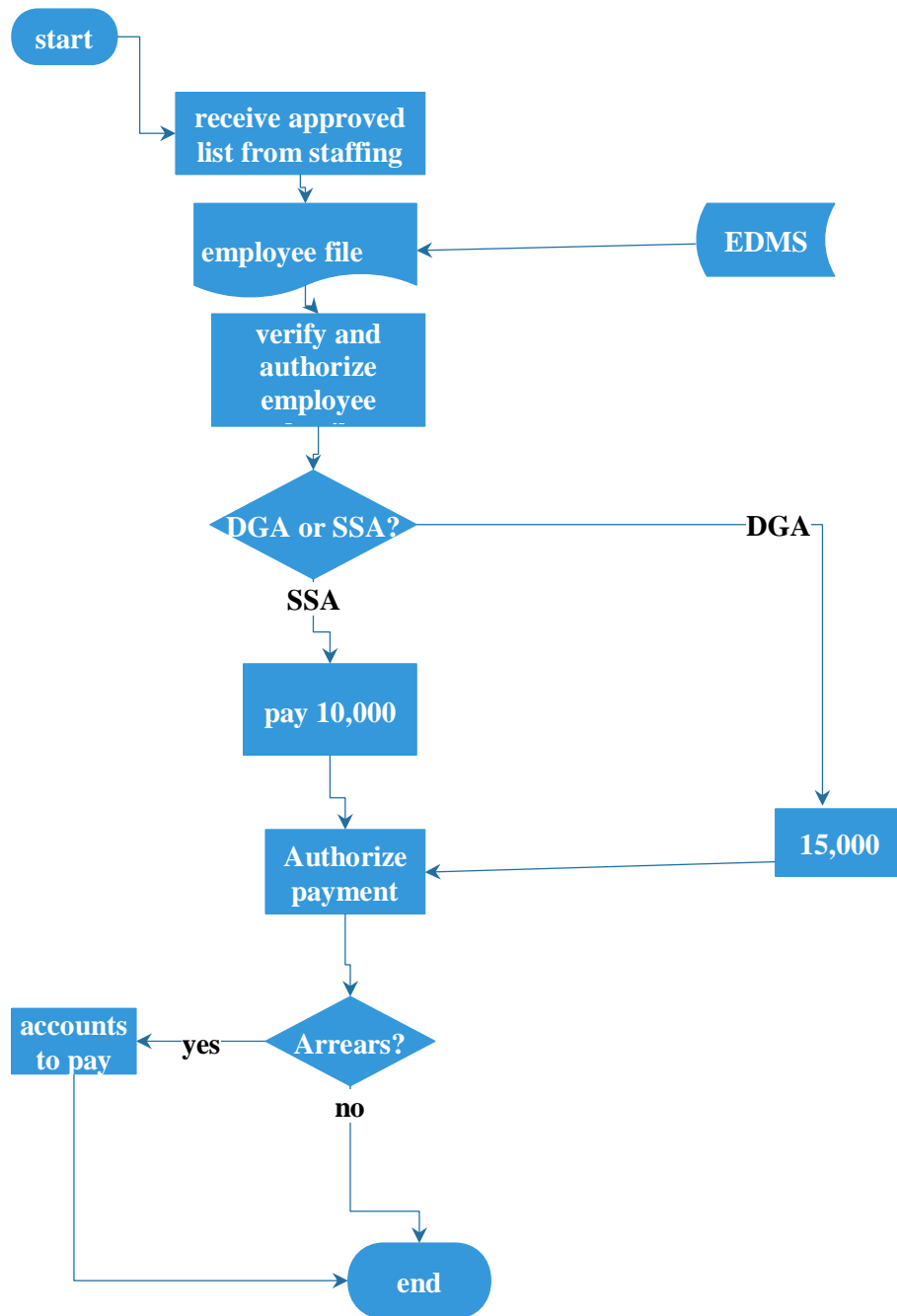
(ii) Promotions through interviews

Process

a) A promotion list will be received in HR from staffing directorate.

b) The system Manager will requisition the teachers digital file for processing of promotion.

c) HR officers will cross check the promotion letters in the files against the lists provided by staffing directorate.

d) If the teacher's record is not on the provided promotion list, the file will be referred to staffing directorate for validation.

e) Upon confirmation, the system supervisors will Capture the promotion details and forward the file to the system authorizer within seven days.

f) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

g) Where arrears are to be paid the system supervisor will process and capture arrears details in the system and forward it to the Authorizer.

h) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

i) The Changes made will be forwarded to Accounts-Personnel Emoluments for reconciliation and validation.

j) The teacher will be notified via SMS/official email on the changes made.

```
                    start
                      |
                      v
         +---------------------------+
         |  receive list from staffing |
         +---------------------------+
                      |
                      v
         +---------------------------+          +----------+
         |   receive employee file   | <------- |   EDMS   |
         +---------------------------+          +----------+
                      |
                      v
               /----------------\
              /  correct file    \  ----- no ----------------------+
              \    details?       /                                |
               \----------------/                                  |
                      |                                            |
                     yes                                           |
                      v                                            |
               +-------------+                                     |
               |   promote   |                                     |
               +-------------+                                     |
                      |                                            |
                      v                                            |
               /----------------\                                 |
              /    arrears?       \ ------- no -------------------->|
               \----------------/                                  |
                      |                                            |
                     yes                                           |
                      v                                            |
            +-------------------+                                  |
            |  accounts to pay  |                                  |
            +-------------------+                                  |
                      |                                            |
                      v                                            v
                                          +----------+
                                          |   end    |
                                          +----------+
```

start

receive list from staffing

receive employee file ← EDMS

correct file details? — no

yes

promote

arrears? — no

yes

accounts to pay

end

E. Payment of Allowances

Process

a) Receive a list from staffing directorate for Payment of Special school allowance.

b) The system Manager will requisition the teachers digital file for processing of the allowances.

c) The HRM officer will confirm the eligibility of the allowance payment, if the teacher(s) is eligible; the officer will determine the rate and effective date of payment as per the policy guideline.

d) Upon confirmation, the system supervisors will Capture the allowances details and forward the file to the system authorizer within seven days.

e) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

f) Where arrears are to be paid the system supervisor will process and capture arrears details in the system and forward it to the Authorizer.

g) The System authorizer will verify the information captured against the records on EDMS and authorize the payments.

h) The Changes made will be forwarded to Accounts-Personnel Emoluments for reconciliation and validation.

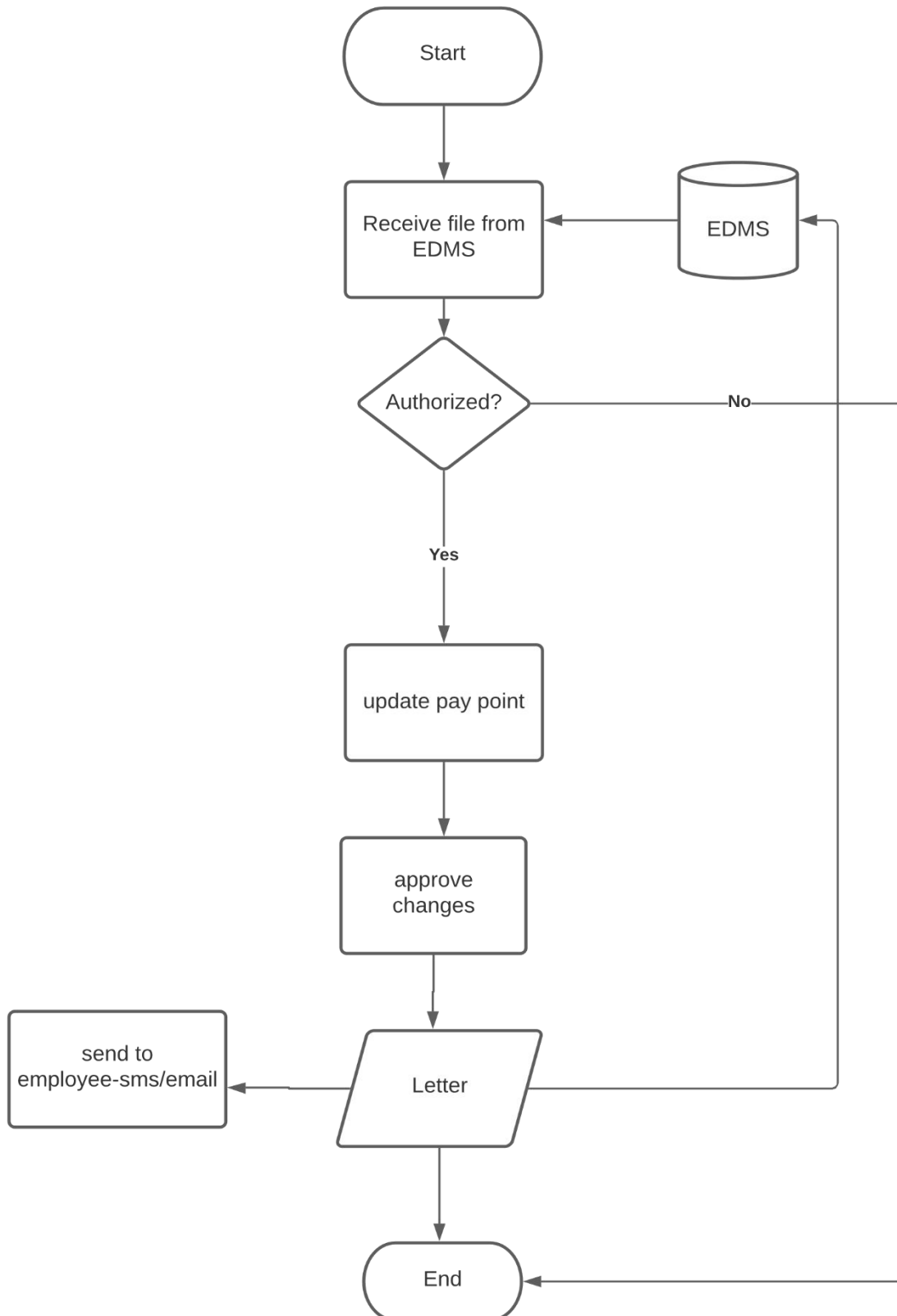i) The teacher will be notified via SMS/official email on the changes made.

