

LCP 00728

Web-Based Employment and Expenditure Tracking and Reporting Software

Scope of Work Summary:

Nalcor Energy's Lower Churchill Project has a requirement to track project employment and expenditures in order to fulfill the reporting requirements outlined in the Benefits Strategy agreement with the Government of Newfoundland and Labrador, the IBA with Innu Nation and for general communications purposes.

The specific requirements for the benefits reporting are found in the Benefits Strategy negotiated with the Government of Newfoundland and Labrador and attached to this EOI (Attachment A).

The software system must have the capability to collect base level data along the criteria specified in the Benefits Strategy and generate standard reports as well as produce ad-hoc reports as required. In addition to the reporting requirements outlined in the Benefits Strategy, Nalcor Energy has a requirement to report on training and employment provided to Innu workers as well as on contracts awarded to Innu firms.

The software system should be externally hosted, web-based and allow users to access via a simple secure log-in via the Internet. The system must have the ability to accommodate multiple users through the use of unique user names and passwords. Users will have different levels of access to data and varying abilities to manipulate and/or view various data. At a minimum, there will be contractor-level access, under which contractors will be able to enter and edit their own data but will not have access to any other functions. There will also be a requirement for an administrative function with abilities to generate reports and view all data. The third level of access will be on a managerial level under which the user will be able to add contractors, establish user names, update field listings, etc.

To facilitate data entry, the system must have the ability to upload data from accounting and project management software. The system must also be able to allow for flexible reporting periods for reports (e.g. monthly, quarterly, project to date, etc.), with user-defined time periods.

A key deliverable of the system will be the ability for administrators and/or managers to easily query, analyze and report benefits data. The system should support both tabular and graphical reporting requirements.

The vendor must demonstrate that the software has already been developed and is in use for other projects and ready for implementation. The vendor must demonstrate the security features of its system and indicate options for storing the data, including back-up capabilities.

The vendor should describe IT and application development practices/procedures used within the Company required to support the software system (i.e. ITIL, COBIT, etc.).

All data collected will be the property of Nalcor Energy.