

TERMS OF REFERENCE (TOR)

PROJECT TITLE	:	PRIME-HRM/SPMS Application System
PROPONENT	:	Human Resource Policies and Standards Office (HRPSO)
SOURCE OF FUND	:	HRPSO Funds as provided in Annual Procurement Plan
BUDGET	:	P300,000.00 inclusive of tax

I. RATIONALE

The Program to Institutionalize Meritocracy and Excellence in HR Management (PRIME-HRM) has been identified as the medium that will lead the Commission to its Vision of being Asia's leading Center for Excellence in HR and OD by 2030. Aside from that, the implementation of Strategic Performance Management System (SPMS), as institutionalized by the Commission, has also become a breakthrough in the performance of our agency.

These two programs aim to improve HR systems and processes for good governance in the public sector and heighten influence on HR Systems and Processes of government agencies.

Both programs require intensive and efficient database application that would generate an up-to-date information regarding the implementation of the programs and will organize a large amount of data submitted by different CSC regional and field offices relative to the monitoring mechanism of the programs.

The HRPSO is currently using Microsoft Office Excel in organizing and generating data relative to agencies' PRIME-HRM accreditation and monitoring of SPMS implementation. The said data being organized using MS Excel are immense, thus, there could be a possibility that data generated thru MS Excel may have inconsistencies and inaccuracy since MS Excel's features are limited and only designed to organize and store a limited amount of data.

Thus, there is a need for a database application system that will capture and cover all the data relative to the implementation of PRIME-HRM and SPMS. The said database application system will also provide security and back-up storage of all pertinent data relative to the implementation of the two programs.

II. OBJECTIVES

The objectives of the project are as follows:

- To develop an application system aimed to store, organize, update, secure, and generate PRIME-HRM and SPMS data/information ;
- To integrate the PRIME-HRM and SPMS data to generate a more comprehensive information relative to the implementation of the two programs; and
- To integrate the application system with other CSC information systems.

III. FEATURES OF THE PRIME-HRM/SPMS Application System

The PRIME-HRM/SPMS application system will have the following modules/specifications:

1. **Web Interface**

A program module that will enable collection of data from CSC Regional/Field Offices, makes easy the use of design for data input and facilitates validation and error control handling.

- Electronic Assessment and Report Form for data capture from CSC Regional and Field Offices.
- Database back-end records creation for auto save and data/record grouping and segregation

2. **Forms builder**

A program module for creating forms for assessments, surveys and other pertinent data entry forms needed for SPMS and PRIME-HRM implementation.

- Data field and data collection control/validation

3. **Database Administration**

Database storage of both fixed, temporary, and transactional records. Data formation into records then into files and tables. Data cleansing for data integrity

4. **Reporting tool**

Design and creation of report layouts; data arrangement print outs.

- Periodic/Standard Reports Generation
- Data entry log and summary

5. **Workflow engine**

- Manages flow of information to different system user and controls data/information access to authorized users.

6. **Systems Support**

System utilities for database management and control. Assist the user to revise input screen design, data-save and restoration facility for backup purposes

- User account management
- System backup/restore

Attached is the system analysis and design of the PRIME-HRM.

IV. EXPECTED OUTCOMES

1. The HRPSO is able to provide the Commission with accurate, updated, credible and timely reports relative to PRIME-HRM and SPMS implementation. This will aid the Commission during performance review, target setting/realignment and decision making.
2. The HRPSO is able to manage accessibility and availability of data accurately and in a timely manner.
3. The CSC Regional and Field Offices are able to submit assessment results, and recommendations and manage updating and prompt submission of reports. This will facilitate efficient monitoring and tracking of HRPSO on PRIME-HRM and SPMS reports/updates.

V. KEY USERS OF THE SYSTEM

1. The Commission
2. HRPSO
3. CSC-RO PSED Staff
4. CSC Field Office Directors
5. The Agencies

VI. PROJECT IMPLEMENTATION

System Developers

The HRPSO will outsource freelance IT professionals/programmers who will develop the application system based on the approved system requirements and design. They will be reporting to HRPSO regarding the status of the system at least once a week.

The System Developers are expected to possess the following qualifications:

Position	Qualifications
Senior Programmer (2)	<ul style="list-style-type: none">• BS degree in Computer Science/ Information Technology/ Computer Engineering;• At least three (3) years of experience in database development and management, web application, systems development and maintenance; experience in developing HR system in an advantage; and• Certificate of proficiency from the National Computer

	Center/National Certification from TESDA or any ICT Certifying Organization
Junior Programmer (1)	<ul style="list-style-type: none"> • BS degree in Computer Science/ Information Technology/ Computer Engineering; • At least two (2) years of experience in database development and management, web application, systems development and maintenance; experience in developing HR system in an advantage; and • Certificate of proficiency from the National Computer Center/National Certification from TESDA or any ICT Certifying Organization

Scope of the Work

1. System Development

a. The Contractor shall perform systems programming based on the following:

- i. Business Requirement Document;
- ii. Software Requirements Specification;
- iii. Database Schema;
- iv. Wireframes;
- v. Mockup
- vi. Appendix documents.

b. The Contractor shall practice rigorous requirements management, project management, change control management and testing during DME efforts to ensure:

- i. Deployment of high quality code that accurately meets the requirements
- ii. Successful releases without introduction of unexpected problems
- iii. Minimal need for emergency/corrective maintenance
- iv. Minimal need to fix the same issue multiple times

2. Testing and Debugging

a. The Contractor shall conduct functional, unit, system/integration, regression, smoke, load/performance and/or stability tests as applicable as part of their quality assurance plan for each system release.

b. CSC will perform acceptance testing of the new PRIME-HRM system code and/or database changes/additions after successful completion of Contractor testing.

c. The Contractor shall prepare or update a User Acceptance Test (UAT) plan and test scenarios/scripts for users to follow during the initial structured portion of the UAT (following structured testing the users are encouraged to conduct their own free-form testing)

d. The Contractor shall correct any errors identified by the User Acceptance Test team. The Contractor shall document the results of the testing in the Test Report.

