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HCM Add-On

to Complete Your Microsoft Dynamics AX/365

Microsoft
Dynamics 365

Certified

Technical & Commercial Proposal

PROPOSAL NUMBER: P-130518-
VersionNo-ProposalNo

PREPARED FOR:

AES Arabia Ltd

CREATED

09/04/2019

EXECUTIVE SUMMARY

Solvait (Talent Management Technology IT) is pleased to provide its Technical and Commercial Proposal to “AES Arabia Ltd” in order to implement its localized Microsoft Dynamics AX 2012 R3 HCM modules.



WHO WE ARE



Our vision is to enrich the Middle East market, and gulf especially, with reliable, easy to use, fast to implement, & cost effective HCM business solution for Dynamics AX/365 Partners & Clients.

OUR LOCATION

Solvait (Cocktail Information Technology) Head Office is in Amman, Jordan where the development is taking place. We also have an operation office in Jeddah, Saudi Arabia as Saudi is our biggest market.

We started with a Payroll add-on that serves small size clients of Dynamics AX 2009 in Saudi Arabia in the year of 2010. Since we started we targeted the leader position in the Middle East in providing the best Payroll add-on for Dynamics AX/365. Now and after five years, we have a set of Human Capital Management modules in which the Payroll is one of five modules under HCM umbrella.

We are few experts who have developed an extensive experience in *HR as a business, Dynamics AX/365 & Microsoft stack as a technology, and in the Middle East as a market & HR localization*. This has distinguished Solvait among the competitions easily.

WHAT WE DO

- 5 We **DEVELOP** Human Capital Management on top of Dynamics AX/365
- 5 We **PARTNER** with Microsoft partners to support their clients with our HCM
- 5 We **IMPLEMENT** our HCM to our clients and to our partners' clients when needed

To have easier & faster reach, we partner with Microsoft Dynamics AX/365 partners in the region to help them to satisfy their clients. Our 16 partners are distributed in Saudi Arabia, Gulf region. Lebanon & Libya.

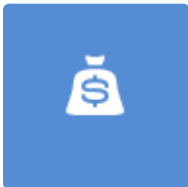
OUR HCM

Our HCM is built on top of Microsoft Dynamics AX 2009, 2012 FP, 2012 R2, 2012 R3, & Dynamics 365 for Finance and Operations. It uses MorphX, X++, SSRS, EP, SSAS Cubes, and SQL Server Power Pivot. Here is the list of modules:



Human Resources

Hiring, training, assessing, and managing today's workforce are all key to business growth and success. We added functionalities to the standard HR in Dynamics AX/365 to comply with market requirements.



Payroll

Employees' wages, accruals, integration with other modules with a flexible calculation formulas to the regulations of countries where we implemented the system in.



Employee Self-Services

Automating organization's processes to have a paperless HR services environment by implementing around 12 processes with workflows on the standard Enterprise Portal.



Administration

Managing & optimizing HR Administrating documents, communication, as well as services. We introduce features like GR, Insurance, Transportation, Accommodations, Utilities, and others.



BI & Analytics

Transforming the HCM data into useful information for insight analysis and better decisions making. We offer our clients 2 dashboards for HR Manager & Payroll Manager.



OUR PARTNERS



SOME PARTNERS



WHAT WE WERE DOING

OCT
2010

JUL
2013

MAY
2014

1ST GO-LIVE

After spending months in analyzing, designing, and building our first version of Payroll for Microsoft Dynamics AX 2009, Riyadh Schools went Live. Riyadh Schools has 800 employees and they use our Arabic interface until now.

1ST AGREEMENT

Before mid of 2013, we were dealing with many Microsoft partners in the region, however since Jul'13 we started to officially invite Microsoft partners to join our club by signing a partnership agreement with Solvait.

THE NEW HCM

In May 2014 we released the new version of our solution which we started to call Solvait HCM for Dynamics AX that has more Payroll, HR, ESS, Administration, and BI capabilities than a Payroll module only.