F. Change of bank account details

<u>Process</u>

a) Upon receipt of a request for change of bank account details, the system manager will authorize the change and forward the file to the supervisor to implement the change on the payroll.

b) The supervisor will update the bank details as per request.

c) The System authorizer will verify the information captured against the records on EDMS.

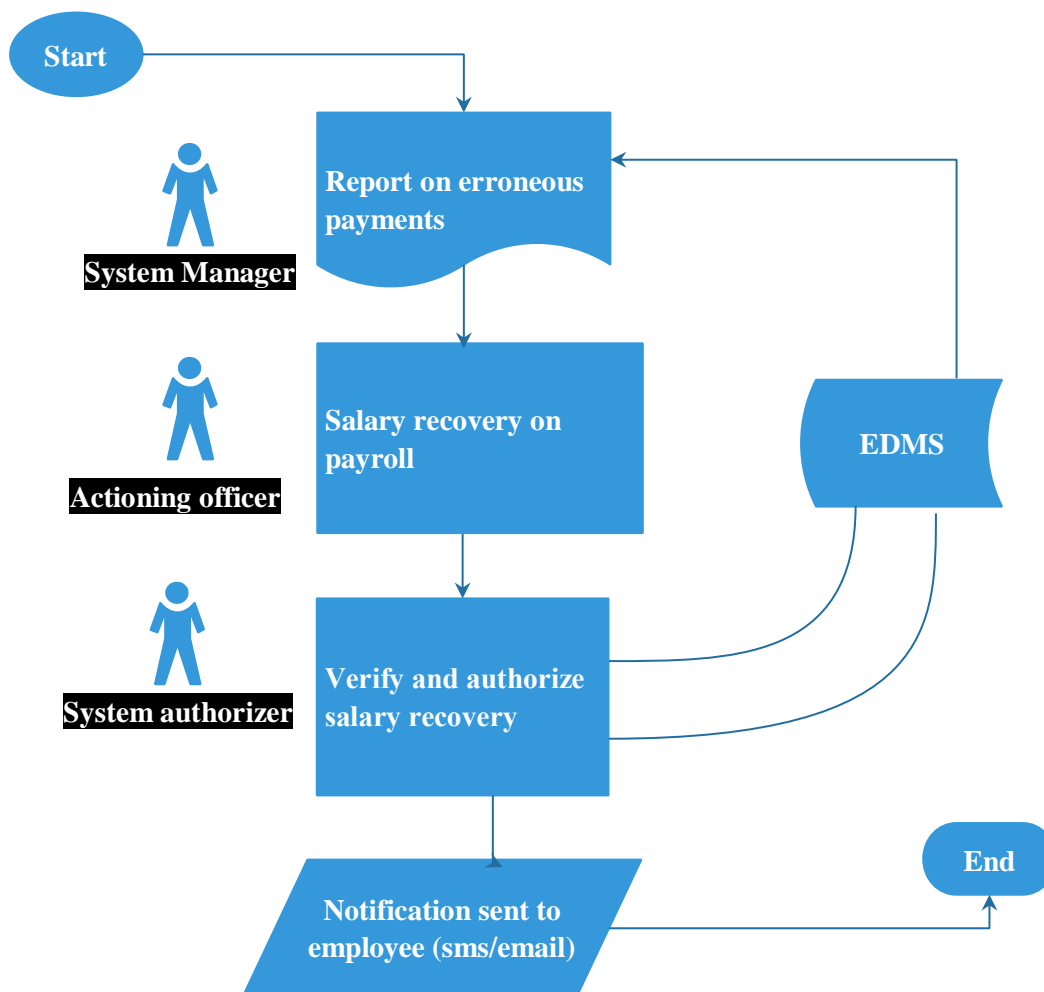d) The teacher will be notified via SMS/official email on the changes made.

Change of pay-point

G. Recoveries of Erroneous Payments

Process

a) Upon receipt of a report on erroneous payments, the system manager will forward the file to the actioning officer.

b) The actioning officer will affect the salary recovery on payroll and forward the file to system authorizer.

c) The System authorizer will verify the information captured against the records on EDMS and authorize the recovery.

d) The teacher will be notified via SMS/official email on the changes made.

H. Leaves

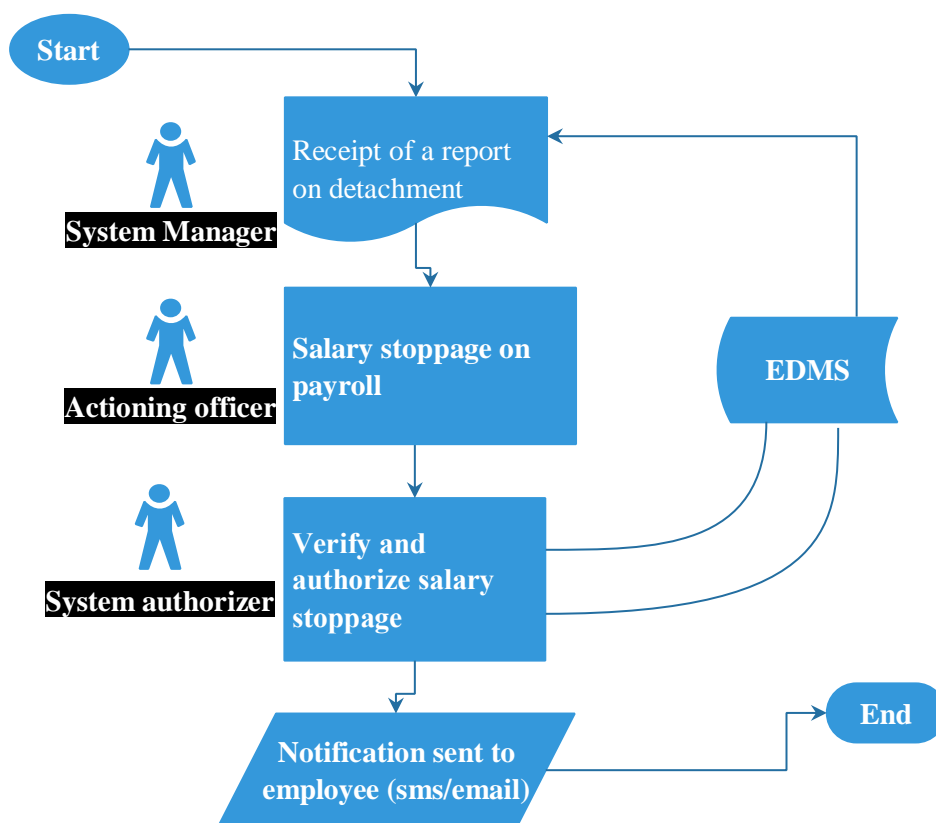### Process

The HRMIS system is to be integrated with New Payroll for different types of leaves.

1. Detachments

i. Detachments Temporary

Process

a) Upon receipt of a report on detachment, the system manager will forward the file to the actioning officer.

b) The actioning officer will affect the salary stoppage on payroll and forward the file to system authorizer.

c) The System authorizer will verify the information captured against the records on EDMS and authorize the stoppage.

