



REQUEST FOR INFORMATION (RFI)

RFP NUMBER:	RFI/SASSETA/20232401
DESCRIPTION:	Provision of Stipend disbursement and management solution to SASSETA
PUBLISH DATE:	05 May 2023
CLOSING DATE:	12 May 2023
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 stipendRFI@sassetta.org.za
ATTENTION:	Ms. Lebo Hlombe
<p>NB: The email address (stipendRFI@sassetta.org.za) is for submission of RFI responses only and will only be accessed after the RFI closing date and time.</p> <p>Queries related to this RFI are to be sent to scm01@sassetta.org.za</p>	

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.

2. PURPOSE OF THE REQUEST FOR INFORMATION AND SPECIFICATION

2.1. SASSETA requires a service provider to implement the national rollout of the learner attendance monitoring system, administration of attendance-based payment calculation and disbursements on a monthly or other regular timeframes as stipulated with the requisite reporting and financial stewardship responsibility for an initial period of 60 months. The disbursement should be done on selected projects.

2.2. The service provider is required to have their own existing attendance system that uniquely identifies individual learners. The system is required to centrally generate attendance and stipend reports.

2.3. The focus area will be as follows:

2.3.1. Administratively: The service provider to indicate:

- 2.3.1.1. the entity/ies where they are previously/currently providing this system
- 2.3.1.2. the contract period per entity
- 2.3.1.3. whether the system has a national coverage or limited to specific areas
- 2.3.1.4. whether the system is rented out or bought outright by the entity
- 2.3.1.5. whether the service provider has a panel of third-party service providers to undertake support and maintenance on the solution
- 2.3.1.6. whether the service provider have adequate financial backing to assist with the stipend disbursement (+-R7 000 000 a month)

2.3.2. Functionality: The service provider to:

- 2.3.2.1. indicate how long it took to implement / deploy each client's solution.
- 2.3.2.2. indicate the response rate to downtimes.
- 2.3.2.3. indicate whether the system is compatible to integrate with other systems.
- 2.3.2.4. demonstrate the capability of the system to customize and/or export reports (e.g. PDF, Excel, MS Word etc.)
- 2.3.2.5. demonstrate the capability to develop workflow.
- 2.3.2.6. demonstrate the capability of the system to migrate data from one platform to another.
- 2.3.2.7. demonstrate user access per role.
- 2.3.2.8. demonstrate the ability to deploy the system nationwide.
- 2.3.2.9. demonstrate if the system is Business Intelligence (BI) orientated.

2.3.3. Technically: The service provider to indicate:

- 2.3.3.1. the licensing structure (i.e., individually, or generally)
- 2.3.3.2. the capability for end-to-end encryption of data

- 2.3.3.3. any limitation to system modification
- 2.3.3.4. whether the system has a functionality to provide a portal for external stakeholders to upload data
- 2.3.3.5. whether the system has the capacity and stability to process a volume of +-10 000 learners attending concurrently on the system at any given time.
- 2.3.3.6. Business Continuity Plan/ Disaster Recovery Plan (uptime/ downtime/natural disaster/loadshedding/etc.)

3. PRICING

- 3.1. Bidders to propose a pricing structure / model based on a former / current client indicating all the variables (i.e. fixed cost, variable cost, licensing cost, etc.)

4. PRESENTATION DETAILS

- 4.1. Interested service providers will be required to make live presentations/demonstration of their solution capabilities/ functionalities to SASSETA via MS Teams. (Link for the meeting will be provided after the closing date)
- 4.2. Presentation to take place on the **15th May 2023**. Time and the link to the meeting will be provided after the closing date.

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

- 5.1. Comprehensive company profile
- 5.2. Response to the focus area indicated on 2.2.1 to 2.2.3 above.

6. TERMS AND CONDITIONS

- 6.1. This RFI does not constitute a commitment, implied or otherwise.
- 6.2. SASSETA will not be responsible for or pay for any expenses or losses which the supplier may incur in the preparation of this RFI.