

Request for Proposals (RFP)

**The Provision of Cloud-based Payroll Solution,
Implementation thereof and Payroll Support Services
to the CSIR for a period of Five (5) Years.**

RFP No. 3594/09/10/2023

Bidders' Question	CSIR Response
Please confirm the current CSIR employee compliment to quote accurately	It varies from between 2200 and 2500 employees
Will you please be so kind as to confirm the quantity of the payroll that must be done for the above-mentioned tender?	The payroll monthly processes between 2200 and 2500 employees
SCOPE QUESTIONS	
Could you specify the employee headcount and entity details?	The payroll monthly processes between 2200 and 2500 employees
we assume current scope is for South Africa only. Kindly confirm If there any multiple countries involved. If yes, please specify the country details along with headcount.	The payroll is only for South Africa. We do not have an international footprint of employees
Please provide details of Paycycle/pay frequency for each entity and Number of legal entities.	We only currently have 1 legal entity for which we run a payroll. We pay monthly salaries, but a 2 nd or 3 rd run may be required, which might include late resignations and items such as payment of bonuses that are processed in a separate payroll batch.
What are the specific services for Last mile filling as per country? Are services like registration and deregistration required?	We only pay Salaries in South African bank accounts. Foreigners work in South Africa and have South African bank accounts. Employees are provided with a payslip that can be accessed on a portal. The requirement will be to replace this portal as it is relying on outdated technology. We also need employees to be able to access a portal where they can calculate/simulate changes in their salary and see a dummy payslip and the impact on their net take-home salary.

Bidders' Question	CSIR Response
Does CSIR have a standard payslip format which needs to be incorporated in the system?	Yes.
As a standard practice, we only do migration for current financial / tax year data, would there be a need for any additional historical data to be migrated to the system?	Yes, in order to ensure that we are able to refer back to history for tax and other queries and reporting that may be required.
INTERGRATION QUESTIONS	
Please list the number of banks applicable for salary payment, country wise.	We only pay salaries from one bank account (ABSA). Our employees however bank with a multitude of South African banks. It can be assumed that most South African banks are represented. We only pay salaries to South African banks.
We believe Core HR integration with Oracle Peoplesoft. Kindly confirm	Yes, this is a requirement. Employee Master data resides in Oracle PeopleSoft HRMS and will need to be integrated (Flow from Oracle to Payroll System) into the new payroll system. Employees are not to be added manually to the payroll system.
Kindly provide details regarding time, leave and Finance systems in place which are considered for integration	Leave resides in Oracle PeopleSoft HRMS Time resides in Oracle PeopleSoft Finance The requirement is not for these elements to be included in the payroll solution.
If there is any other system in place other than Core HR, leave, Time and Finance for which integration to be required such as Expense, Loans & Advance, etc.	S&T Advances are processed on a bespoke Oracle APEX tool. The reconciliation and processing of expense claims are performed in Oracle EBS. The uploading of S&T claims are currently manually uploaded into our existing Payroll system Our overtime submission resides within a bespoke Oracle APEX tool (Workflow). Voice & Data allowances are also captured here.

Bidders' Question	CSIR Response
<p>Please list the average number of New Joiners and Leavers in a month, to estimate the volume of data/transactions.</p> <p>Please provide us headcount growth projection for next 5 years.</p>	<p>The number of new appointments for the period to date April – September amounted to 173, extrapolated to a full year of 346. Terminations for the same period amounted to 125, extrapolated to 250 for the full-year period</p> <p>Our headcount remains more or less stable from year to year. One can assume a steady headcount for the next 5 years.</p>
<p>What is the frequency of ad-hoc/additional pay runs?</p>	<p>We frequently have 2 pay runs a month to accommodate late resignations.</p>
<p>PRE-PAYROLL REQUIREMENTS</p>	
<p>What is the plan or approach for employee self service? Is it going to be handled through the Oracle system or proposed payroll platform? Do you require payslips to be sent back to the HR system for employees to view the same through ESS?</p>	<p>Self Service approach can be done in the following ways:</p> <ul style="list-style-type: none"> • Self-Service through Oracle PeopleSoft HCM via a link to the payroll system for payslip download/viewing, annual salary package structuring, and IRP5 download • Self-Service through the actual payroll system provided for payslip viewing, annual salary package structuring and IRP5 download
<p>Do you have an expatriate population? If yes, please provide more specifics in terms of headcount per country</p>	<p>No, we do not currently have expats.</p>