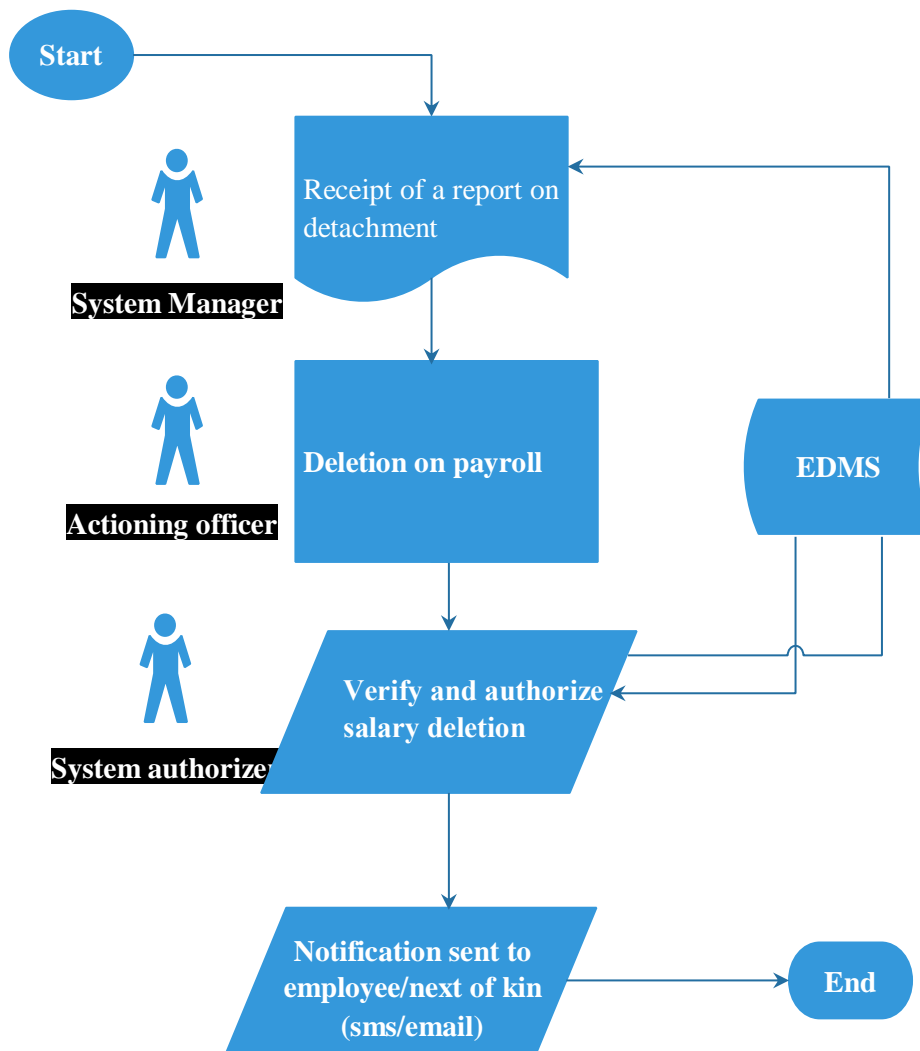d) The teacher will be notified via SMS/official email on the changes made.

ii. Detachments Permanent

Process

a) Upon receipt of a report on detachment, the system manager will forward the file to the actioning officer.

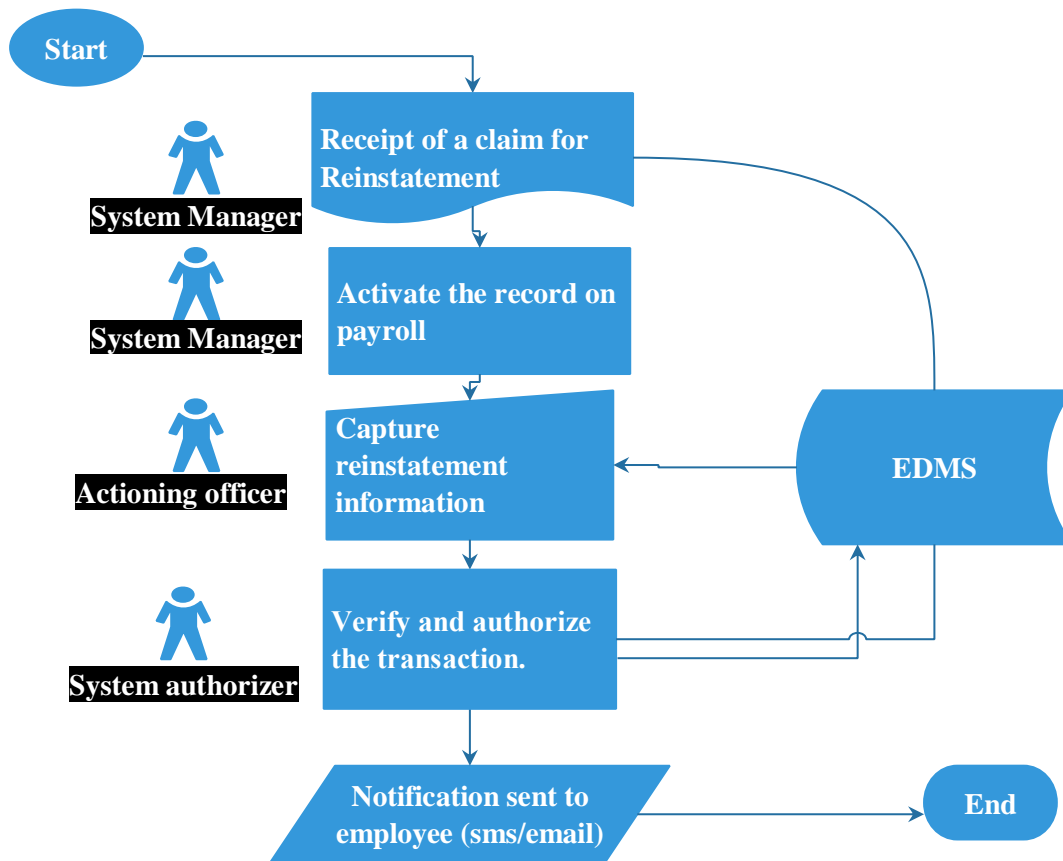b) The actioning officer will affect the deletion on payroll and forward the file to system authorizer.

c) The System authorizer will verify the information captured against the records on EDMS and authorize the deletion.

d) The teacher/teacher's Next of kin will be notified via SMS/official email on the changes made.

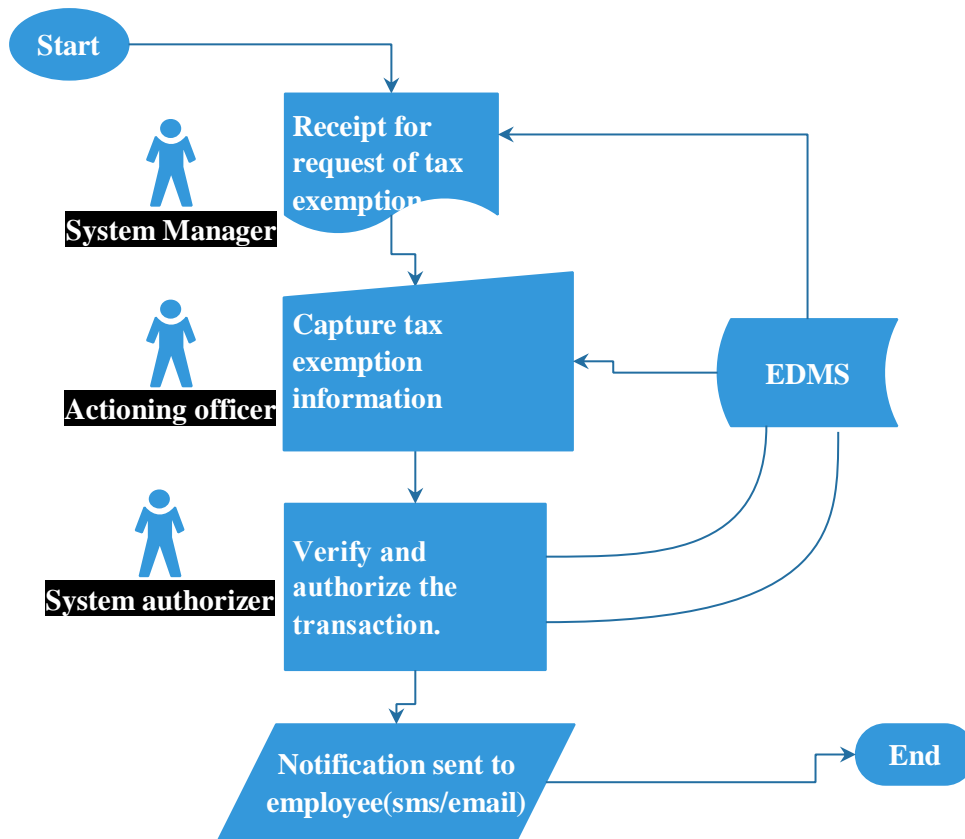**Reinstatement of Temporary Detachment process**
- Upon receipt of a claim for Reinstatement.

- The system manager will activate the record on payroll and forward the file to the auctioning officer.

- The actioning officer will capture reinstatement information in the EDMS file and forward it to the system authorizer.

- The system authorizer will verify the captured information against EDMS records and authorize the transaction.

- The employee will be notified of the action via SMS/official email

Tax exemption process

- Upon receipt of the request for tax exemption.

- The system manager will forward the file to the actioning officer.

