AP\_9/7/3/7

EOI – 2024/066

A logo with a palm tree and text

Description automatically generated

EOI

Response Form 2 - Costing

In response to the call for Expressions of Interest

By: Secretariat of the Pacific Regional Environment Programme

For: Human Resource Information System

Deadline for Responses: 9:00 am, 17 Feb 2025 (Samoa date and time)

1. **Costing**

Respondents are required to provide indicative costing in **US Dollars**, highlighted in yellow in the table below, for the base application and the modules that are required to provide the functionality and support the process as indicated in Section 2.2 of the EOI, and the user numbers indicated in section 2.3 of the EOI.

Please propose a licensing arrangement you anticipate will satisfy SPREP’s requirements based on information provided in the EOI.

### **Total Costs for SaaS Solution**

| **Cost Component** | **Unit / Number of users** | **Unit Cost** | **Total Cost** | **Basis / Comment** |
| --- | --- | --- | --- | --- |
| **Initial Set Up** | | | | |
| Initial Set Up | 1 |  |  | Please provide an indicative implementation cost in US Dollars. It is expected that this is a one-off cost. |
| **Monthly Fee – to meet the capability described in Section 2.2 and 2.3 of the EOI** | | | | |
| Please briefly describe the services included in the monthly fee in the “Basic / Comment” column |  |  |  |  |
| Please provide the number of users included in the monthly fee |  |  |  |  |
| * User Type if applicable |  |  |  |  |
| * + Concurrent Users |  |  |  | Please provide a brief description of each license type and its intended users e.g. is it designed for end user, core user or system administrator? |
| * + Named Users |  |  |  |  |
| * User Sub Type if applicable |  |  |  |  |
| * + Light user |  |  |  |  |
| * + Heavy user |  |  |  |  |
| * + [Add as appropriate] |  |  |  |  |
| **Total SaaS Cost if available** | |  |  |  |

| **Vendors are requested to:** | **Response** |
| --- | --- |
| What are your standard hourly rates? Please state the number of hours in a working day |  |
| Please provide an estimated implementation timeline (in months) and effort in days |  |

### **Licensing Costs for Non SaaS Solution**

| **Vendors are requested to:** | **Response** |
| --- | --- |
| Provide an outline of your licensing structure |  |

| **Cost Component** | **Unit / Number of users** | **Unit Cost** | **Total Cost** | **Basis / Comment** | |
| --- | --- | --- | --- | --- | --- |
| **Initial Set Up** | | | | | |
| Initial Set Up & Implementation | 1 |  |  | | Please provide an indicative implementation cost in US Dollars. It is expected that this is a one-off cost. |
|  | | | | | |
| **Enterprise License if available** | | | | | |
| Enterprise license if available | 1 |  |  | Please provide the cost of enterprise license of the proposed solution if available | |
| **Total Enterprise Licensing Cost if available** | |  |  |  | |
|  |  |  |  |  | |
| **Non Enterprise License** | |  |  |  | |
| **Foundation / Base** |  |  |  |  | |
| Foundation / Base license (if applicable) | 1 |  |  | Please enter base application license information which is on top of individual module / function license listed below if applicable | |
| **Modules** |  |  |  | Please provide licensing information for each module / function required if enterprise license is not available | |
| Payroll  [Insert type of user here e.g. concurrent user or named user] |  |  |  | Please provide a brief description of each license type and its intended users e.g. is it designed for end users, core users or system administrator? | |
| Leave Management  [Insert type of user here] |  |  |  |  | |
| Performance Development  [Insert type of user here] |  |  |  |  | |
| HR Portal  [Insert type of user here] |  |  |  |  | |
| Reporting & Enquiry  [Insert type of user here] |  |  |  |  | |
| User Maintenance and Security and HR Delegations [Insert type of user here] |  |  |  |  | |
| Workflows [Insert type of user here] |  |  |  |  | |
| **Copy and insert another row/s into here if additional modules are required** | | | | | |
| **Total Non Enterprise Licensing Cost** | |  |  |  | |

| **Question:** | **Response** |
| --- | --- |
| What is the annual maintenance cost as a percentage of license cost, if applicable |  |
| Please provide an estimated implementation timeline (in months) and effort in days |  |
| What are your standard hourly rates? Please state the number of hours in a working day |  |
| Please provide an indicative on-going cost in US Dollars including cost of upgrades and their frequency |  |