

**НАЦІОНАЛЬНЕ АГЕНТСТВО  
УКРАЇНИ З ПИТАНЬ  
ДЕРЖАВНОЇ СЛУЖБИ**



**NATIONAL AGENCY OF  
UKRAINE ON CIVIL SERVICE**

вул. Прорізна, 15, Київ-01, Україна 01601  
тел. + 3 8 (044) 254-06-00; 279-57-90  
E-mail: [zagal@nads.gov.ua](mailto:zagal@nads.gov.ua)  
[www.nads.gov.ua](http://www.nads.gov.ua)

15, Prorizna Street, 01601, Kyiv, Ukraine  
tel: + 3 8 (044) 254-06-00; 279-57-90  
E-mail: [zagal@nads.gov.ua](mailto:zagal@nads.gov.ua)  
[www.nads.gov.ua](http://www.nads.gov.ua)

---

№ \_\_\_\_\_  
На № \_\_\_\_\_ від \_\_\_\_\_

Dear Sir/Madam,

The National Agency of Ukraine for Civil Service (NACS), in line with its mandate to implement human resource management integrated information system in public administration (HRMIS) imposed by the Cabinet of Ministers of Ukraine Resolution On Public Administration Reform in Ukraine #474-p dated June 24, 2016, is undertaking a market analysis exercise in the field of HRM information systems, aiming to obtain a better understanding of the market landscape.

The ultimate objective of the market analysis is to refine our requirements in preparation for a tendering procedure to contract with the most suitable vendor(s) to implement the Ukraine's HRMIS. There is currently no specific date for commencing the tendering procedure. Your company is asked to participate in the market analysis exercise because of its expertise, reputation, and past performance record in the field.

Implementation of the integrated HRMIS with payroll module in public administration across Ukraine, covering central, regional and local levels, is aimed at automation of human resource management and payroll administration processes in civil service what will increase efficiency of business processes, transparency, quick access to and retrieval of information on civil servants, and the use of information for management and policy decisions.

A solid market analysis on HRM information systems and their respective vendors is crucial to our understanding of the current state of the market, including the latest trends, best practices, industry capabilities, delivery approaches, and likely costs.

The analysis will be based primarily on a questionnaire that raises topics for profiling vendors (such as experience and methodology) and topics for profiling HRMIS solutions. In addition to these specific topics, you may submit any supplementary information you consider important for our better understanding of the market, including brochures, case studies, methodologies, pricing schemes, and so forth.

We wish to emphasize that the market research is not a tendering competition. Any information obtained will be treated as confidential and will be used solely by NACS for the purposes outlined above. Furthermore, the identity of the vendors invited and those that respond will not be disclosed, and no formal evaluation of the submitted information will be performed.

Finally, this invitation does not constitute a commitment for future business cooperation and vendors will not be financially compensated their response. Any contractual arrangement with any organization(s) may be concluded only following the forthcoming tendering exercise, that will be announced seperately.

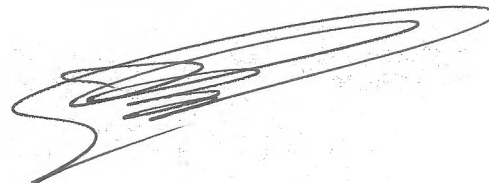
If you would like to participate in the market analysis, please fill in and send the relevant questionnaire (<http://nads.gov.ua/page/spivpracya-zi-svitovym-bankom>) to 23/04/2018 by e-mail HRMIS@nads.gov.ua.

Any questions, objections, and/or concerns should be communicated via e-mail to the aforementioned e-mail address.

I wish to thank you in advance for your cooperation and look forward to receiving your response.

Yours sincerely,

Kostiantyn Vashchenko  
Chairman

A handwritten signature in black ink, appearing to be 'Kostiantyn Vashchenko', written over a faint, circular stamp or watermark.