

招標簡報
保安雲之
人力資源管理模組

Tender Briefing on
Human Resource Management (HRM) Module
on Security Cloud

27 January, 2015



OGCIO Funded Project:

- The Security Cloud HRM module is a funded project by the Office of the Government Chief Information Officer of the Government of HKSAR (OGCIO) under the 2014/15 Sector-specific Programme (SSP) for security sector.
- The project aims to benefit SMEs in security sector.
- Chamber of Security Industry (CSI) is the project organiser, with Hong Kong Linux Industry Association Limited (HKLIA) as the technical adviser.



Project Objectives:

1. To develop a new HRM module to ease the heavy burden of HR functions on SMEs of security sector
2. To enhance the functionalities of the Security Cloud system for practical uses.
3. Through the new and enhanced system, the SMEs of security sector will be able to gain their competitive edge

香港特別行政區政府
政府資訊科技總監辦公室



System Functionalies



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Paperless employee recruitment

1. Applicants to fill in e-Form on Tablet instead of pen and paper
2. Store personal records to database
3. Allow administration to view, edit and delete record
4. Establish workflow management to automate the hiring process
5. Provide linkage to other functions
6. Synchronize employee data with Security Cloud



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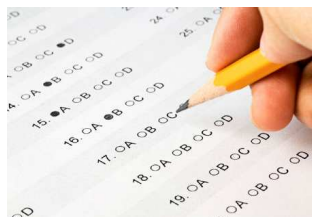
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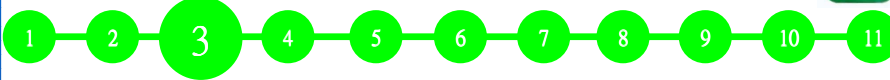
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Aptitude test and marking

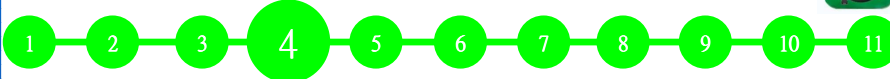
1. User defined multiple choice question pool for aptitude test
2. Allow questions randomly pick from question pool during the test
3. Instant marking





Employment vetting

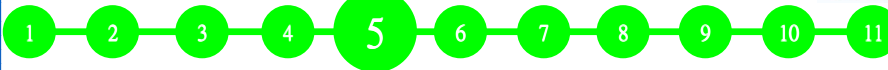
1. Cross check the validity of the applicants' SPP in Licensing Website
2. Employment vetting by checking the reference provided by applicants
3. Record the responds from the referees
4. Verify the residential address and past employment records



Police license report

1. To inform HK Police Force the newly hired security guards
2. To inform HK Police Force the resigned security guards





Employment contract and MPF enrollment form

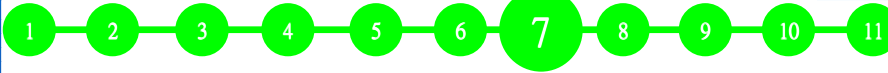
1. To generate employment contract based on employees' and posts' information, etc.
2. To generate staff card
3. To automatically pre-fill personal records on MPF/ORSO forms



Uniform and equipments issued

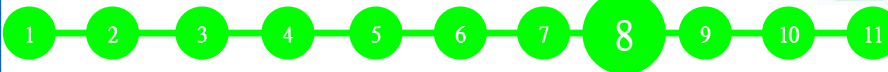
1. Individual Personnel Uniform, Equipment and Accessories Record
2. To maintain a proper record of uniform and equipments issued to security guards





Personal records

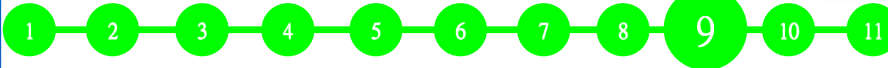
1. To create a database for personal records for applicants and employees



Leave records

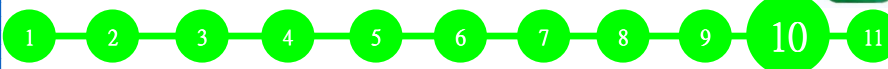
1. Store and maintain on-going leave record
2. Generate staff leave balance record for annual leave and medical leave

Annual Leave Records					
Join Date:	01/07/2005		Entitled Days:	210	
From Date	To Date	Ttl Days	Encashed Days	Ticket	
22/10/2011	21/11/2011	-30	0	No	
08/02/2012	16/02/2012	-8	0	No	
30/04/2012	30/04/2012	0	10	No	
** Add / Delete will be saved automatically					



Payroll slip

1. Store employees' payroll record
2. Provided several payroll slip output format
3. Generate and print payroll slip



Employers' tax return

1. Pre-fill employees' personal records on IRD form such as IR56B, for submission to IRD

填寫僱主報稅表 - IR56B

僱員資料 入息細則 居所詳情

第4步 - 填寫僱員/收款人資料

僱主編號： 81240001
 僱員姓名： CHAN, CHING YEE
 陳清儀



Closing Date

- Quotation shall be closed at **12:00 noon on 16 February, 2015 (Monday)**.
- Late submission shall not be considered.