- The actioning officer will capture tax exemption information in the EDMS file and forward it to the system authorizer.

- The system authorizer will verify the captured information against EDMS records and authorize the transaction.

- The employee will be send a notification via SMS/email.
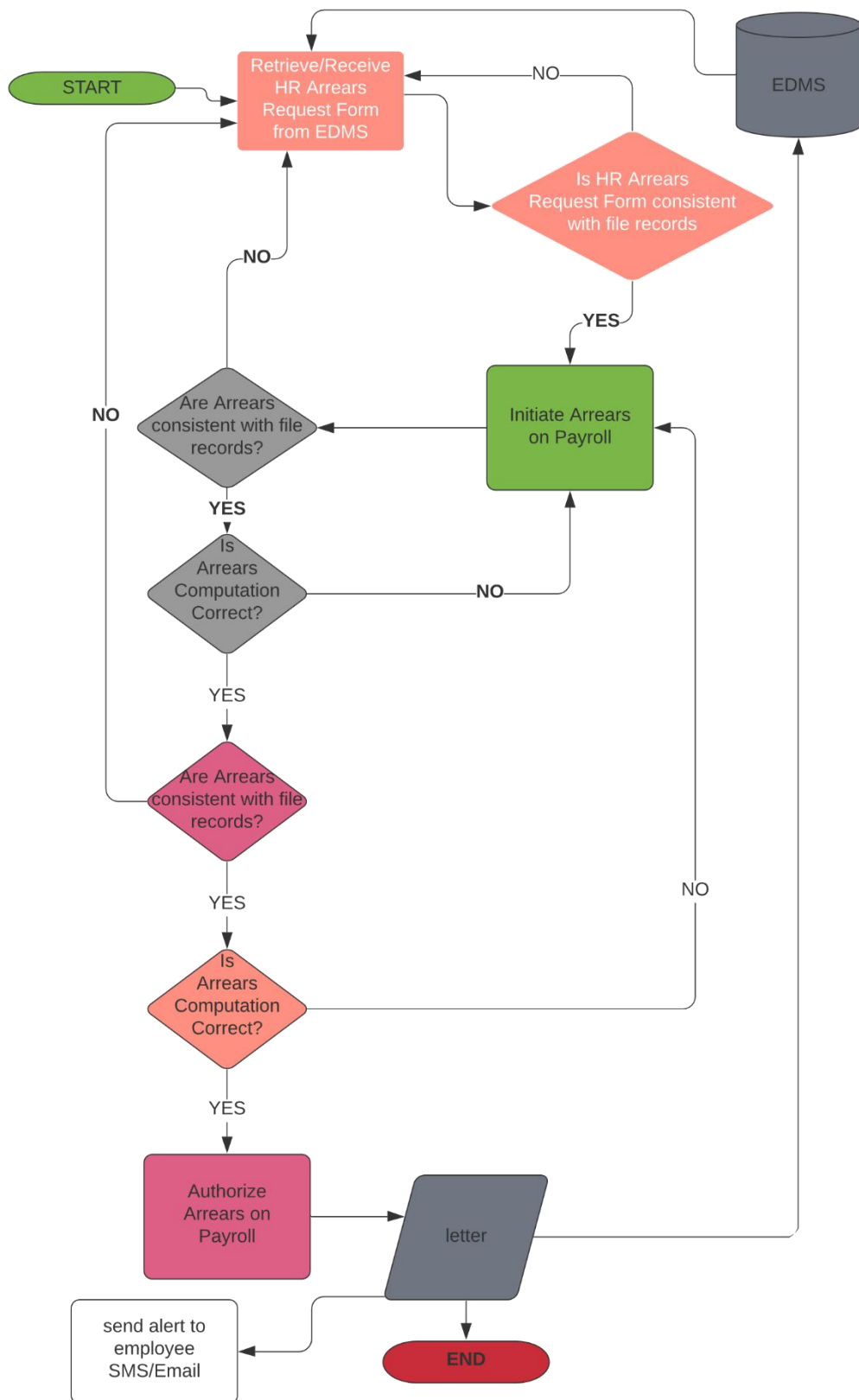
Start

System Manager

Receipt for request of tax exemption

Actioning officer

Capture tax exemption information

System authorizer

Verify and authorize the transaction.

EDMS

Notification sent to employee(sms/email)

End

Annex 2

Accounts and Finance

Payment of arrears through payroll

a) A request to amend is received by authorizer from HR through EDMS.

b) The authorizer records them in a control register.

c) The authorizer confirms that there is proper authority for adjustment, changes in the complement have been made.

d) Any request which does not meet the set requirements is rejected and returned to HR.

e) The authorizer confirms validity of payment and forwards the request through the system to the modifier

f) The modifier auto computes arrears/deductions in the payroll system by capturing the relevant periods.

g) The modifier passes the modified request to examiner for examining.

h) The examiner confirms correctness of the progression, checks correctness of computations of earnings and deductions.

i) The examiner refers any incorrectly modified request to modifier for corrective action. Otherwise, any defective request is rejected in the system and referred to HR.

j) The examiner forwards the request to the authorizer for confirmation.

k) The authorizer authorizes the payroll amendment in the system (adopts the changes on payroll), then sends the authorized document to the staff file (EDMS). If rejected inside system, capture remarks and the request is returned either to modifier or HR.
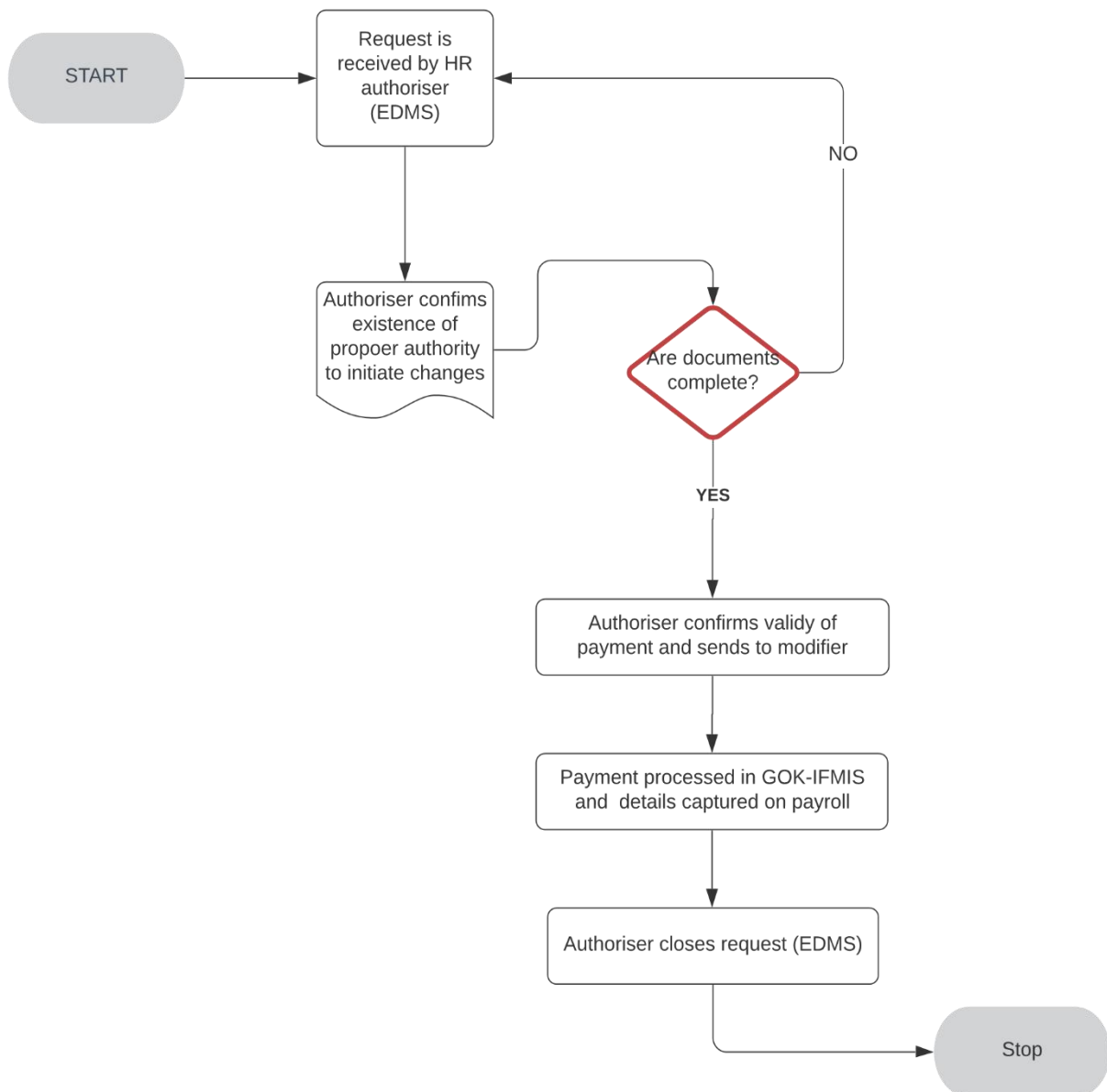
```mermaid
flowchart TD
    START([START])
    Retrieve[Retrieve/Receive HR Arrears Request Form from EDMS]
    EDMS[(EDMS)]
    HRConsistent{Is HR Arrears Request Form consistent with file records}
    Initiate[Initiate Arrears on Payroll]
    ArrearsConsistent1{Are Arrears consistent with file records?}
    ArrearsComp1{Is Arrears Computation Correct?}
    ArrearsConsistent2{Are Arrears consistent with file records?}
    ArrearsComp2{Is Arrears Computation Correct?}
    Authorize[Authorize Arrears on Payroll]
    letter[/letter/]
    sendAlert[send alert to employee SMS/Email]
    END([END])

    START --> Retrieve
    Retrieve --> HRConsistent
    HRConsistent -->|NO| Retrieve
    HRConsistent -->|YES| Initiate
    Initiate --> ArrearsConsistent1
    ArrearsConsistent1 -->|NO| Retrieve
    ArrearsConsistent1 -->|YES| ArrearsComp1
    ArrearsComp1 -->|NO| Initiate
    ArrearsComp1 -->|YES| ArrearsConsistent2
    ArrearsConsistent2 -->|NO| Retrieve
    ArrearsConsistent2 -->|YES| ArrearsComp2
    ArrearsComp2 -->|NO| Initiate
    ArrearsComp2 -->|YES| Authorize
    Authorize --> letter
    letter --> sendAlert
    letter --> END
    letter --> EDMS
```

