



MICT SETA Head Office
Supply Chain Management
19 Richards Drive
Gallagher Convention Centre, Gallagher House
Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

18 January 2021

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT DATA MIGRATION AUDIT / VERIFICATION

RFQ	RFQ/MICT/86/2020
RFQ ISSUE DATE	18 JANUARY 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT DATA MIGRATION AUDIT / VERIFICATION
CLOSING DATE & TIME	22 JANUARY 2021 @ 11:00 am
EMAIL FOR SUBMISSIONS	rfqs@mict.org.za

Submissions must be emailed to rfqs@mict.org.za on the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

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1 BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the “MICT SETA”, was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The MICT SETA is in the process of implementing the following systems:

- Sage ERP system to automate processes in Finance, HCM, and SCM
- Skills Web Information Management System (IMS) to automate processes in core Divisions of the MICT SETA. The core Divisions of the MICT SETA are Sector Skills Planning (SSP), Learning Programmes (LPD) and Education and Training Quality Assurance (ETQA)

One of the key milestones of the projects is data migration in order to migrate legacy data (automated and manual) from legacy into the new systems. In order to ensure that the migrated data is cleansed and free from errors, an audit / review of the data is required. This should include legacy and data migrated into the new systems.

2 OBJECTIVES

The objectives of the data migration audit / review are as follows:

- To ensure that the data in the new migrated environment passes the integrity and reliability tests.
- To assess / audit whether the data migration activities cover all aspects of the MICT SETA data, that such migration strategy and activities are aligned to accepted IT audit requirements, and recommend areas of improvement and / or focus.
- To verify that adequate control framework has been established for migration.
- ensure that the migration team has taken adequate security measures for the migration event so that major business disruptions do not happen during the process of migration.
- review the migration processes and methodology, to ensure compliance of the original budget and schedule and identify deviations and (inefficiencies or deficiencies)
- to find out whether appropriate migration tools and software were used for the migration. For this he may obtain end-user feedback and suggest opportunities for improvement.

3 SCOPE OF WORK

3.1. Inclusions

The recommended bidder, when appointed will be required to:

- Review of project documentation, project team definition, backup plans, vendor support, test documentation, etc.
- Provide assurance that migration plans and controls have been adhered to.
- If any errors or mistakes are identified, suitable counter measures should be recommended to mitigate their impact.
- Verify whether User Acceptance Testing has been carried out
- Check the new ERP and IMS configurations with the business blueprint requirements
- Verify whether the organization's DOA has been properly incorporated in the new system
- Verify whether users have been provided adequate training
- Traditional GL balance checks and master data checks to be carried out
- The bidder is expected to understand and review the mapping of source data to target/destination system. Evaluation of all data sets from source (legacy) to the destination system.
- Audit of migration data from legacy or manual systems to detect errors and / or omissions, completeness, etc.; for both systems.
- Review of the target system backup procedures and provide assurance on data availability and that data is backed up for future reference or any emergency that may arise out of data migration process.
- To provide an assurance that 100% data for the critical fields have been properly identified and accurately and completely migrated to relevant data fields in the target/destination system, by understanding and validating the migration controls
- Present reports to MANCO and Audit & Risk Committee (ARC)

3.2. Exclusions

This is a full-data migration project which should include all scope required for these kind of projects in terms of best practice.

There are no exclusions to the scope. It is an assumption of the MICT SETA that the bidder possess the necessary skills set to deliver on the scope of this project. No exclusions of data migration audit / review in terms of best practice will be accepted in conducting this assignment.

3.3. Project Plan

A project plan detailing all activities of this project with clearly articulated timelines is required when submitting the bid proposal.

3.3.1. IT Frameworks

The bidder should demonstrate ability to apply at least one of the following Information Technology (IT) Frameworks as part of the project plan:

- COBIT 5 (mandatory)
- COSO (optional)
- ITIL (optional)
- ISO/IEC 27000 (optional)

3.3.2. Project Deliverables

The project plan should at minimum demonstrate the following deliverables regarding the target/destination system:

- MICT SETA's agility in responding to changing business environment;
- Alignment of the target system and MICT SETA business strategy;
- Optimisation of business process functionality;
- Security of information, processing infrastructure and applications; and
- Enablement and support of MICT SETA processes by integrating applications and technology

3.4. Professional Membership

The prospective bidders must be registered with Information Systems Audit and Control Association (ISACA) South Africa and be active ISACA members for at least 5 years uninterrupted.