Almost four years of technology adoption, exposure to HR industry in the Middle East, and enjoying talking to HR managers & users. The result is 30+ implementations, 15+ partners & 5 modules.



WHERE WE ARE

JUN
2016

DEC
2017

2017

PARTNERS & MOBILE

By Jun 2016 we should have completed the partnership platform we are currently working on to facilitate the support process for those partners. We also are going to introduce our 1st version of HCM mobile app.

CfMD & BI

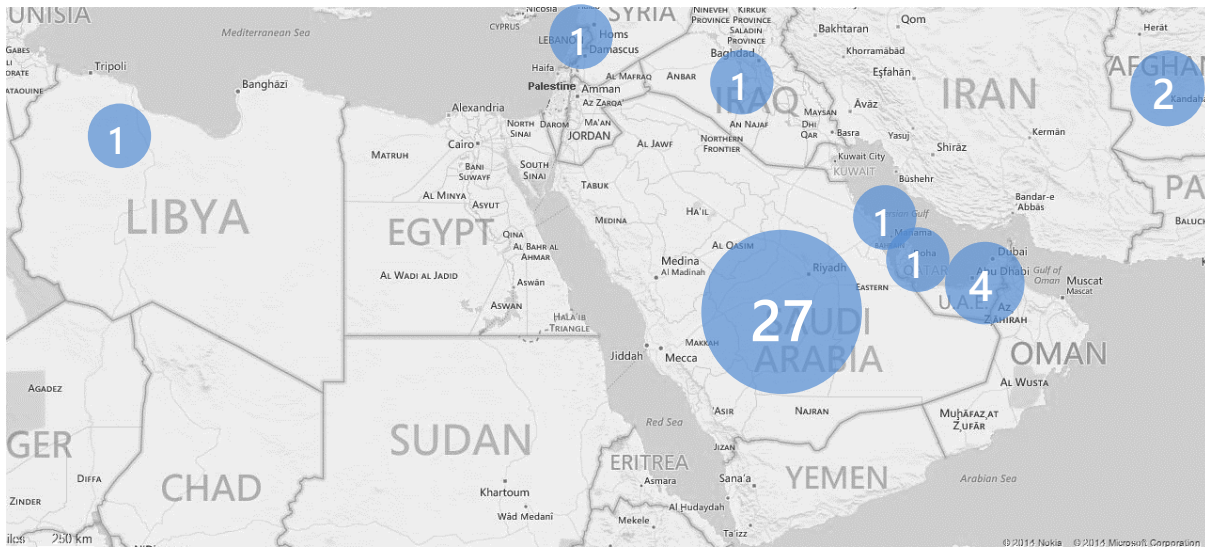
The most urgent plan for our HCM is to get it certified by Microsoft. The solution has passed all the technical tests we've done internally as per MS Best Practices. We will focus more on BI & Analytics to have better insights.

ON CLOUD

We just started with one implementation on the cloud. In mid of 2017 we aim to have our own cloud for Solvait HCM deployment. This would include changes in mythologies to have easier & faster implementations by our partners.

The very next milestone which we have started since months is to align more with Microsoft by getting our solution CfMD. Mobility, BI & Cloud is what we current target for the next few months, from technology perspective. We will also be focusing more and more partners & partners' readiness.

OUR CLIENTS



SOME CLIENTS





OUR PRODUCTS

HRM I

Dynamics AX/365 HR I : HRM Administration

- **Worker Information**

All general information about workers like English and Arabic names, addresses, contact details, professional experience, skills, certificates and education, identifications, areas of responsibility, jobs, positions... and others.

- **Organization Administration**

Administer organizational structures, including formal and informal hierarchies and position management.

HRM II

Dynamics AX/365 HR II : HRM Management

- **Recruitment and Selection Management**

Administer recruitment processes including campaigns, screening, developments, and candidate correspondence.

HRM III

Dynamics AX/365 HR III : HRM Collaboration

- **Training and Courses**

Set up, deliver, and analyze training courses.