START

Retrieve/Receive HR Arrears Request Form from EDMS

EDMS

Is HR Arrears Request Form consistent with file records — NO / YES

Initiate Arrears on Payroll

Are Arrears consistent with file records? — NO / YES

Is Arrears Computation Correct? — NO / YES

Are Arrears consistent with file records? — NO / YES

Is Arrears Computation Correct? — NO / YES

Authorize Arrears on Payroll

letter

send alert to employee SMS/Email

END

Actors
1)Authorizor
2)initiator
3)Examiner

A. Payment through payment voucher

a) A request to amend is received by authorizer from HR through EDMS.

b) The authorizer records them in a control register.

c) The authorizer confirms that there is proper authority for adjustment, changes in the complement have been made.

d) Any request which does not meet the set requirements is rejected and returned to HR.

e) The authorizer confirms validity of payment and sends the request through the system to the modifier.

f) The payment is processed through GoK IFMIS.

g) The modifier captures the details of the payment voucher into the payroll.

h) The modifier passes the modified request to examiner for examining.

i) The examiner confirms correctness of the progression, checks correctness of computations of earnings and deductions.

j) The examiner refers any incorrectly modified request to modifier for corrective action. Otherwise, any defective request is rejected in the system and referred to HR.

k) The examiner forwards the request to the authorizer for confirmation.

l) The authorizer authorizes the payroll amendment in the system (adopts the changes on payroll), then sends the authorized document to the staff file (EDMS). If rejected inside system, capture remarks and the request is returned either to modifier or HR.
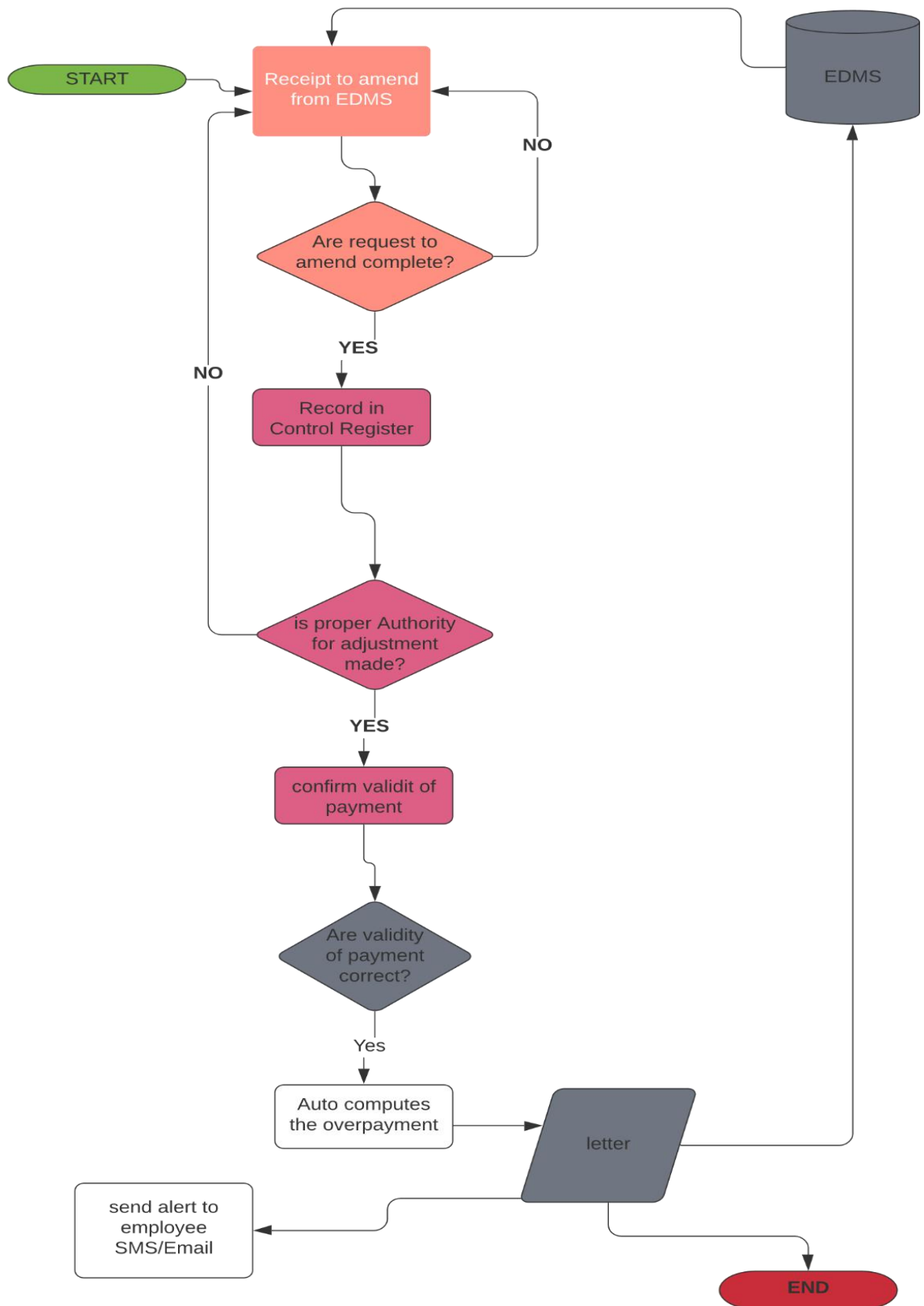
PAYMENT THROUGH VOUCHER

```
START ──────▶ Request is
              received by HR
              authoriser
              (EDMS) ◀────────────────────┐
                │                          │ NO
                │                          │
                ▼                          │
        Authoriser confims        ┌────────┤
        existence of              │   Are documents
        propoer authority ────────┘   complete?
        to initiate changes           (decision)
                                          │ YES
                                          ▼
                              Authoriser confirms validy of
                              payment and sends to modifier
                                          │
                                          ▼
                              Payment processed in GOK-IFMIS
                              and  details captured on payroll
                                          │
                                          ▼
                              Authoriser closes request (EDMS)
                                          │
                                          ▼
                                        Stop
```

B. Issuing of notifications for overpayment

a) A request to amend is received by authorizer from HR through EDMS.

b) The authorizer records them in a control register.

c) The authorizer confirms that there is proper authority for adjustment, changes in the complement have been made.

d) Any request which does not meet the set requirements is rejected and returned to HR.

e) The authorizer confirms validity of payment and forwards the request through the system to the modifier

f) The modifier auto computes overpayments in the payroll system by capturing the relevant periods.

N/B

- salary overpayment recovery rate be maintained at one third of basic salary at all times (promotion and half salary).
- salary overpayment reports showing all new, ongoing and any drop off recoveries be available monthly.
- inclusion of a drop down with codes to signify reason for overpayment for ease of periodic overpayment analysis.

g) The modifier passes the modified request to examiner for examining.

h) The examiner confirms correctness of the progression, checks correctness of computations of earnings and deductions.

i) The examiner refers any incorrectly modified request to modifier for corrective action. Otherwise, any defective request is rejected in the system and referred to HR.

j) The examiner sends the request to the authorizer for confirmation.

k) The authorizer authorizes the payroll amendment in the system (adopts the changes on payroll), then sends the authorized document to the staff file (EDMS). If rejected inside system, capture remarks and the request is returned either to modifier or HR.

START

Receipt to amend from EDMS

Are request to amend complete?

NO

YES

Record in Control Register

is proper Authority for adjustment made?

