



REQUEST FOR INFORMATION (RFI)

RFI NUMBER:	RFI/SASSETA/20222301
DESCRIPTION:	Provision and Implementation of Integrated Management Information System to Support SASSETA Core Business
PUBLISH DATE:	30 September 2022
CLOSING DATE:	7 October 2022
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
RFI RESPONSES MUST BE SUBMITTED ELECTRONICALLY	Responses are to be submitted electronically via email to imisRFI@sassetta.org.za)
ATTENTION:	Ms. Lebo Hlombe
NB: The email address (imisRFI@sassetta.org.za) is for submission of RFI responses only and will only be accessed after the RFI closing date and time. Queries related to this RFI are to be sent to scm01@sassetta.org.za	

1. INTRODUCTION AND BACKGROUND

- 1.1. The Safety and Security Sector Education and Training Authority (SASSETA) is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA) and was established in terms of the Skills Development Act (SDA), Act 97 of 1998. In terms of its function, the SASSETA must perform in accordance with the Skills Development Act, the Skills Development Levies Act (SDLA), the PFMA, any other relevant legislation and the Constitution.
- 1.2. SASSETA currently has an Integrated Management Information System(IMIS) that manages the core business of the organization related to skill development in the Safety and Security Sector.

2. PURPOSE OF THE REQUEST FOR INFORMATION AND SPECIFICATION

- 2.1. The key objective of this RFI is to request information from experienced companies that have the capacity and capabilities to implement an Integrated Management Information System (IMIS) to support SASSETA core business.
- 2.2. The focus area will be as follows:

2.2.1. Administratively: The service provider to indicate:

- 2.2.1.1. the entity/ies where they are previously/currently providing this system
- 2.2.1.2. the contract period per entity
- 2.2.1.3. whether the system is rented out or bought outright by the entity
- 2.2.1.4. whether the service provider has a panel of third-party service providers to undertake support and maintenance on the solution

2.2.2. Functionality: The service provider to:

- 2.2.2.1. indicate how long did it take to develop each client's solution
- 2.2.2.2. indicate the modules are currently supported by the system
- 2.2.2.3. demonstrate the functionalities
- 2.2.2.4. indicate the Response rate to downtimes
- 2.2.2.5. indicate whether the system is compatible to integrate with other systems
- 2.2.2.6. capability of the system to customize and/or export reports (e.g. PDF, Excel, MS Word etc.)
- 2.2.2.7. capability to develop workflow
- 2.2.2.8. capability of the system to migrate data from one platform to another

2.2.3. Technically: The service provider to indicate:

- 2.2.3.1. whether the system is hosted internally on the entity servers or managed externally by the service provider
- 2.2.3.2. the licensing structure (i.e., individually, or generally)
- 2.2.3.3. the server specification (i.e., size/speed)
- 2.2.3.4. the capability for end-to-end encryption of data
- 2.2.3.5. any limitation to system modification

- 2.2.3.6. whether the system has a functionality to provide a portal for external stakeholders to upload data
- 2.2.3.7. whether the system has the capacity and stability to connect and grant access and full functionality to +10000 users working concurrently on the system at any given time.
- 2.2.3.8. availability of systems (uptime/ downtime, BCP)

3. DOCUMENTS TO BE SUBMITTED BY THE CLOSING DATE AND TIME

- 3.1. Cover letter
- 3.2. National Treasury Central Supplier Database (CSD) registration document
- 3.3. Comprehensive company profile
- 3.4. Response to the focus area indicated on 2.2.1 to 2.2.3 above.

4. PRESENTATION DETAILS

- 4.1. Interested service providers will be required to make live presentations/demonstration of their solution capabilities to SASSETA via MS Teams. (Link for the meeting will be provided after the closing date)
- 4.2. Presentation to take place on the 10 October 2022. Time and the link to the meeting will be provided after the closing date.

5. TERMS AND CONDITIONS

- 5.1. This RFI does not constitute a commitment, implied or otherwise.
- 5.2. SASSETA will not be responsible for or pay for any expenses or losses which the supplier may incur in the preparation of this RFI.
- 5.3. No pricing agreement will be required during this RFI process.