Company	Hrm Labs Pte Ltd
Digital Solution Name & Version Number ¹	HRM Labs Shared Service - For Up to 30 Headcount
Appointment Period	19 May 2022 to 18 May 2023
Extended Appointment Period ²	19 May 2023 to 18 May 2024

Standard Packaged Solution (ie. Minimum items to be purchased)

1) Software HRMLABS Licence HR Administrative Support & Payroll Processing via an HRMS for Up to 30 Headcounts includes: - Detailed walkthrough study of Gleen's Orboarding and HRMS for Up to 30 Headcounts includes: - Detailed deal deal programment of CPF allowances - Consultation of CPF allowances - Consultation of MDM Guidelines for Employment Practices - Understanding of Various Payment Cycles and Approval Flows - Salary Disbursements Practices and Methodologies - Leave Schemes and Shirl Attendance Selup - On-Boarding Procedures, workflow, and - Salary Disbursements Practices and Methodologies - Leave Schemes and Shirl Attendance Selup - On-Boarding Procedures, workflow, and - Salary Disbursements Practices and Methodologies - Leave Schemes and Shirl Attendance Selup - On-Boarding Procedures, workflow, and - Salary Disbursements Practices and Approval Flowance - Data Migration - Payroll Processing Includes: Different Payment Cycles and Payroll related Allowances Deductions push from HRMS - Adhor Burs: Calairus Separate Process: Casual Worker Payment: - CPF: SDL and PWL process and submission; Bank Interface Submission; Banus Run. InsRA: IRSS, Appendix &ARI, IR21; 3rd Parry General Ledger API; Reports of Excel/PDF - HRMS Includes: - Per Unit 1.00 - Payroll Payalips - Mobile / Email : IRAS forms - Mobile / Email : Leave; Claims, Stepards - Mobile / Email : IRAS forms - Mobile / Email : Leave; Claims, Stemance, Appraisal; HR Inventory, Training 2) Hardware Not Applicable - Per Set-up 1.00 - Per Set-up 1.00 - Per Set-up 1.00 - Training - Training - Training 1 Administrator Training online - Single Session of 4 Hrs		Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
HR Administrative Support & Payroll Processing via an HRMS for Up to 30 Headcounts includes: - Detailed walkthrough study of Client's Orboarding and HR Policies and payroll processes and cut-off dates - Consultation of OFP allowances - Consultation of OFP allowances - Consultation of OFP allowances - Consultation of MDM Guidelines for Employment Practices - Voluntestanding of Various Payment Cycles and Approval Flows - Various Payment Cycles and Approval Flows - Various Schemes and Shift Attendance Setup - Claims and Benefits Schemes Setup - Claims Separation Proceedures - Data Migration - Staff Exit Protocols, Reminders, checklists, and Handover procedures - Data Migration - Staff Exit Protocols, Reminders, Checklists, and Handover procedures - Data Migration - Staff Exit Protocols, Reminders, Checklists, and Handover Proceedures - Data Migration - Staff Paymonth Paymonth Cycles and Payroll related Allowances Deductions push from HRMS - Adhor Runs: Claims Separatio Process: Casual Worker Payment; CPF, SDL, and FNL process and submission; Bank Interface Submission; Dans Run - Interface Submission; Bank Interface Submission; Ban	1)	Software					
HRMS for Up to 30 Headcounts includes: - Detailed walkthrough study of Client's Orboarding and HR Policies and payroll processes and cut-off dates - Consultation of OFP allowances - Consultation of MCM Guidelines for Employment Practices - Varieties and Methodologies - Salary Disbursements Practices and Methodologies - Salary Disbursements Practices and Methodologies - Claims and Benefits Schemes Setup - On-Boarding Procedures, workflow, and Documentation - Staff Exit Protocols, Reminders, checklists, and Handover procedures - Varieties		HRMLABS Licence					
HR policies and payroil processes and cut-off dates - Consultation of CPF allowances - Consultation of MOM Guidelines for Employment Practices - Understanding of Various Payment Cycles and Approval Flores - Salary Disbursements Practices and Methodologies - Leave Schemes and Shift Attendance Setup - Collains and Benefits Schemes Setup - On-Boarding Procedures, workflow, and Documentation - On-Boarding Procedures, workflow, and Documentation - Payroil Processing Includes: - Data Migration Payroil Processing Includes: - Different Payment Cycles and Payroil related - Allowances Deductions push from HRMS - Adhoc Runs: - Claims Separate Process: Casual Worker Payment: - Claims Separate Process: Casual Worker Payment: - CPF, SDL. and FWL process and submission; Bank Interface Submission; Bonus Run Year-End IRAS Run: - IRAS, IRAS; Appendix BA/B; IR21; 3rd Party General - Ledger APF, Reports of Excel/PDF HRMS Includes: - Payroil; Paysips - Mobile / Email : IRAS forms- Mobile / - Email; Leave; Claims; Attendance; Appraisal; HR - Inventory; Training 2) Hardware - Not Applicable 3) Professional Services - Setup Scope of Work - Software Customisation & Set Up - Needs Analysis - Creation & Migration of Employee Data - Set up of Reports & Templates 4) Training - Training - Training - Training flours/Sessions; Scope of training - Administrator Training online - Single Session of 4 Hrs		HRMS for Up to 30 Headcounts					
Different Payment Cycles and Payroll related Allowances Deductions push from HRMS Adhoc Runs: Claims Separate Process; Casual Worker Payment; CPF, SDL, and FWL process and submission; Bank Interface Submission; Bonus Run Year-End IRAS Run: IRBA; IR8S; Appendix 8A/B; IR21; 3rd Party General Ledger API; Reports of Excel/PDF HRMS Includes: Payroll; Payslips - Mobile / Email ; IRAS forms- Mobile / Email; Leave; Claims; Attendance; Appraisal; HR Inventory; Training 2) Hardware Not Applicable 3) Professional Services Setup Scope of Work Software Customisation & Set Up Needs Analysis - Creation & Migration of Employee Data - Set up of Reports & Templates 4) Training Training Hours/Sessions ; Scope of training - Administrator Training online - Single Session of 4 Hrs 5) Others Not Applicable		HR policies and payroll processes and cut-off dates - Consultation of CPF allowances - Consultation of MOM Guidelines for Employment Practices - Understanding of Various Payment Cycles and Approval Flows - Salary Disbursements Practices and Methodologies - Leave Schemes and Shift Attendance Setup - Claims and Benefits Schemes Setup - On-Boarding Procedures, workflow, and Documentation - Staff Exit Protocols, Reminders, checklists, and Handover procedures - Data Migration		Per Unit	1.00		
Interface Submission; Bonus Run Year-End IRAS Run: IR8A; IR8S; Appendix 8A/B; IR21; 3rd Party General Ledger API; Reports of Excel/PDF HRMS Includes: Payroll; Payslips - Mobile / Email; IRAS forms- Mobile / Email; Leave; Claims; Attendance; Appraisal; HR Inventory; Training 2) Hardware Not Applicable 3) Professional Services Setup Scope of Work Software Customisation & Set Up - Needs Analysis - Creation & Migration of Employee Data - Set up of Reports & Templates 4) Training Training Hours/Sessions; Scope of training - Administrator Training online - Single Session of 4 Hrs 5) Others Not Applicable		Different Payment Cycles and Payroll related Allowances Deductions push from HRMS Adhoc Runs: Claims Separate Process; Casual Worker Payment;					
Not Applicable 3) Professional Services Setup Scope of Work Software Customisation & Set Up - Needs Analysis - Creation & Migration of Employee Data - Set up of Reports & Templates 4) Training Training Hours/Sessions; Scope of training - Administrator Training online - Single Session of 4 Hrs 5) Others Not Applicable		Year-End IRAS Run: IR8A; IR8S; Appendix 8A/B; IR21; 3rd Party General Ledger API; Reports of Excel/PDF HRMS Includes: Payroll; Payslips - Mobile / Email; IRAS forms- Mobile / Email; Leave; Claims; Attendance; Appraisal; HR Inventory; Training		Per Unit	1.00		
Setup Scope of Work Software Customisation & Set Up - Needs Analysis - Creation & Migration of Employee Data - Set up of Reports & Templates 4) Training Training Hours/Sessions; Scope of training - Administrator Training online - Single Session of 4 Hrs 5) Others Not Applicable	2)						
Training Hours/Sessions; Scope of training - Administrator Training online - Single Session of 4 Hrs 5) Others Not Applicable	3)	Setup Scope of Work Software Customisation & Set Up - Needs Analysis - Creation & Migration of Employee Data		Per Set-up	1.00		
Not Applicable	4)	Training Hours/Sessions; Scope of training - Administrator Training online		Per Set-up	1.00		
	5)						

¹ A higher upgrade of the software version is acceptable, for example solution version 3.x allow anything from 3.0 to 3.99999 ² As specified in the Letter of Appointment, IMDA may exercise the option to extend the Appointment Duration for an additional one-year ("Extended Appointment Period")

^{*} Qualifying cost refers to the supportable cost to be co-funded under the grant