3.5. Delivery

This project comprises of 2 phases. The first phase relates to the first audit / review of the migrated data and presentation of the report for correction. The second phase relates verification for the second time to ensure that all issues raised in the first phase were resolved.

The duration for the first phase shall not exceed 6 weeks. The duration for the second phase shall not exceed 2 weeks.

Any duration in excess of the above will be deemed non-responsive.

Payment for the services under this bid will be at completion of each phase with last deliverable of the phase according to the project plan.

4 COSTING

The quotation must reflect a detailed cost breakdown indicating the following:

See table below as reference: (Pricing must include a detailed cost breakdown below)

NO:	DESCRIPTION (as per the scope work)	QUANTITY	TOTAL
1.	Phase 1	1	R
2.	Phase 2	1	R
SUB-TOTAL			R
VAT (where applicable)			R
GRAND TOTAL			R

5 EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No 1 of 1999 *as amended*; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No 5 of 2000; and the Preferential Procurement Regulations of 2017; and the MICT SETA Supply Chain Management (SCM) Policy.

The evaluation processes will be staged as follows:

5.1 Stage 1 – Compliance and Returnable Documents

- a) Bidder must submit proof of EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)
- b) Bidder must complete and sign the RFQ document by the authorised company representative
- c) Bidders must possess a valid CISA certificate certified by the relevant body. The CISA certificate must be submitted with the bid proposal.
- d) Bidders must be registered with Information Systems Audit and Control Association (ISACA) South Africa and be active ISACA members for at least 5 years uninterrupted. Certified copy of SACA membership certificate must be submitted with the bid documents.

Note: Bidders who do not comply with the above requirements will be disqualified.

5.2 Stage 2 – Functional Evaluation Criteria

The evaluation of this bid shall include functionality where the bids will be evaluated in terms of the criteria outlined below.

- a) The minimum qualifying score for functionality will be 80 points. **Bidders that fail to achieve the minimum qualifying score will be deemed non-responsive and will not be eligible for further evaluation.**
- b) Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with Stage 3 – Price & B-BBEE.

The evaluation criteria for functionality will be as follows:

#	Functional Evaluation Criteria	Weight	Score
1	<p>Experience & References: Company proof of conducting similar projects</p> <p>1.1. Experience: conducting similar projects on data migration audit / verification.</p> <ul style="list-style-type: none"> • 5 years and above = 20 • 3 – 4 years = 10 • 1 – 2 years = 5 • 0 years = 0 <p>1.2. Contactable References: Provide contactable references on similar projects indicating client, project start, project end.</p> <ul style="list-style-type: none"> • 5 or more Signed letters with letterhead = 15 • 2-4 signed reference letters with letterhead= 10 • 1 signed reference letters with letterhead= 5 points • 0 letters= 0 points 	35	
2	<p>Project Plan Bidders are requested to submit a Project Plan which clearly articulates how the project will be delivered. This Project Plan should project deliverables, their sub activities and planned dates / duration.</p> <ul style="list-style-type: none"> • Detailed activity based project plan with clear milestones = 20 • High level project plan = 10 • No project plan = 0 	20	

3	<p>Project Team (Profiles and CVs of key project team members to be attached, Project Manager, Technical Lead)</p> <p>3.1. Composition of the Project Team: Structure of the Project Team responsible for the project with clearly articulated roles and responsibilities for each member. (15)</p> <ul style="list-style-type: none"> • Structure presented = 15 • No structure presented = 0 <p>3.2. Relevance experience of Project Manager in managing similar projects. Project Manager must be CISA certified and a member of ISACA. Resume should clearly indicate the projects, project duration, and names of clients. (20)</p> <ul style="list-style-type: none"> • 5 years and above = 20 • 3 – 4 years = 10 • 1 – 2 years = 5 • No experience = 0 <p>3.3. Relevance experience of Project Technical Lead. Resume should clearly indicate the projects, project duration, names of clients. (10)</p> <ul style="list-style-type: none"> • 5 years and above = 10 • 3 – 4 years = 5 • 1 – 2 years = 2 • No experience = 0 <p>NB: NO CV, NO POINTS.</p>	45	
TOTAL		100	

5.3 Stage 3 – Price & B-BBEE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

6 B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- a) Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- b) Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- d) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- e) Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- f) A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- g) A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

7 ADJUDICATION USING A POINT SYSTEM

- a) The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder

- b) Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- c) In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- d) However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- e) Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

9 CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 9.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 9.2 Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 9.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 9.4 Award a contract to one or more bidder(s).
- 9.5 Accept any RFQ in part or full at its own discretion.
- 9.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 9.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

10 10 COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)