Request for proposal:

Project Title: HRIS (Human Resources Information System) Integration and Implementation

1. Overview of EIT RawMaterials

EIT RawMaterials is a 'Knowledge and Innovation Communities' (KICs) created by the European Institute of Innovation and Technology (EIT), aimed at promoting innovation in the raw materials sector across Europe. Established in 2015, EIT RawMaterials works to secure the sustainable supply of raw materials to the European industry by driving innovation, education, and entrepreneurship along the entire raw materials value chain.

We are a knowledge-driven business and a catalyst for industrial progress. Our offerings leverage our expertise and that of our network – the world's largest network in the raw [and advanced] materials sector – which includes companies at every stage of evolution, from start-ups to market leaders, along with leading international universities, research organizations, and top experts and future talent from the sector.

Our activities span from mining and mineral processing to material recycling and substitution, focusing on increasing resource efficiency and fostering a circular economy.

We inform policy, apply knowledge, accelerate innovation, create opportunity, and unlock commercial value – for our partners and customers throughout the raw materials value chain to develop the raw materials sector as a strategic strength and foundation for a secure, sustainable future for Europe.

Our offerings are designed to help our partners and industry to be part of Europe's strategic agenda to ensure supply chain security and make the 'Green New Deal' a reality that benefits the people of Europe and partner nations.

For more information about our company please visit the following website:

https://eitrawmaterials.eu/

2. Scope of work

2.1. General Objectives

EIT RawMaterials seeks to transition from a fragmented HR technology landscape to a unified, all-in-one Human Resources Information System (HRIS) for approx.. 150 employees globally. Current tools—including Time and Absence Management System, Performance Management and Goal Setting System, and various manual processes—create inefficiencies, data silos, and compliance risks. The new HRIS must streamline core HR operations, enhance data integrity, and deliver a seamless, intuitive experience for both HR teams and employees.

The selected vendor will provide a comprehensive HRIS solution that supports end-to-end HR processes, ensures GDPR compliant data management, and enables scalable, data driven HR operations.

To summarize, the HRIS tool should be able to:

- **Increase efficiency and reduce fragmentation** by consolidating multiple HR tools into a single integrated platform.
- **Automate and optimize key HR processes**, including onboarding, performance management, goal setting, and reporting.
- **Improve data accuracy and analytics capabilities** by eliminating manual workarounds and data silos.
- **Enhance the employee experience** through a user-friendly, intuitive interface with centralized access to HR information.
- **Ensure GDPR compliance** with secure, trackable, and auditable handling of sensitive HR data.
- **Enable HR to focus on strategic initiatives** such as talent development, workforce planning, and organizational growth.

2.2. Detailed Scope of Work

Core HR
The HRIS must provide a comprehensive Core HR module that includes:
- Centralized employee master data
- Digital personnel files with secure, trackable access
- Organizational charts, job architecture, and position management
- Document storage and management with signatures
- Access Management Audit trails for all data changes

Onboarding
The system must support a fully digital, automated onboarding experience:
- Pre-boarding portal for new hires
- Automated workflows for tasks (HR, IT, Finance, Managers)
- Digital document collection and e-signatures
- Configurable onboarding checklists
- Integration with identity management and provisioning systems (where applicable)

Offboarding
The HRIS must streamline and secure the offboarding process:
- Automated workflows for exit tasks
- Digital exit interviews and surveys
- Access deactivation workflows (via integration)
- Asset return tracking
- Offboarding checklists for managers and HR
- Archiving and secure retention of employee data

Performance and Talent Management

The platform must support continuous and cyclical performance processes:

- Performance review cycles (annual, mid-year, probation)
- Goal setting and tracking
- Continuous feedback and check-ins
- 360° feedback
- Talent reviews and succession planning
- Calibration tools
- Integration with learning and development modules

Time and Absence Tracking

The system must provide configurable time and absence capabilities:

- Customizable leave types and policies
- Automated approval workflows
- Customizable and Flexibility to add Projects in Timesheets
- Absence calendars and reporting
- Time tracking
- Integration with payroll
- Mobile access for requests and approvals
- Mobile App for the tool
- Notifications to Admin for any changes or requests in Absences

