**ANNEX 3: InnoEnergy Criteria List (page 1 of 4)**

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| **CAT.** | **Code** | **Question** | **Answer** | **Comments by tenderer** | **Scoring** |
| General | 1A | Do you operate (Payroll, time-writing and HR) in the following countries: |  |  |  |
| Portugal | Choose an item. |  |  |
| Spain | Choose an item. |  |  |
| Netherlands | Choose an item. |  |  |
| Belgium | Choose an item. |  |  |
| France | Choose an item. |  |  |
| Germany | Choose an item. |  |  |
| Poland | Choose an item. |  |  |
| Sweden | Choose an item. |  |  |
| Luxembourg | Choose an item. |  |  |
| 1B | Do you process this administration also for **interns** in the above operating countries (in case 1A = YES) | Choose an item. |  |  |
| 1C | Are the systems available for multilingual output / reports (Local language and English) | Choose an item. |  |  |
| 1D | Are your local offices / partnerships all multilingual for local support with the client (Local language and English) | Choose an item. |  |  |
| 1E | Is your system able for a full integration with Microsoft Navision (MSNAV) | Choose an item. |  |  |
| 1F | Full GDPR compliancy in all operating countries | Choose an item. |  |  |
| 1G | Integration with Time writing/holiday/ sick leave administration system | Choose an item. |  |  |
| 1H | Could you offer a central remote training to all users of the time writing- and holiday request system  | Choose an item. |  |  |
| 1I | Could you offer a central remote training to the heavy users who will work on daily basis with this system | Choose an item. |  |  |
| 1J | Available helpdesk where employees can call or e-mail with all payroll / HR / time writing related questions | Choose an item. |  |  |
| 1K | In case of available helpdesk (question 1J), is this helpdesk multilingual (Local language and English) | Choose an item. |  |  |
| 1L | Is your system able for a full integration with RYDOO (travel expense mgt. system) | Choose an item. |  |  |
| 1M | Do you have an account manager per country for structural communication | Choose an item. |  |  |
| 1N | Do you have an overall account manager for all InnoEnergy’s entities (supervising all countries) | Choose an item. |  |  |

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| **code** | **explanation** | **code** | **explanation** |
| **1A** | **Please indicate as follow: Company in this country 🡪 “YES”, Partnership in this country 🡪 “PARTIAL”, Not operating in this country 🡪 “NO” # Staff = PT 10, ES 50, NL 45, BE 25, FR 25, DE 25, PL 40, SE 45, LUX 1** | **1H** | **Approx. 266 staff members across EU** |
| **1B** | **# Interns = PT 2, ES 30, NL 4, BE 4, FR 4, DE 4, PL 10, SE 10, LUX 0 (average of 4 months p/y assignments.)** | **1I** | **Approx. 40 staff members across EU** |
| **1C** | **Are your designated systems set up in local language of the country and able to switch to English language additionally** | **1J** | **Accessible support desk for all employees**  |
| **1D** | **Can you provide local support in country language AND English** | **1K** | **In case 1J = “YES”, in local language AND English** |
| **1E** | **Existing migration with Microsoft Navision** | **1L** | **Full migration with the expense report Mgt. system Rydoo** |
| **1F** | **Up to date GDPR compliancy certificate existing for your company in all countries** | **1M** | **De-centralized account management support available** |
| **1G** | **Synergy (full migration) between different systems, without manual interception** | **1N** | **Centralized account management support available** |