NO

YES

confirm validit of payment

Are validity of payment correct?

Yes

Auto computes the overpayment

letter

send alert to employee SMS/Email

EDMS

END

Actors
1)Authorizor
2)initiator
3)Examiner

C. **Reports**

i. **Itax reports**

a) Extract a report from the payroll showing the following fields:

➢ Pin number.

➢ Names.

➢ Basic salary and arrears (inclusive of periods when they were earned).

➢ House and arrears (inclusive of periods when they were earned).

➢ Commuter and arrears (inclusive of periods when they were earned).

➢ 20% Provident contribution from employer.

➢ 10% provident contribution from the employee.

➢ NSSF contribution from the employer and employee.

➢ Relief.

➢ PAYE

b) Data compatible with P10

c) Automatic PIN checker/ID numbers

N/B: 20% + 10% + NSSF – 20000 = Balance (added back to total earnings).

ii. **Bank list**

a) Auto generate clustered FOSA list linking their parent bank account to have a consolidated amount payable to the bank.

b) Use the list to remit net salaries to respective banks through GoK IFMIS

iii. **Posting list**

a) Auto generate a comprehensive posting list report (allocation summary).

b) Use the list to remit respective third-party deductions through GoK IFMIS

iv. **Staff complement report:**

The report should have;

a) New appointments

b) Reinstatements and reasons

c) Removals and reasons

v. **Payroll amendment run**

a) Auto generate payroll amendment run after inputting required parameters.

b) Use the report to confirm the validity of all payments/deductions.

c) Give authority to run the payroll.

vi. **Gratuity report**
   a) Autogenerate the gratuity report periodically
   b) The report is important for planning, management needs to know the number of staff for renewal of terms or budget for their gratuity claim on exit.

vii. **Salary remittances**
   a) securely send files between TSC and Banks e.g., encryption.
   b) Automatically send the generated salary files.

Annex 3

HRM- Payroll/IPPD Processes
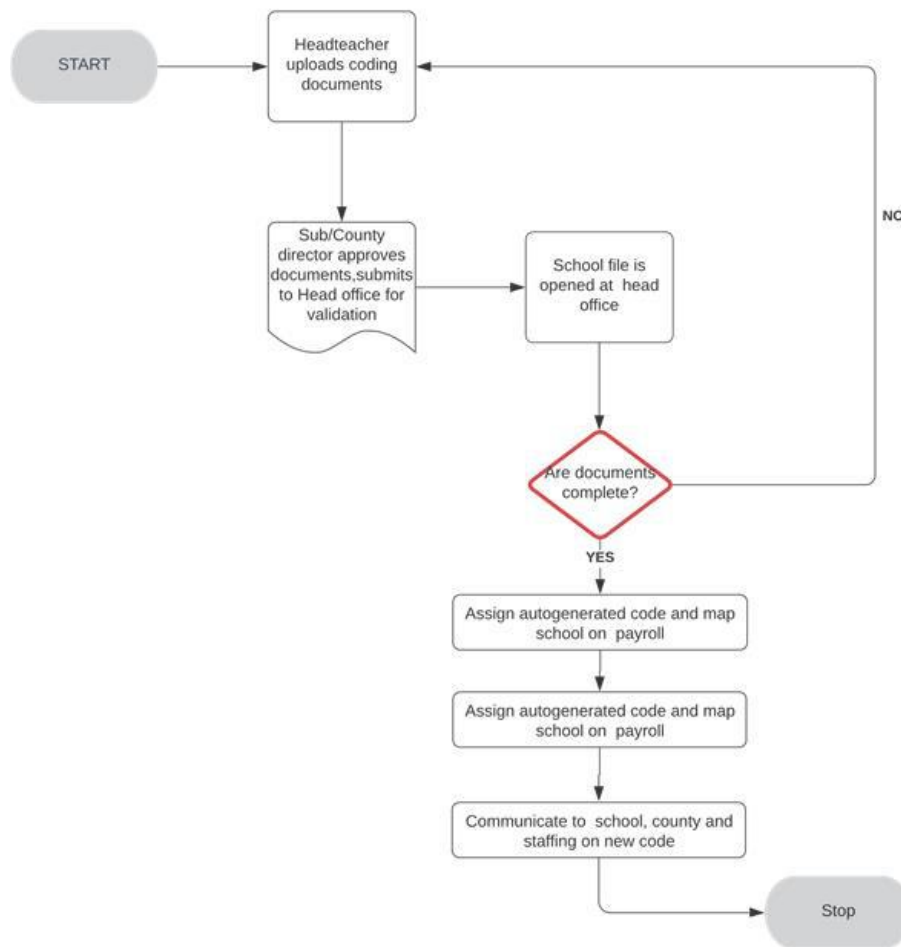
A. **Coding of New/Un-coded Schools**

<u>**Current Process**</u>

i. HRM officers receive an institutional or a general file for coding. He/she checks to confirm:

    a) The registration from the ministry of Education

    b) The administrative regions as it is confirmed by the Sub -County Officer and County Director

    c) If documents are missing a letter is done to County Director/head teacher/principal.

    d) The file is returned to registry.

ii. Once confirmed, the HRM officers seek authority for coding of a school from the ADD IPPD

iii. After authority has been given, the HRM officers updates database and capture the details (Data) of new school

iv. After capturing (coding) the file is passed to the ADD (IPPD) for confirmation. If incorrect it is returned to the HRM officer for correction

v. Once confirmed, the ADD (IPPD) communicates the coding through correspondence in writing, to the TSC County Director/heads of institution.

<u>**Propose process**</u>

i. Decentralize the initiation of coding of schools to the county by the Head teacher who would upload the following documents on the system.

    ➢ The registration from the ministry of Education

    ➢ The administrative regions as confirmed by the Sub County and County Director

    ➢ Quality Assurance and standards report from MOEST.

    ➢ Public Health report for the School.

ii. Sub county director and the County director approves the documents.

iii. Submit the coding request to headquarters for validation and assignment of codes and mapping of the institution.

iv. Automate the institutional code generation and date of generation and prompts for confirmation.

v. Once confirmed, communicates the coding by generating a report and notification is sent by email, SMS to the school administrator and the county director and institutional file that the school has been code)

vi. Have a general code for each County where teachers posted in schools that have not applied/submitted coding documents are captured temporarily with an expiry date for monitoring/follow up. The window should have a provision of capture of the uncoded school's name.

vii. Have a drop down of category of schools for ease of identification. e.g., special schools, secondary, primary etc.

viii. Automatic generation of monthly reports of double coded schools.

ix. History of audit trail on changes made against the station code.

x. Allow flagging/marking of County /subcounty/location for purposes of payment of Hardship allowance other unlike the current flagging of individual schools. Have a drop down for locations within a county.

xi. Provide for an employee's reporting dates for prorating of allowances.

xii. Provide a window for deactivation of school code for institutions that have ceased to be public, upon on receipt of documentation on deregistration. The reason and deactivation date be captured.

CODING OF NEW/UNCODED SCHOOLS

```
START → Headteacher uploads coding documents
              ↓
         Sub/County director approves documents, submits to Head office for validation → School file is opened at head office
                                                                                               ↓
                                                                                        Are documents complete?
                                                                                          NO → (back to Headteacher uploads coding documents)
                                                                                          YES ↓
                                                                                        Assign autogenerated code and map school on payroll
                                                                                               ↓
                                                                                        Assign autogenerated code and map school on payroll
                                                                                               ↓
                                                                                        Communicate to school, county and staffing on new code
                                                                                               ↓
                                                                                             Stop
```

B. **Running (Generation) of Payroll**

Process

i. A payroll pre-audit is carried out before the payroll is processed. (Automate amendments to notify the relevant officers through notifications, however, system controls on the new payroll should minimize the errors that call for amendments. The automation should have parameters for sorting data)

ii. Once all amendments are made, the system is protected to avoid any more entries from being captured into the system.

iii. Third Party data extracted from T-pay is uploaded on payroll. A final payroll audit is carried out

iv. A back up of the payroll is done before the payroll is generated and another back up is done after the payroll is processed. (The payroll backup should be automated and prompt a message to ensure the action has been taken).

v. Generation of reports used in the preparation of the miscellaneous voucher and all other payroll reports including wage bill summaries and school lists. (Automate the generation of payroll reports process)

vi. Reconciliation of the bank summaries against the allocation summary to ensure that they balance. (Automate the reconciliation process and verification by the checker)

vii. Release payroll data to the banks and reports to Accounts. (Automate the process including the sending of encrypted bank lists)

Recommended improvement on New Payroll

i. (Automate amendments to notify the relevant officers through notifications, however, system controls on the new payroll should minimize the errors that call for amendments. The automation should have parameters for sorting data)

ii. (The payroll backup should be automated and prompt a message to ensure the action has been taken).

iii. (Automate the generation of payroll reports process)

iv. (Automate the reconciliation process and verification by the checker)

v. (Automate the generation of payroll lists to bank process including the sending of encrypted bank lists)

Running (Generation)of Payroll

START → payroll pre-audit → Amendments == true?