Internal Communication

The HRIS must support internal communication capabilities:

- Centralized HR announcements
- Policy updates and acknowledgments
- Employee notifications and reminders
- Optional newsfeed or homepage widgets
- HR Templates

Analytics

The platform must provide robust analytics:

- Real-time dashboards for HR, managers, and leadership
- Customizable reports
- Workforce analytics (turnover, headcount, absence, performance trends)
- Export capabilities for finance and leadership reporting
- Forecasting and Predictive analytics (if available)

GDPR and Compliance

The HRIS must meet all GDPR and data protection requirements:

- Data minimization and retention settings
- Consent management
- Role based access controls
- Full audit logs
- Secure data storage within approved regions
- Tool usage Globally for users; HQ based in Berlin, Germany
- Other Languages (if available) ; English as primary language

Automation of Workflows based on set criteria
- Automated workflows triggered by set criteria (e.g., probation end, contract renewal, absence thresholds)
- Configurable workflow builder for HR admins
- Notifications and reminders

Customization of Workflows and Analytics
- Easy data export in readable format
- Easy Dashboard and Workflows customization
- Custom fields, forms, and dashboards
- Customizable analytics and reporting templates

Integration with Other systems
- Payroll systems
- Identity management (SSO, provisioning)
- Internal and External Learning platforms (LMS, etc.)
- API availability for future integrations

Customizable Surveys and Forms
The HRIS must allow HR to create:
- Employee surveys (engagement, pulse, onboarding, exit)
- Custom forms for HR processes
- Automated distribution and reminders
- Reporting on survey results

Access Management
The system must support:
- Role based access controls
- Granular permissions for HR, managers, and employees
- SSO and MFA compatibility
- Audit logs for all access events

Data Storage Capabilities
The HRIS must provide:
- Transfer of Historical Data
- Secure cloud storage
- Data residency options compliant with EU regulations
- Backup and disaster recovery protocols
- High availability and uptime SLAs

Skills and Competency Framework Model
The HRIS must enable a structured skills and competency model:
- Skills library and competency framework
- Mapping of skills to roles and job families
- Employee self assessment and manager assessment
- Skills gap analysis
- Integration with learning recommendations

HRIS Learning Materials/ Academy for all Users
- Mandatory Inhouse Training Courses and Tracking
- Learning content management
- Course assignment and tracking
- Compliance training management
- Integration with external learning platforms
- Reporting on completions and learning hours

Technical Support for Admins
Vendors must provide:
- Dedicated support channels for HR admins
- Defined SLAs for issue resolution and risk management
- Access to a knowledge base
- Regular system updates and release notes

3.   Proposal Process

3.1.   Participation

Participation in this proposal procedure is open to all tenderers.

All participants must sign the Tenderers' declaration form attached and submit it with the proposal.

Please note that the tenderer may not modify the text, it must be submitted signed as provided by EIT RawMaterials attached to this request for proposal document.

3.2.   Submission of proposal:

EVENT (subject to change)	DATE (Calendar dates) (Subject to change)
Publishing the RFP on EIT RawMaterials website	24.03.2026
Deadline for requesting clarification from EIT RawMaterials	30.03.2026
Deadline for submitting proposals	02.04.2026
Intended date of notification of award	10.04.2026
Intended date of contract signature	03.05.2026
Potential Project Start	05.06.2026

Proposals must be emailed in English to the following address:

Contact name: for the attention of HR
E-mail: hr@eitrawmaterials.eu

The proposal shall contain:
- the technical response to the requested services (section 2).
- the financial offer (the price for the services.) The financial offer must be presented in Euro. Prices must be indicated as net amount + VAT.
- Information on GDPR compliance, if applicable.
- an indication of supplier's insurance coverage. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.
- Tenderers' declaration form.

Proposals must be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals shall, if applicable, also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers in this rfp document and that it has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

3.3. *Requests for additional information or clarification*

In case the tenderers are in need of additional information or clarification, please address it to the address below. All information requested or answered may only be done through written communication – email only. All questions should be sent prior to the deadline for requesting clarification as specified in section 2.2.

