Company	Acc Pro (Singapore) Pte. Ltd.
Digital Solution Name & Version Number[1]	HRSS & Payroll Processing with QuickHR - HRSS & Payroll Processing with QuickHR (with seamless integration to QBO and Xero) - 30 Pax
Appointment Period	16 November 2023 to 15 November 2024
Extended Appointment Period[2]	16 November 2024 to 15 November 2025

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

Cost Item	Unit Cost ($)	Unit	Quantity	Subtotal ($)	Qualifying Cost * ($)
1) Software QuickHR for up to 30 employees (Software) Software/Subscription Fee Subscription for 1 year Bundle of 1-30 employees. Modules include: Employee Database, Inventory, Interface, Reports, Workflows, Payroll, Leave Management, Claims Administration, API to Quickbooks Online and Xero "		per employee	30.00		
2) Hardware Not Applicable					
3) Professional Services Needs Analysis To understand the Customer's current internal HR Processes (Including onboarding and resignation) a. Walkthrough of the current payroll process b. Walkthrough of the current attendance and leave tracking processes c. Walkthrough of the current staff reimbursement processes d. Gap Analysis e. To understand how each modules can help customers to digitize the different processes, client's requirements and outsource arrangements		per manday	1.00		
Implementation of QuickHR Includes: - Kick off meeting and proposed project timeline - Setting up of employee profile - Review of supporting documents of employee profile - Setting up of leave module in accordance to Company's HR Policies and approval hierarchy - Setting up of claims and benefits module in accordance to Company's HR Policies and approval hierarchy - Integration to Quickbooks Online or Xero - Data import based on signing year - Includes 2 hours of training to administrator		per manday	1.00		
HR Admin Support & Payroll Processing (For 30 Employees) a. Process Leave encashment & No Pay Leave via Payroll b. Process Claim Reimbursement c. Prepare Payroll reports for approval d. Prepare GIRO Bank file for approval e. Prepare CPF file and submit to CPF website f. 1 Payroll proceess run per month and auto-generation of itemised payslips		per month	12.00		

Year-End Mandatory Payroll Submission (For 30 Employees) a. Generation and review of IR8A (to include taxable employee benefits as well) b. Submission of IR8A to IRAS on behalf c. Generation of AWS if any d. Answer enquries from clients on yearly payroll matters 4) Training Not Applicable 5) Others Not Applicable		per year	1.00				
			Total	$	14,700.00	$	14,700.00

[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