Amendments == true? —No→ payroll pre-audit

Amendments == true? —YES→ TPAY Data

TPAY Data → Payroll Pre Back-up → Payroll Generation

Payroll Generation → Payroll Generation?

Payroll Generation? —No→ Payroll Generation

Payroll Generation? —Yes→ Payroll Reports

Payroll Reports → Reconciliation(Bank summaries against allocation summary) → STOP

Annex 4

C. **Processing of third-Party Data refer to TPAY system**

Process

(i) Supervisor receives the third-party data sheets and soft copy of the same.

(ii) The supervisor verifies, stamps and controls the third-party data sheets

(iii) The supervisor files the data sheets according to the digits

(iv) The supervisor distributes the data sheets to team leaders for capture in the IPPD system by 18th of the month.

(v) The keyed data is pre-audited by the payroll auditor.

(vi) Once the payroll is run, all the captured third-party deductions and stoppages are reflected on the respective teacher's pay slips.

PROCESSING OF THIRD PARTY DATA

For automation of Sacco Loans (Selected Saccos)

a) Data is submitted through the DD (IPPD) from the respective Sacco every month by 7th.

b) The soft copy data is checked and verified that it is in the correct format with the payroll by ADD (IPPD combined into one file.

c) The combined data is submitted to DPM for loading before running the payroll for the month

d) Reconciliation is done between the data submitted and the loaded data to check on variances in the two sets.

e) A feedback is prepared and submitted to the respective Saccos.

f) A report is done for all the records that violated the 1/3 rule for the amendment in the following month. The SACCOs are also informed accordingly

Recommended process in New payroll

Third party management module.

i. All functions in T-pay should be included as module and should include: -

ii. Generation of pay slips, P9, deferred deductions reports.

iii. Schools' data control sheets.

D. Reinstatement of Permanent Detached Teachers' (Activation of records after permanent deletion)

Process

(i) Reinstatement file is received from HRM with the necessary documents filed i.e., reinstatement Data Capture Sheet and the authorized data capture sheet that was used to remove the teacher from payroll.

(ii) ADS is then printed and authorized   for reinstatement of the teacher.

(iii) A reference data sheet is printed from personal number

(iv) Teacher's record is restored afresh from personal numbers.

(v) A data capture sheet is printed, modified and authorized to allow the teachers record to be transferred to the complement.

(vi) The ADS is captured to transfer the teacher to the complement.

(vii)   The HRM officer verifies the entries and amends sensitive details which include:

➤ Name

➤ ID number

➤ Date of birth

➢ Date of first appointment

(viii) Supervisor verifies the details and a reinstatement folio from IPPD is filed and marked to HRM indicating the month the teacher was put on payroll and the file is controlled and released to HRM digit head for payment of arrears if any.

Annex 1

HRM- Discipline

A. Processing of interdiction/Discipline cases

Process: This applies to employees who have Disciplinary cases.

(The Authority level is system manager and process is shared between HRM and Discipline)

(i) On receipt of the interdiction letter from the Agent i.e. (the County Director or the BOM), the officer in discipline division prepares an Authorized Data Sheet (ADS) to capture the case. (Decentralize this process to county as the Discipline function has been decentralized)

(ii) Officer in Discipline receives interdiction letter from the County Director, Discipline division or BOM Secretary and open a case file.

(iii) The ADS is modified and authorized to capture the new case on the interdiction window on IPPD system.

(iv) The officer records the new Discipline/interdiction case on the system and captures the decision and interdiction date.

(v) The decision taken and captured on the system will either be, interdiction on ½ salary or on zero (no) salary as the case awaits determination which will be captured in the system.

(vi) After the teacher has undergone the disciplinary process, the verdict is either revocation, caution, suspension, or dismissal.

(vii) An ADS is, modified and authorized for capture of verdict and the verdict date on IPPD system.

(viii) The teachers are posted after expiry of the verdict period where the verdict was revocation, caution, or suspension. (There should be a link between the payroll and the transfer module to generate a report of teachers posted after interdiction)

(ix) The file is marked to HRM on receipt of reporting casualty for reinstatement. (reinstatement process to be retained at the HQS)

(x) An ADS is, modified and authorized for capture on IPPD system interdiction window. The teacher is reinstated back on payroll upon capture of the resume date.

(xi) Process and pay arrears due.

(xii) Link the complement with the discipline module so that action taken in the discipline module reflect against the teacher's record on complement window.

MANDATORY REQUIREMENTS

MR	Documents/ Evidence to be Submitted/ Requirement	Responsive or Not Responsive
MR 1	Must provide valid/current Registration Certificate from the Registrar of Companies	
MR 2	Must attach a valid Copy of Tax Compliance Certificate. Any TCC expiring on or after 30 days of the tender closing date shall be accompanied by paid up application receipt from KRA	
MR 3	Must have been in continuous operation for the last five (5) years from the date of incorporation/registration by the registrar of companies to the date of Tender Opening.	
MR 4	Must submit copies of Audited Financial Statements for the last two (2) years 2019 & 2020 signed and stamp by a registered Auditor/Accountant with a valid practicing license/certificate. *Also attach the valid practicing license/certificate of the auditor*.	
MR 5	Must provide a valid copy of 2021 single Business Permit for the Head Office from county government.	
MR 6	One original bid document and a copy properly bound presentable document. Loose documents or documents presented in Box or spring files will **NOT** be accepted.	
MR 7	Must provide a copy of the current CR12 Form from the registrar of companies issued in the three (3) months from the date of tender opening showing a list of company's directors.	
MR 8	Must attach the Power of Attorney giving the full name and a sample of the signature for the officer authorized to commit the organization. All forms and requirements of signature will only be signed by the authorized officer. Any other signature shall lead to rejection of the bid document.	

MR 9	The bidder must fill, sign and stamp the Declaration and Commitment to the Code of ethics in the format provided.	
MR 10	Must fill, sign and stamp the Tender Information Form in the Format Provided	
MR 11	Must fill, sign and stamp Qualification Information Form in the Format provide	
MR 12	Must fill, sign and stamp Tenderers Eligibility - Confidential Business Questionnaire in the format provided.	
MR 13	Must fill, sign and stamp Certificate of Tender Independent Determination	
MR 14	Must fill, sign and stamp Self Declaration Forms; **Form SD1**: Self Declaration that the Person/Tenderer Is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015 **Form SD2:** Self Declaration that The Tenderer Will Not Engage In Any Corrupt or Fraudulent Practice	
MR 15	Bidders must prepare and attach a commitment letter on a stationery *in its letterhead clearly showing the Tenderer's complete name and business address* and its commitment to supply, deliver, install, test and commission the payroll system within the contract period *(Two Years)*	
MR 16	Must paginate sequentially, sign and stamp all pages of the technical proposal in following format: *1 of 200, 2 of 200, etc.*	
MR 17	Must provide affidavit on litigation history for last two (2) years from the date of tender submission. ***The affidavit must be signed by an Advocate of the High Court or from a Court of Law in Kenya.***	
MR 18	The bidder must have at least 10 years continues experience in HR/Payroll software development and maintenance. State the experience in terms of number of years in implementing HR/Payroll software development and maintenance. *Attach at least three firms with a Payroll population of more than 10,000 employees each.*	
MR 19	The system must have been used by customers in the E.A Region or within Africa with an active payroll of over 1,000 employees for the past 3 years. (Provide completion certificate of the same or Reference Letters or signed Contracts,)	

MR 20	The bidder must have implemented a financial management system in the E.A Region or within Africa supporting over 400,000 users for the past 3 years. *Provide completion certificate of the same or Reference Letters or signed Contracts.*	
MR 25	Provide at least two firms within East Africa or within Africa where your firm has implemented payroll system in the past 3 years. *Provide completion certificate of the same or Reference Letters or Contracts*	

N/B: Only bidders who meets all the mandatory requirements above will move to Technical Evaluation I. Those fails in any of the mandatory criteria shall be declared non-responsive and will never be evaluated further.

TECHNICAL EVALUATION I

Bidders shall be required to respond with YES or NO in these Technical Requirements. Any bidder who responds with a No. will be rejected at this stage and will be eliminated for further evaluation.

S/NO	MINIMUM SPECIFICATION DISCRIPTION	BIDDER RESPONSE YES/NO
1.	**General Requirements-Vendor Capability**	
	The software must provide for at least 1500 audited user session. The system must provide audit-logs of all users and transactions carried out in the system. • The system must have ability to flag and send notifications on specific identified transactions.	
2	The system must provide for automated transaction processing based on effective date and user rules	
3	The system must provide rules-based system logic Control Matrix.	
4	The system workflow design must be event-triggered, date specific and rules based?	
	The system must meet the data requirements of the Labor laws and regulations applicable in Kenya.	
2	**Security and Back-Up**	
	The security features implemented for this system shall cover authorization, data encryption, transport level security, role-based access and robust permission models, data privacy and integrity and security extension. The security features implemented in this system must address the myriad of threats including but not limited to identity	

theft, session hijacking, password hacking amongst others. Areas to be addressed include;

Core security concerns

The application and system key security aspects shall include secure authentication, authorization, data encryption, transport-level security, role-based access and robust permission models, data privacy and integrity, and security extensions.

