

# CoolWorks Suite

The Coolest Choice  
for your Technology needs . . .

CoolWorks is an integrated procurement system with powerful projects proposal management, contracts management, recruitment, engagement, timesheet, invoicing and payment management features.



Figure 1: Integrated Procurement Management System

## Why CoolWorks?

- ✚ RFP Management with Cost and Technical evaluation of proposals.
- ✚ Manage contracts & get alerted on contract expiration and many more important alerts.
- ✚ Recruitment management integrated with job boards.
- ✚ Automated timesheet integrated with payroll software.
- ✚ Powerful E-mail blast feature to vendors, candidates with opt-out feature.

## CoolWorks Features

### COOL Projects

- ✚ Add new projects, timelines, Milestones.
- ✚ Ability to Publish the RFP on company site and Email interested parties
- ✚ Add Qualifying Criteria for Vendors
- ✚ Add Further Technical and evaluation criteria
- ✚ Add Cost Criteria.
- ✚ Ability to add Percentage for the cost Versus execution
- ✚ Ability for vendors to upload RFP responses
- ✚ Response tabulation and reporting

### COOL Contracts

- ✚ Create and confirm contracts
- ✚ Ability to convert the details from Project module to SLA-Service level agreements.
- ✚ Develop Contract wording on Milestones.
- ✚ Ability to confirm Contracts online.
- ✚ Storage and retrieval of Contracts
- ✚ Store executed Contracts
- ✚ Alert on contracts that are going to expire soon.

### COOL Procure

#### Requisition Management

- ✚ Managers in your organization can create, search, and manage requisitions.
- ✚ Requisitions are approved by procurement manager(s)/department heads.
- ✚ The system sends the requisition to (configurable) recruiters, vendors, candidates and posts on online job boards.
- ✚ The submissions are done by the vendors, recruiters, candidates directly into the system.
- ✚ Managers can evaluate these submissions based on cost and technical proposals.(if applicable)

#### Candidate Sourcing

- ✚ Candidate profiles can be created, searched and managed in the system. Word resumes can be uploaded.
- ✚ The system keeps all the resumes submitted so far.
- ✚ Security permissions can be configured on the candidate profiles on who can view and edit these and what sections are editable by whom.

## COOL Alerts - Alerts & Reports

- ✚ The system has a powerful reporting engine combined with alerts on upcoming/past due activities.
- ✚ Alerting system for sending Contract end dates in advance
- ✚ Alerting direct hire end dates on Work
- ✚ Alerts on Projects behind schedule
- ✚ Alerts on Payment authorization for Vendors
- ✚ Alerts on Timesheets and non submitted invoices

## COOL Pay - Invoicing and Payment Module

- ✚ In cases where candidates are sourced through vendors, invoices can be submitted by vendors through the system.
- ✚ Upon approval, checks can be printed or wire transfer of the amounts can be done from the system.
- ✚ Payment System for Paying vendors depending on project completion and milestones
- ✚ Payments based on Client payments
- ✚ Payments based on Contract terms
- ✚ Monthly reporting of pending payments
- ✚ Ability to post client payments from input Payment files

## COOL Integra

- ✚ For Direct Hires and maintaining pay related data
- ✚ Reports to indicate profits on each resource
- ✚ Interface with leading payroll software like QuickBooks and ADP
- ✚ Ability to generate output files in excel, pdf or Comma separated format to load any payroll software

## Time Reporting Module

- ✚ All candidates on assignments/engagements can submit timesheet through the system.
- ✚ The timesheets are sent to managers who approve them.

## Employee Maintenance

- ✚ The system has capability to keep track of employee details as well.
- ✚ The approved timesheets can be directly integrated with payroll software (for direct hires).

## Engagement Management

- ✚ Once a candidate has been selected, the person will be automatically moved to the engagement system.
- ✚ Based on predefined checklist, contract paperwork will need to be uploaded to the system.
- ✚ Candidates are notified of the paperwork they need to provide and these can be directly uploaded into the system as well.

# CoolWorks

## We provide

- ✚ Dedicated onsite support during implementation.
- ✚ Customized solution for temporary staffing and full-time staffing/direct-hire.
- ✚ Solution for government and commercial organizations.
- ✚ Solution for staffing companies.

## Benefits

- ✚ Integrated Procurement Management
- ✚ Quickly hire the right resources.
- ✚ Satisfy your customer through faster and efficient hiring processes.
- ✚ Significant cost and time savings.

## Contact Us

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