**St Basils – HR system replacement**

**We require a HR platform for 350 to 400 end-users, the platform must have the following attributes**

1. **Cloud hosted**
2. **Hosted within the UK**
3. **Secure end-user access**
4. **Mobile app; available on App Store and Google Play Store**
5. **Verifiable disaster recovery resilient data centre and infrastructure**
6. **Verifiable cyber security and data handling compliant**
7. **Project deployment tasks – Single sign-on, active directory data exchange, training, Microsoft Outlook integration, onboarding, super user training**
8. **Post project deployment support**

**The initial contract for the platform is intended to be on a one year rolling basis, and the value of the contract is to be discussed. The platform must be able to provide majority or all the following key functions**

* **Core HR**
* **Recruitment and talent management – vacancy management, direct job board posting, vacancy authorisation, CV redaction**
* **Recruitment onboarding**
* **Self-service – employee and manager**
* **Appraisal / Performance Development Review (PDR)**
* **Disciplinary and Grievance**
* **Training management**
* **Absence**
* **Compensation and Benefits**
* **Overtime and zero hours contract worker management**
* **Workflow**
* **Document management**
* **Policies**
* **DBS checks**
* **Data analytics and KPI reporting, for value capture and business intelligence**

**Please ensure your quote includes:**

Initial purchase cost

Monthly/ annual support charge

Contracted support hours

Any other possible charges

Any other possible modules available to St Basils (at either a cost or no charge)

Possibility to extend the contract if both sides are happy