Contact name: for the attention of HR

E-mail: hr@eitrawmaterials.eu

3.4. *Validity of the proposals*

Tenderers are bound by their proposals 90 days after the deadline for submitting proposals.

3.5. *Costs for preparing proposals*

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

3.6. *Ownership of the proposals*

EIT RawMaterials retains ownership of all proposals received under this procedure. Proprietary information identified as such, which is submitted by tenderers in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for

four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT RawMaterials may transfer the proposal and the contract of the supplier to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

3.7. *Clarification related to the submitted proposals*

After submission, proposals shall be reviewed for compliance with formal requirements as set forth in this RfP document. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT RawMaterials may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All information requested or answered may only be done through written communication – email only.

3.8. *Negotiation about the submitted proposal*

After reviewing the formal compliance of the tenders, EIT RawMaterials may negotiate the contract terms with the tenderers. In this negotiation EIT RawMaterials will request all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiations, EIT RawMaterials shall provide further information about the proceedings and timing.

3.9. *Evaluation of proposals*
Each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be applied in accordance with the requested services indicated in section 2 of this RfP document.

Technical criteria	Points
[Criteria must be related to the subject matter of the contract and the tendered services, e.g.	10 POINTS FOR EACH CRITEREION

Evaluation and Award Criteria
The award of the contract will be based on the following criteria:

Automation & Workflow Capabilities
- Automation of workflows based on defined criteria
- Automatic reminders and notifications
- HR templates and reusable process components

Customization of workflows without vendor intervention

GDPR, Security & Compliance
- GDPR compliance (data retention, access rights, erasure, consent)
- Data storage capabilities and data residency options
- Encryption standards and audit trails
- Access management and role-based permissions

Customization & Analytics
- Customization of workflows, dashboards, and analytics
- Ability to create custom reports
- Flexibility to add custom fields and forms

Integration Capabilities
- Integration with payroll, IT systems, identity management, learning platforms, and other tools
- API availability and documentation
- Real-time or scheduled data sync options

Time, Absence & Survey Management
- Customizable time and absence policies and structure
- Absence approval workflows
- Customizable surveys and forms (onboarding, exit, engagement, etc.)

User Experience & Accessibility
- Tool for Global users
- Use - friendly interface for employees, managers, and HR
- Mobile access and mobile app usability
- Intuitive navigation and self-service capabilities

Performance, Talent & Skills Management
- Performance management and goal-setting tools
- Continuous feedback and review cycles
- Skills and competency framework capabilities
- Talent development and succession planning features

Support, Training & Vendor Capability
- Technical support for HR administrators
- Availability of HRIS learning materials / academy for all users
- Quality of onboarding and implementation support
- Vendor experience with similar organizations
- Product roadmap and long-term stability

Total score for technical criteria	80
Financial criterion	
Lowest offered price shall receive the highest score, other shall be calculated in relation to that in linear equation	20
• Annual Price per user • Onboarding and Integration Fees	
Total score for financial criterion	20
Total maximum score	**100**

3.10. *Signature of contract*

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the procedure.

3.11. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the tender procedure may file a complaint. Appeals should be addressed to EIT RawMaterials. EIT RawMaterials is only able to address complaints before the contract is awarded to the successful tenderer.

3.12. Cancellation of the procedure

EIT RawMaterials reserves the right to suspend or cancel the procedure, where the procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, EIT RawMaterials may refrain from concluding the contract.

In the event of cancellation of the procedure, EIT RawMaterials will notify the tenderers of the cancellation. In no event shall EIT RawMaterials be liable for whatsoever, including, without limitation, damages for loss of profits, in any way connected to the cancellation of the procedure.

3.13. Ethics clauses / Corruptive practices

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Furthermore, the supplier acknowledges and accepts the Code of Conduct of EIT RawMaterials which can be downloaded via www.eitrawmetarials.eu

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Annexes

Annex 1: Tenderers' Declaration form