**Annex 5: IE’s Key questions**

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| **IE’s question** | **Tenderer’s answer** |
| What will be the overall project change and implementation plan – including time lines, deliverables, meetings, and required teams from InnoEnergy and the prerequisite data and time you require from the InnoEnergy project team? |  |
| How you will migrate data from our existing payrollers/ service providers to your systems? |  |
| How you will be able to run a shadow payroll for 2 months while we test your application before we switch over? |  |
| What team will be supporting this for the first 3 countries and please attach details of team members? |  |
| What team will be supporting this for the remaining 6 countries and please attach details of team member? |  |
| What is the Escalation mechanism + how often will you schedule regular meetings + support mechanism? |  |
| What is your experience in PAYROLL? More specifically please detail: Experience of your company in payroll. Please specific how many customers in each of the 9 countries. Please specify the number of years of experience in each country. If you are working with a partner to execute the payroll, we would like you to specify that you work with a partner and preferably the name of the partner as well as for how long you have worked with this partner in each country? |  |
| What is your experience in Time writing/holiday system/sick leave system? More specifically please detail: Experience of your company in this area. Please specific how many customers in each of the 9 countries. Please specify the number of years of experience in each country. If you are working with a partner to execute this area we would like you to specify that you work with a partner and preferably the name of the partner as well as for how long you have worked with this partner in each country |  |
| What is your experience in HR systems? More specifically please specify: Experience of your company in this area. Please specific how many customers in each of the 9 countries. Please specify the number of years of experience in each country. If you are working with a partner to execute this area we would like you to specify that you work with a partner and preferably the name of the partner as well as for how long you have worked with this partner in each country. |  |