Submit RFQ

- Two Envelope in Submission of Quotation, p.29. Service Provider(s) shall submit the RFQ in two envelopes clearly labeled Envelope A and Envelope B respectively on the outside as follows:
 - (a) Documents relating to the technical information (schedule 1 to 7)
 - (b) Documents relating to the price information (schedule 8 to 12)
- **Both Envelope A and Envelope B must be:**
 - Enclosed in a sealed envelope (Envelope C) and clearly marked “Ref.: CSI - Human Resource Management System”.



Evaluation Criteria

- **Evaluation Criteria, (p.30).**
- **The assessment comprises two parts, namely Submitted Document (75%) and Pricing (25%).**
- **Scoring on Submitted document is further divided into 4 parts (p.30):**
 - **(i) Company Background (10%)**
 - **(ii) Technical Assessment (35%)**
 - **(iii) Industry knowledge (20%)**
 - **(iii) Presentation (10%)**



Presentation

- **Three highest ranked Service Provider(s) will be requested to arrange a presentation session at their own offices during 23 – 27 February 2015.**
- (subject to five days of notice prior to the presentation)



Technical Aspect of RFQ



Hong Kong Linux Industry Association

1. Established in 2003
2. Non-profit making industry body
3. Develop systems and promotion more use of Open Source Software (OSS)
4. Collaborate with like minded people and organization around the world.
5. Provide professional consultation on OSS to users and NGO.



Open Source Software is the key of success

1. OSS is under scrutiny of million of computer gurus.
2. Transparency of the software increases security.
3. Millions of applications available for download
4. High adoption rate and recognition by users and industry.
5. Less effort to develop, modify and maintain.
6. One of the requirement of the sponsor.



General System Requirement

- Ride on Linux, Android and Open Source Software;
- It should conform to Open Source Initiative and LGPL 3.0
- It should be interoperable on W3C
- On desktop PC, only W3C compliant browser (such as Firefox, Safari) shall be used. No plug-in shall be allowed;
- The system shall display, enter and store 2 bytes Chinese characters and British English alphabets. It shall support the Hong Kong Supplementary Character Set (HKSCS) encoded in ISO10646 coding standards;
- All data interchange between server and client devices shall be in XML format.
- Data shall be encrypted when store in database.



Open Source Requirement

- Service provider has to provide all source code of all applications and libraries.
- The intellectual property and ownership belongs to CSI.
- CSI will only release object code to members of CSI for their own in-house use.
- Members are not allowed for any commercial deal.

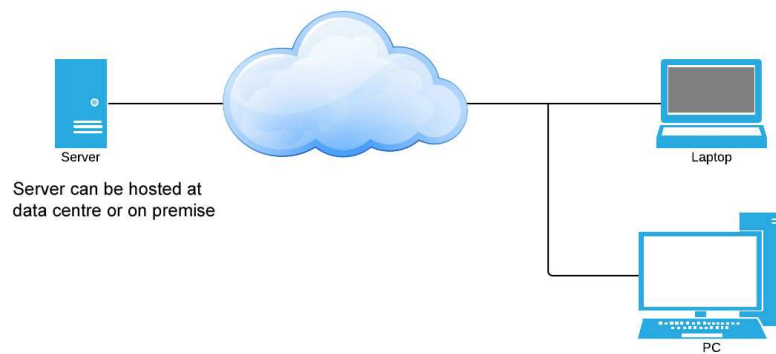


System Architecture for HRM

1. Host on Security Cloud
2. Ride on Linux Enterprise Server
3. Three tier system architecture



Android Tablet





System Modules

1. Paperless Recruitment System (p.24)
2. Regulatory Compliance (p.25)
3. Productivity (p.26)



Sizing and performance

- The system should accommodate 28 security company will use the system via web. Each company will have 1000 staff.
- Assuming 30% turnover rate. Each year may increase 300 staff.
- The expected response time is less than 5 second after the icon or button is being activated provided internet is connected via 3G or WiFi.



Project Mile stones

	<u>Tentative</u>
1. Paperless Recruitment	July, 2015
2. Regulatory Compliance	August, 2015
3. Productivity	September, 2015



Q & A