Multiple Sessions – The system shall not allow multiple sessions for same user so as to ensure data-integrity through; creation of session filters to intercept every user database-driven table to check the multiple session information, in order to restrict the user session based on the session data. The operating system to be used shall restrict the user session at the server side by ensuring servers modules keep track of users.

Man-in the -middle attacks and session hijacking – the application shall use secure interactions through secure transport layers such as HTTPS for all interactions, encryption shall be used to secured data during transit, and decryption before rendering to the client.

Spoofing and cross-site request forgery - the system shall use a security token with each request that is validated on the server-side.

Injection attack – the system shall validate all user input on the client as well as the server-side and maintain a blacklist of characters for this validation, encode or remove HTML and SQL-reserved characters, use of prepared statements instead of direct SQL commands in the application. Use object-relational mapping (ORM) tools, such as Hibernate, for database interactions.

The bidder shall ensure the core security features such as authentication, authorization, single-sign-on, session

management and account management are implemented. The system shall be federated across the domain thought digital signature. The system shall use a salted password-hashing algorithm.

Design Consideration

The application shall be developed using open-standard based technology and integration, layered architecture using Model-View-Controller (MVC) pattern to enable loose coupling, separation of concerns, and flexibility to change the components in each layer independently.

Modular and extensible component design. Each of the solution components will be designed such that it can be reused for future needs.

Adoption of services-oriented architecture for integration

Password Policy – The system shall have encryption algorithm to encrypt and store the password.

Backup – The system shall allow archiving and backing up of payroll data month-by-month and year-by-year for any future requirement.

Data Protection – The system shall ensure that all data is protected from extraction and where extraction is required it must have multiple user authorization.

The bidder is aware that the data shared is government property and shall ensure any data they access during their duty must be protected and destroyed once they complete the work in accordance with the data-protection-act. The bidder shall hand over all the source-codes and workflows and thereafter destroy them. The bidder shall also be required to ensure they abide to the Data-protection law and all laws. Any breach as a result of non-compliance by the bidder shall be met by the full force of the law.

	The system must provide flexible user-defined security control up to the field level (Regional, County and sub-county).	
	The system must have lifetime data retention. The Retention of System Rules history showing the rules applicable and logic behind them for audit purposes.	
	The system must provide audit trail logs on any transaction giving date, time, and the user.	
	The software must provide real time updating of data with audit trail (user-maintained documentation) without being locked out if other transactions are occurring?	
	The system must provide validation edits for required input fields.	
	The system must provide user-definable archive capabilities.	
	The software must provide administrators with the ability to see attempted breaches of security via report or online alert to console operator.	
3	**Technology _Hosting Environment**	
	The bidder must provide an enterprise open source server operating system platform.	
	The system shall be accessible through web user interface.	
	System shall be developed using Java, PHP, Python or equivalent open source frameworks.	
	The database platform to be used shall be MySQL or equivalent open source database.	
	Software must provide real-time processing and reporting as well as batch	
	The system must provide a query facility where the user can input different parameters to filter search where the standard report cannot be used.	
	The software must be ODBC Compliance.	

	The vendor must offer turnkey Installation	
	Software shall feature "drill down" in all modules. (organization of menus and sub menus)	
	The system to be deployed shall be integrated with the existing systems.	
4	**Payroll module**	
	The system must integrate with internal systems including but not limited to HRMIS, T-PAY, Teachers Online, SMS, E-MAIL and Active Directory	
	The bidder shall migrate all data from the current IPPD Payroll to the New Payroll	
	The system shall include an inbuilt reporting and analytic tools.	
	The system shall have the ability to search a record/s using the following parameters but not limited to TSC.NO, ID Number, Location, Division, Department, gender, age. The search engine shall be optimized to meet the user needs.	
	The New Payroll Compliment sub module-shall be integrated with HRMIS to source for necessary employee's details etc.	
	The payroll system will entail but not limited to: • New appointment (onboarding). • Bank details. • Reinstatement. • Promotions. • Detachment. • Payment of salaries and allowances including arrears. • Statutory and non-statutory deductions. • Explicit earnings. • Reliefs. As provided in the description of procedures and flow chart above.	

	The payroll system shall have setups for different entries for all modules. These setups include but not limited to: • Administrative regions • Salary revisions • Designations. • Banks and banks branches • FOSA	
5	**Project Implementation**	
	On Transfer of knowledge to TSC staff; Contractor will provide training and support throughout the contract period.	
	The Contractor will assign experienced Project Manager and consultants to the client	
	The contractor shall provide all system documentation (Technical, control matrix, user manuals and system source codes) both in hard and soft copy.	
	The contractor shall implement the project on a modular method and each sub-module shall be fully tested before rollout.	
	The Commission shall undertake software quality assurance assessment through its staff or a qualified and independent third party. Any recommendations brought up shall be implemented by the contractor at no extra cost.	
	The contractor must complete the project within two years.	

There shall be a prototype Pitching exercise to demonstrate the following functionalities of the proposed payroll as per the terms of reference and scope of work.

i. Security and Back-up

ii. Technology Hosting Environment

iii. Payroll Modules

iv.   Implementation

Technical Evaluation

TEC	Tech Description	MAX. MARKS	SCORED MARKS
TEC 1	**Implementation Team** The Contractor shall assign at least two (2) experienced Project Managers and one Consultants to the implementation of the Payroll at the Commission. The Project Manager must have degree in project management and professional qualification of the same for at least five years' experience in similar assignment. Attach the following; • Academic certificates of each @ 3marks = 9 • professional certifications of each @ 2marks = 6 • CV must be certified by the Head of HR showing years of experience and at least three projects managed successfully @ 2marks = 6 The Consultant must have a degree in ICT or IT with five years' relevant experience in similar assignment. • Academic certificates of each @ 3marks • professional certifications of each @ 3marks • CV must be certified by the Head of HR showing years of experience and at least three projects managed successfully @ 3marks	30	
TEC 2	The bidder must provide a project implementation work plan clearly showing the project key deliverables spread out within the proposed project duration of two years signed and stamp.	5	
TEC 3	**Qualifications of the Technical Staff to support the implementation of the system** **4 No. Programmers with over five (5) years' relevant experience in Programming Environment-Languages** • Each must have BSC in ICT or any other related software development fields @ 2 mark each = 8 • Each must have technical certificate @ 0.5 marks = 2 • Each must have 5 years' relevant experience. @ 0.5 marks = 2 *Must attach CV certified by the Head of HR, academic and Technical Certificates*	12	
TEC 4	**4 No. System analyst;** BSc in ICT or any other related system analysis fields with at least 3 years' experience in similar assignment;	8	

	• Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 5 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***		
TEC 5	**2 No. Database administrator**; BSc in ICT or any other related database administration fields with at least 3 years' experience in similar assignment. • Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***	**3**	
TEC 6	**2 No. System administrator**; BSc in ICT or any other related systems administration fields with at least 3 years' experience in similar assignment. • Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***	**3**	
TEC 7	**2No. Software architect**; BSc in ICT or any other related software architect fields with at least 3 years' experience in similar assignment; • Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***	**3**	
TEC 8	**3No. Software testers;** BSc in ICT or any other related software development fields with at least 3 years' experiences in similar assignment.	**4**	

	• Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***		
TEC 9	**2No. Software quality assessor**; BSc in ICT or any other related software development fields with at least 3 years' experiences in similar assignment. • Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***	**3**	
TEC 10	**2 No. Backend engineer**; BSc in ICT or any other related software development fields with at least 3 years' experiences in similar assignment. • Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***	**3**	
TEC 11	**2 No. Frontend engineers**; BSc in ICT or any other related software development fields with at least 3 years' experiences in similar assignment. • Each must have BSC in ICT or any other related software development fields @ 1 mark each • Each must have technical certificate @ 0.5 marks • Each must have 3 years' relevant experience @ 0.5 marks ***Must attach CV certified by the Head of HR, academic and Technical Certificates***	**3**	
TEC 12	**PITCHING**	**20**	

	Bidder will be required to conduct demonstration at the TSC Headquarters before the Evaluation Committee and at least 4 Ex-Oficio members on the System's Functionalities and Technical capabilities of the listed modules. Bidders must carry their own computers and scanners for demonstration. TSC will provide a conference room and a projector. Bidders will be scored on their system capacity to perform the following; 1) Compliance with the all the required modules functioning to TSC requirements or ability to integrate with the existing systems 2) Security and Back-up requirements @ 5 marks 3) Technology Hosting Environment @ 5 marks 4) Payroll Modules @ 5 marks 5) Implementation @ marks		

Note: The demonstration will be scored against the above system requirements out of 20 marks. Only bidder who scores a total of 80 marks will be considered for shortlisting and be given a Request for Proposal.