**ANNEX 3: InnoEnergy Criteria List (page 2 of 4)**

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| **CAT.** | **Code** | **Question** | **Answer** | **Comments by tenderer** | **Scoring** |
| Payroll & System | 2A | Full online payroll cycles complaint with all (local) regulations (tax, social security) in the following countries: |  |  |  |
| Portugal | Choose an item. |  |  |
| Spain | Choose an item. |  |  |
| Netherlands | Choose an item. |  |  |
| Belgium | Choose an item. |  |  |
| France | Choose an item. |  |  |
| Germany | Choose an item. |  |  |
| Poland | Choose an item. |  |  |
| Sweden | Choose an item. |  |  |
| Luxembourg | Choose an item. |  |  |
| 2B | Register of new employees | Choose an item. |  |  |
| 2C | Exit of employees | Choose an item. |  |  |
| 2D | Monthly mutations | Choose an item. |  |  |
| 2E | Integration to our financial accounting system MSNAV | Choose an item. |  |  |
| 2F | Generation or required data like GL, slips, social security and tax remittals, bank transfers etc. | Choose an item. |  |  |
| 2G | Compliancy and processing specific tax status like “7P” and “Lay Beckham” in Spain and “30% ruling” in NL | Choose an item. |  |  |
| 2H | Flexible effective salary batch payments per country (Fixed dates per country per month)  | Choose an item. |  |  |
| 2I | Pre-approval of payment batch by InnoEnergy before submission | Choose an item. |  |  |
| 2J | A full users specific access rights per country to the portal(s) | Choose an item. |  |  |
| 2K | A fixed contact person per payroll portal (account manager) to discuss payroll specific issues (with a back-up contact) | Choose an item. |  |  |
| 2L | Integration of sick and leave days in payroll. (Incl. parental leave)  | Choose an item. |  |  |
| 2M | Sanity check by tenderer if data is correct and compliant for tax, social security, legal and labour regulations | Choose an item. |  |  |
| 2N | Processing and advising on expenses and allowances (taxable- or non-taxable) | Choose an item. |  |  |

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| **code** | **explanation** | **code** | **explanation** |
| **2A** | **# Staff = PT 10, ES 50, NL 45, BE 25, FR 25, DE 25, PL 40, SE 45, LUX 1****# Interns = PT 2, ES 30, NL 4, BE 4, FR 4, DE 4, PL 10, SE 10, LUX 0 (average of 4 months p/y assignments.)** | **2H** | **InnoEnergy would like to indicate fixed salary payments dates per country** |
| **2B** | **System in which our dedicated people can register new employees for payroll processing** | **2I** | **InnoEnergy would like to sign off each payment batch before payment** |
| **2C** | **System in which our dedicated people can exit employees for payroll processing** | **2J** | **The system should have an acceptable access and user rights that is strict and safe** |
| **2D** | **System in which our dedicated people can fill in mutations (new ones or adjustments)** | **2K** | **De-centralized account management for local discussions** |
| **2E** | **Full integration with MS Navision (our financial accounting system)** | **2L** | **The full integration of sick-, holiday- and any other official accepted leave** |
| **2F** | **System is able to extract above mentioned payroll specific documentation** | **2M** | **The expertise from the tenderer before submitting data (compliancy check)** |
| **2G** | **Special country specific payroll exemptions are part of your work scope** | **2N** | **Correct processing- and advising on taxable- and non-taxable expenses and allowances**  |

**ANNEX 3: InnoEnergy Criteria List (page 3 of 4)**

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| **CAT.** | **Code** | **Question** | **Answer** | **Comments by tenderer** | **Scoring** |
| Time writing & system absence | 3A | System availability of time writing possibility | Choose an item. |  |  |
| 3B | In case of 3A YES: Time writing per **DAY, HOUR or PROJECT** possible | Choose an item. |  |  |
| 3C | Different (Max.) hours per week per country possible | Choose an item. |  |  |
| 3D | Applying company specific rules on time-writing compliancy check | Choose an item. |  |  |
| 3E | Smart phone app with same possibilities for time writing | Choose an item. |  |  |
| 3F | Calculation and consolidation of time writing integration to payroll system for settlements | Choose an item. |  |  |
| 3G | Possibility to write and settle over-hours compliant with company policy | Choose an item. |  |  |
| 3H | Approval process in time writing system (by line-managers) | Choose an item. |  |  |
| 3I | In case 3J is YES: Approved by default approach in case approval managers doesn’t approve time writing | Choose an item. |  |  |
| 3J | In case 3J is YES: Bulk approvals available | Choose an item. |  |  |
| 3K | In case 3J is YES: Holiday forwarding of approvals  | Choose an item. |  |  |
| 3L | In case 3J is YES: E-mail notification to approver | Choose an item. |  |  |
| 3M | Real-Time extract that can be shared directly with employees to inform them about employee specific hour spending  | Choose an item. |  |  |
| 3N | Pay slip extraction possibility (real-time update) | Choose an item. |  |  |
| 3O | Real time tracking of over-hours and worked holidays and the linked payment implications  | Choose an item. |  |  |
| 3P | Registration of illness and absence within the system | Choose an item. |  |  |
| 3Q | Notification of exceeding limits in max. over hours to employee and / or line manager | Choose an item. |  |  |
| 3R | Over-hours calculation into days-off and / or pay-out | Choose an item. |  |  |
| 3S | Time writing for other external (non-employees) e.g. freelance consultants | Choose an item. |  |  |
| 3T | Integration into MS outlook or Gmail agenda so meetings will be transferred into time-writing system | Choose an item. |  |  |
| 3U | Training possibility of time writing system for ALL users | Choose an item. |  |  |