3. Application Roll-out

- a. The Contractor shall assist the CSC technical team in the deployment of the PRIME-HRM system to the Data Center.
- b. The Contractor shall prepare and manage Release Notes to document the fixes/changes/enhancements included in each system release and support the release process using standard Change Management tools.

4. Maintenance and Support

- a. The Contractor shall include a one (1) year maintenance and support warranty for its delivered application for bugs that will be discovered during the warranty period, including security fixes and patches to the application.
- b. Changes that will be requested that is outside of the original scope of work shall undergo standard Configuration Management procedure. The Contractor shall update the existing Configuration Management (CM) Plan or create the CM Plan if it does not exist. The plan shall address the following:
 - i. Configuration Management
 - ii. Change Management
 - iii. Release Management
 - iv. Problem Tracking
- c. Items that are outside the original scope requirements defined by the CSC and that are not bugs/error on the part of the Contractor will be billed according to the hourly rate of the Contractor.

5. System Acceptance and Turn-over

Documentation of the system shall be turned over to the Civil Service Commission for retention of the rights, titles and interests in and to the system, including all intellectual property and proprietary rights.

The CSC shall provide the following:

1. Key contact person who will act as Project Manager responsible for overseeing and making decisions on the content and functionalities of the system;
2. Access to current PRIME-HRM system and database;
3. Assessment tool copy and other documents that will be used in relation to the system;
4. Interview schedule with individuals to be interviewed related to the subject; and
5. Space and internet connection for the Contractor where they can work onsite.

Deliverables

1. Collation of PRIME-HRM and SPMS Data
2. PRIME-HRM and SPMS application system and its source code

3. Bi-monthly status report relative to the development of the system
4. Application system user's guide
5. Turn-over and system user's training
6. Maintenance and system support for one (1) year

Duration

The project shall be in 4-month period which shall start January 18, 2016 (depending on the approval period of the BAC) until May 17, 2016. Should the approval be delayed, the duration shall be adjusted accordingly. The activities shall be undertaken based on the following schedule:

Project Kick-off/Data Gathering	January 18-22, 2016
Review of Infrastructure Database design Validation of Software Requirements Specification Submission of Project Plan	January 18-22, 2016
Customization of PRIME HRM Assessment Tool (Excel) Templating (HTML and CSS) Agency Profile (list view, add edit, delete, full detail view (static) Head of Agency and HR Office (edit/update Audit trail module	January 25, 2016 – February 5, 2016
Assess Module – part 1 Assess Module – part 2	February 8-26, 2016
Assess Module – part 3 Assess Module – part 4	February 29-March 18, 2016
Assist Module Award Module Reports	March 21-April 8, 2016
Admin Module Dashboard	April 11-22, 2016
User Acceptance Testing	April 29, 2016
Push to Live Admin Training Project Sign-Off	May 2-17, 2016

Service Fee

Three Hundred Thousand Pesos (300,000.00 Php.) inclusive of applicable taxes and one (1) year support and maintenance of the system. Payment will be divided into two:

30% after the first presentation of the initial design/project plan - P 90,000.00
 70% upon completion and deployment of the system - P210,000.00

Payment of service fee shall be upon satisfactory delivery of outputs. HRPSO shall be responsible for reviewing the quality of the outputs and endorsing payment thereof. Payment shall be made by the CSC through Landbank of the Philippines (LBP) check within fifteen (15) government working days after issuance of proof of delivery by the Contractor.

Any violation of any of the terms and conditions in this TOR shall entitle CSC to withhold payment to the Contractor


VII. Taxes

Any and all taxes, fees, charge, imposts and other legal execution due or that may become due shall be chargeable against the account of the Contractor. The CSC, as a government collecting agency for the Bureau of Internal Revenue shall deduct allowable government taxes.

Recommending Approval:

Approved:


AZUCENA PEREZ-ESLETA
Director IV, HRPSO


ALICIA dela ROSA-BALA
Chairperson, CSC

Evaluation of Qualifications Based on Submitted Proposal vis-à-vis TOR

Criteria/Qualifications	Percentage
1. System Developer (2 Senior Programmer and 1 Junior Programmer)	50%
<ul style="list-style-type: none">• BS degree in Computer Science/ Information Technology/ Computer Engineering;• At least three (3) years of experience for Senior Programmer and two (2) for Junior Programmer in database development and management, web application, systems development and maintenance; experience in developing HR system in an advantage; and• Certificate of proficiency from the National Computer Center/National Certification from TESDA or any ICT Certifying Organization	25% 20% 5%
2. Amount of Proposal	50%
TOTAL	100%