- **Development and Performance Management**

Manage employee development and performance including development plans, skill-gap analysis tools, and periodic career discussions.

- **Skills and Skill Mapping**

Analyze skills (gaps) based on job profiles and search for skills (including filtering and weighting of skills).

Payroll

Solvait HCM Payroll:

- **Workers Contracts**

Payroll data of workers starting from basic salaries, periodically allowances and deductions, annual leaves and tickets, social insurance and/or taxations, medical insurance... and others.

- **Pay Groups and Pay Cycles**

Managing workers payrolls in groups which allows generating different payroll cycles for each group and treating each payroll cycle differently.

- **Integration with Ledger**

Posting profile and Worker sub-ledger allow automatic, accurate, and flexible/configurable way of posting Payroll payments and accruals into the ledger.

- **Payment Items Management**

Different payment items management such as periodic allowances and deductions, one-time transactions, overtime, and others.

- **Grades**

Categorizing workers benefits and eligibilities into groups called grades that enables organizations policies and makes workers classifications easier and faster.

- **Leaves Management**

All types of leaves management such as annual, sick, exam, hajj, emergency leaves, and others with their configurable calculations of amounts and balances.

- **Payroll Reporting**

Payroll reports that shows 360° of employees' status from HR, Payroll, and Financial perspective, from employee & company points of view.



- **Workers Time Management**

Managing workers time by attendance or timesheets and the ability of integration with attendance machines to automate the calculation of absences and lateness.

- **End of Service**

Resignation, termination, clearance, and end-of-contract types of EOS are managed with their configurable calculation, and workflows.

- **Loans Management**

Flexible setup for loan types that controls loans eligibility of workers and their amounts based on grades, hiring date, salaries, and other many variables.

- **Business Trips Management**

Controlling business trips as per Employees grades by assigning per-diems values according to grade, destination, travel method... etc.

- **History (Audit-Trial)**

All changes to employees' data are always recorded in the History section to show full changes of workers information since they joined.

- **Social Insurance/Security, and Taxes**

Full & flexible coverage of local Social Insurance and/or security like GOSI in Saudi Arabia, NSSF in Lebanon as well as Taxes as per your local company, if any.

Employee Self-Service

Solvait HCM Employee Self-Service:

1. Leave Request and Workflow & Leaves Balances Inquiry

Employees are now able to request their vacations, emergency leaves, sick leaves, and all types of leaves through the Enterprise Portal. Plus employees would be easily able to inquire their balances in all types of leaves.

2. Loan Request and Workflow

Configurable financial loan types such as Personal, Advanced Salary, Housing, Car loans... etc. can be requested and submitted to the correspondence workflow.

3. Business Trip Request and Workflow

Business trip request with configurable workflows on the Enterprise Portal.

4. General HR/Document Request and Workflow

All general requests from the HR department like letters, issuance... etc. with configurable workflows on the Enterprise Portal.

5. Timesheet Entry

A functionality allows employees to log their timesheets entry by the employee to enable allocation of employees Payroll & Cost based on employees activities.

6. End of Service Request and Workflow

Employees will be able to request their resignations, end of contracts, clearances and terminating their team members with the request & workflow.

7. Payslip Inquiry

Ability of employees to inquire their payslips directly from the enterprise portal



8. Recruitment Request & Workflow

Simple recruitment request by department heads that would be converted to a Recruitment Project after the approval

9. Training Request & Workflow

Training course request by employees on the Enterprise Portal with a configurable workflow in the training module of HR.

10. Appraisal Process

Evaluation appraisal process in Solvait HCM goes through goals & objectives and competencies assigning, mid-year review, and then an end of year appraisal. All that include workflow that can be configured.

11. Employee Profile

Employee profile gives the ability for the employee to explore the information registered by the company HR about him/her like name, family, grade, salary components, addresses, contact details.. etc.

12. Manpower Planning Request & Workflow

Organization department heads will plan for their manpower as per financial budget & head-count planning with the sync with the HR department.

Administration

Solvait HCM Administration:

- **Governmental Relations Administration**

Administering employees & company's legal documents with archiving and pre-expiration notification capabilities as well as managing all transactions types on those documents like issuance and renewal with follow-ups tracking

- **Events Management**

Ability of Administration department to manage company's events by communicating with employees/attendees in email.

- **Vehicles Management**

Recording company's vehicles and mentioning their usual transactions like insurance, maintenance, fuels & fuel coupons, receiving, transferring, fines, and others.

- **Tickets & Travel Agents**

Travel agents communication management feature to allow tickets recording to employees and their families with their details like Airports, classes, and dates.

- **Customs Administration**

Useful for organizations that work closely with customs to allow recording goods exported by or/and imported to the company.

- **Employees' Accommodation/Housing**

The way of tracking the company's accommodation to easily, quickly, & accurately allocate company's accommodation to employees.

- **Utilities Administration**

Tracking & recording all company's bills like electricity, water & telecommunication of company's branches and offices.



HCM Analytics

Solvait HCM BI & Analytics:

- **HR Manager Dashboard/Role-Center**

Easy to use/configure/customize Business Intelligence tools to retrieve & analyze HR & Payroll data stored in AX/365.

- **Payroll Manager Dashboard/Role-Center**

Pre-configured Payroll Manager Dashboard which is easy to use & configure to get insight analysis about company's Payroll financial figures & counts in different dimensions with only few clicks.

MARKET ANALYSIS



TARGET
MIDDLE EAST

COMPETITION
ALMOST UNIQUE IN THE REGION

CURRENT MAP
8 COUNTRIES, 18 INDUSTRY, 2 LNAQUAGES

With an important horizontal module like HCM that most companies in the world need, the market is big and appealing.

The features we were able to build has put us in a recognized position in the Middle East market. The average growth in terms of number of projects per year is 72% among the last four years. This is expected to have the same growth (if not more) with our growing reputation in market & with our loyal partners' network. We are targeting bigger markets and we now are confident that we can succeed in other markets like North America & Europe, especially after we went long way in technology adoption in HCM industry aligned with Microsoft vision for Dynamics AX/365. During the last years we were able to open markets in 8 countries and in 18 different industries as in this table.

Industry	Our Clients
Construction	6
Manufacturing	5
Public Sector	5
Education	4
Real Estate	4
Holding	3
Retail	2
Medical	1
Engineering	1
Events Management	1
Insurance	1
Charity	1
Oil and Gas	1
Professional Services	1
Telecom	1
Transportation	1
Grand Total	38



PROJECT DEFINITION & OBJECTIVES

1. Project Definition

Solvait is willing to serve AES Arabia Ltd Company by implementing its Human Capital Management add-on. Implementing Solvait HCM module, AES Arabia Ltd Company will be able to streamline their daily use processes in the HR department such as loans, leaves, and end of services as well as in the Payroll department such as calculating salaries, Social Insurance/ Security, and accruals.

2. Project Objectives

- Implementing the out-of-the-box features of Solvait HCM module.
- Decrease the current daily processes in the HR and Payroll departments of AES Arabia Ltd Company by automating most of the paper work.
- Maximizing the HR and Payroll departments efficiency by accurate calculations and systematic procedures.
- Train the HR and Payroll departments on using the system.

PROJECT SCOPE OF WORK

This section establishes the scope of the work to be performed and describes or references the specifications, instructions, standards and other documents, including the specifications for any service which will be provided by Solvait.

The scope of this project includes the following:

Customer Organization

The scope of the implementation services includes one business entity. This business entity will be presented as one company in the ERP system.

Modules in Scope

The implementation will cover the following modules of Microsoft Dynamics AX 2012 R3.

Solvait Payroll for Dynamics AX

- Workers Contracts
- Pay Groups and Pay Cycles
- Integration with Ledger
- Time & Attendance and Timesheet
- Payment Items Management
- Grades
- Leaves Management
- Workers Time Management
- End of Service
- Loans Management
- Business Trips Management
- History (Audit-Trial)
- Social Insurance/Security, and Taxes
- Payroll Reporting
- Sales Comissions



Dynamics AX/365 HR I: HRM Administration

- Worker Information
 - Organization Administration
-

Dynamics AX/365 HR II: HRM Management

- Recruitment and Selection Management
-

Dynamics AX/365 HR III: HRM Collaboration

- Training and Courses
 - Development and Performance Management
 - Skills and Skill mapping
-

Solvait HR Administration

- Governmental Relations Administration
 - Events Management
 - Vehicles Management
 - Tickets & Travel Agents
 - Customs Administration
 - Employees' Accommodation/Housing
 - Utilities Administration
-

Solvait Self-Services & Solvait Mobile

1. Leave Request & Workflow and Leaves Balances Inquiry
2. Loan Request & Workflow
3. General HR/Document Request & Workflow
4. Employee Profile
5. Timesheet Entry
6. Business Trip Request & Workflow
7. End of Service Request & Workflow

8. Performance Evaluation/Appraisal Process

9. Recruitment Request & Workflow

10. Training Request & Workflow

11. Payslip Inquiry

12. Manpower Planning Request & Workflow

13. Overtime Request & Workingflow

14. Absence Request & Workflow

15. Independent Process

Solvait BI & Analytics for HCM

- HR Manager Dashboard
 - Payroll Manager Dashboard
-

Out of Scope

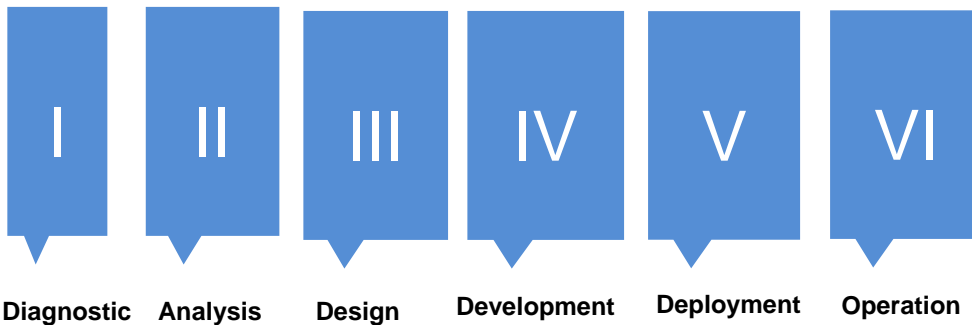
The following are considered out of the project scope:

- Any single modification on the out-of-the-box features of Solvait HCM module that would require changing the code or in the technical objects of the system (Dynamics AX/365 AOT)
- Any integration with external systems



IMPLEMENTATION METHODOLOGY

Solvait uses Microsoft Sure Step Methodolgy for implementation to its customers.



STEP I

Diagnostic

The diagnostic phase contains analysis of the customer process at a very high level.

Focus of the diagnostic phase is the project initialization; to setup a project plan, agree on an approach and scope definition.

STEP II

Analysis

In the analysis phase most of the business processes are identified and documented at a high level. If necessary an external specialist helps you to do so. Goal of the analysis phase is to understand the customers business and processes performed. Modeling and documenting the customers business is important.

STEP III

Design

Main purpose of the design phase is to find a way how the customer's processes and needs can be implemented with Dynamics. At this point there may be more than one solution for a topic. You need to identify the best strategy for the implementation phase. Although prototyping is not covered in sure step, this is the point where to build prototypes and do load testing on the prototype implementation.

STEP IV

Development

Most of the programming work is done in the development. Development covers the creation of new features and adaption of existing features as well as the data migration. All features and the data migration has to be tested. Beside feature and data migration testing it is necessary to do security testing. The phase ends when most of the specified features are developed and tested and the data migration is done.

STEP V

Deployment

Goal of the deployment phase is to setup the operational dynamics environment at the customer. Beside installation, configuration and feature deployment, the phase focuses on testing at system level. So you have to run the user acceptance tests, process tests, security tests and load tests as defined in the test plan. When the system runs and all tests pass the deployment phase is finished.

STEP VI

Operation

Go-Live and Support.



COMMERCIALS

This section details the commercial aspect of the proposal and the contact details of the client.

Assumptions

- The project work will be performed at a defined customer location that is AES Arabia Ltd in Riyadh, Saudi Arabia.
- AES Arabia Ltd has to provide a fast and reliable remote connection using **Microsoft Remote Desktop Connection** connectivity rather than any other tools like Team Viewer or similar applications so that Solvait will be able to complete the implementation remotely that is needed for some parts of the implementation like the technical support and installation.
- Only one financial entity is in the scope of this proposal.
- Solvait project team members need an appropriate access, both onsite and remote, to the necessary technical environments, information and applications.
- Access to the internet will be provided to all project team members.
- The implementation project, training and all related documentation will be done only in English language.
- AES Arabia Ltd must do their assigned tasks in a timely manner such as filling data templates for data gathering, security templates, sign offs ,etc...

SOLVAIT LICENSING

<i>Licenses</i>				
#	Item/Service	License Price	Qty.	TOTAL
1	Dynamics AX/365 HR I: HRM Administration	\$0.00	1	\$0.00
2	Dynamics AX/365 HR II: HRM Management	\$0.00	1	\$0.00
3	Dynamics AX/365 HR III: HRM Collaboration	\$0.00	1	\$0.00
4	Solvait Payroll – Medium Size Organization	\$21,800.00	1	\$21,800.00
5	Solvait Employee Self-Service	\$15,000.00	1	\$15,000.00
6	Solvait Administration	\$8,000.00	1	\$8,000.00
7	Solvait HCM Analytics	\$4,000.00	1	\$4,000.00
8	Solvait Mobile	\$11,300.00	1	\$11,300.00
Discount				\$33,055.00

TOTAL \$27,045.00

Annual Enhancement:

<i>Annual Enhancement</i>				
#	Item/Service	License Price	Qty.	TOTAL
9	One Year Annual Enhancement <i>(16% of total licenses)</i>			\$9,616.00
Discount on Annual Enhancement				\$3,616.00

TOTAL \$6,000.00



SOLVAIT IMPLEMENTATION

<i>Professional Services</i>			
Item/Service	Implementation Cost	Qty.	TOTAL Price
Solvait HCM Implementation	\$54,450.00	1	\$54,450.00
Dicount (15%)			\$25,450.00
TOTAL			\$29,000.00

TERMS & CONDITIONS

Validity:

This Proposal is valid for (7) Working Days from the submitting date.

Project Mobilization

Please allow for 7 working days for project mobilization and startup.

Invoicing & Payment Terms

- Full license amount to be paid as down payment once the PO is issued, and it's not refundable.
- Consultancy Costs (Rate/Day): Functional / Technical Consultant - مستشار وظيفي \ فني **\$650.00**
- Solvait will issue invoices on delivering the following milestones:
 1. Advanced Payment:
 - a. Total License fee USD 27,045.00
 - b. 10% of Implementation services USD 2,900.00
 2. 25% of Implementation services, upon completion of System Analysis and Design USD 7,250.00
 3. 40% of Implementation services, upon completion of System Configuration, Data Migration and Training USD 11,600
 4. 25% of Implementation services, upon successful completion of Go live USD 7,250.00 plus Annual Enhancement fee of USD 6,000

General Terms

- Pricing excludes all local duties, taxes, insurance and freight if any.
- Pricing excludes hardware and 3rd party software (e.g. operating systems) – unless specified.
- The prices detailed in this proposal do not include any expenses costs like Accommodation, travel, visas expenses and any other expenses needed to allocate the resource out of Riyadh, Saudi Arabia (AES Arabia Ltd Company location) when needed.



HCM Add-On

to Complete Your Microsoft Dynamics