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| **code** | **explanation** | **code** | **explanation** |
| **3A** | **Tenderer can provide a (licenced) system to record time writing and absence by InnoEnergy** | **3L** | **Line managers being notified by e-mail in case of approval requested** |
| **3B** | **System is flexible to do this at InnoEnergy’s preference (By week, day, hour or project)** | **3M** | **Extracts that can be distributed among employees to update them on their time status** |
| **3C** | **System is flexible so InnoEnergy can set max. hours per week per country as a standard** | **3N** | **Pay slip extracts on request** |
| **3D** | **Tenderer is checking if the time writing and absence hours are compliant with (local) regulations** | **3O** | **Over-hours administration and the financial impact for InnoEnergy and the employee** |
| **3E** | **Working mobile with (almost) same web-based functionalities on a smart phone app** | **3P** | **Absence registration (by illness- holiday etc.)** |
| **3F** | **A full integration between the time writing system and the payroll administration system (if separated)** | **3Q** | **Notifications to line managers and/or employees when exceeding thresholds on max over-hours** |
| **3G** | **Over hours compensation possibilities (to be settled within the system)** | **3R** | **Financial impact calculation of over-hours transferred to days-off / pay out** |
| **3H** | **Approval process within the system by line managers** | **3S** | **Time writing for externals (non-direct employees)** |
| **3I** | **Approved anyway in case of non-reaction of the designated approval manager** | **3T** | **Meetings in agenda (MS Outlook and Gmail) into time writing system** |
| **3J** | **Bulk approvals by line managers** | **3U** | **Training to all users of this system** |
| **3K** | **Holiday forwarding of approvals in case of absence**  |  |  |

**ANNEX 3: InnoEnergy Criteria List (page 4 of 4)**

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| **CAT.** | **Code** | **Question** | **Answer** | **Comments by tenderer** | **Scoring** |
| HR System | 4A | HR system available that records standard employee data | Choose an item. |  |  |
| 4B | HR system that extract reports like headcounts per country, cost per dept. etc. | Choose an item. |  |  |
| 4C | An online repository where we can add performance management documents, employment agreements, contract letters to employees. Exit and hiring forms in repository. | Choose an item. |  |  |
| 4D | See per employee who has an indefinite contract who has definite contract, when the definite contract expires, auto notification to HR and CCFO 3 months before expiry and 1 month before expiry | Choose an item. |  |  |
| 4E | Strict access rights available to limit the accessibility and provides access to few authorized employees | Choose an item. |  |  |

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| --- | --- |
| **code** | **explanation** |
| **4A** | **A HR system with access limitation and used for employee records** |
| **4B** | **Extraction possibilities for flexible Ad Hoc required reports** |
| **4C** | **Repository for document storage per employee** |
| **4D** | **Simplified contract management system within the HR system for contract follow up**  |
| **4E** | **Access management (defined by InnoEnergy)** |

**By submitting this Annex 3 as part of the complete tender package, I hereby declare this form has been filled truthfully and the serviced marked as possible can and will be provided as part of the work scope within the offered price agreement.**

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| **Free comment field for additional remarks or information from tenderer:** |
|  |

**Signature by tenderer representative**

Company name:

Representative name:

Representative function:

Date:

Signature: