



REQUEST FOR PROPOSALS [RFP]

CONFERENCE ORGANISER AND VIRTUAL CONFERENCE PLATFORM

BACKGROUND

JET Education Services (JET) and the Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) are collaborating on an initiative titled the *Post School Education and Training Collaboration and Learning Opportunities and Utilisation of Data (PSET CLOUD) Programme*.

The purpose of the overall programme is to establish an interoperable digital ecosystem that will strengthen, coordinate, and improve efficiencies in the governance and management of the postschool education and training (PSET) system. The main objective of the programme is to ensure that data sets are interoperable, well synchronised, and used effectively as sources of information for planning and improving efficiencies in the PSET system.

Several publications are available as background information:

- UNLOCKING THE POWER OF DATA: A review of the state of readiness of the Post-School Education and Training sector in South Africa for enhanced data interoperability, released in November 2020, accessible at <https://www.jet.org.za/resources/unlocking-the-power-of-data-final-webnov2020.pdf/view>
- INTEROPERABLE DATA ECOSYSTEMS: An international review to inform a South African innovation is also available and can be accessed at www.jet.org.za/resources/interoperable-data-ecosystems.pdf/view.
- THEORY OF CHANGE: A high-level Theory of Change (ToC) for this programme has been developed and reflects that the programme's overall goal is to enable South African citizens to make informed labour-market decisions that lead to employment in line with National Development Plan targets. See <https://drive.google.com/drive/u/0/folders/1knY4eUEmsO3BpCWdsME8duPFGiKNPqgy>
- PSET CLOUD: The PSET CLOUD website is now live and can be accessed at <https://www.psetcloud.org.za>

To realise this goal, the programme seeks to influence the achievement of a **long-term outcome** where the South African PSET system is aligned to the demand and supply needs of the labour market. The achievement of this **long-term outcome** will be supported through influencing the achievement of the following intermediate outcomes.

- South African citizens/learners utilise real-time data to make learning and career decisions; and
- South African PSET stakeholders utilise real-time data to develop their plans and programmes.

The **immediate outcomes** that the programme seeks to deliver in the next few years are:

- A PSET CLOUD Minimum Viable Product (MVP) to enable interoperability is available.
- merSETA, as an early adopter, has access to an ecosystem architecture that enables it to interact with, engage, and give feedback on the PSET CLOUD MVP.
- South African citizens/learners and PSET stakeholders have access to an interoperable system for data and information on PSET.

SCOPE OF WORK

Given the uncertainty surrounding the end of the COVID-19 pandemic, it has been decided that the PSET CLOUD DigiTrans Conference 2022 will be held on a virtual platform. The conference will take place over two half days 28 Feb and 1 March 2022 and will run from 9:00 to 13:00 on both dates. As this is a virtual conference, it is also expected to attract international participants, and there is no planned limit to the number of attendees. The service provider platform must be able to accommodate this.

The organising committee is thus looking to appoint an experienced virtual conference organiser to assist with the successful set-up and implementation of the conference.

- The conference organiser must have and be able to fully deploy a world class virtual conference platform from which it hosts the conference.
- The proposal will need to clearly set out the service provider's capacity to host large numbers internationally on their platform.
- The proposal must state the capacity of the service provider to manage registration, presentations, live demos, break away rooms etc.

In addition:

- The selected provider will be expected to adhere to all current COVID-19 regulations.
- The selected provider will be tasked to set up and manage a world class, best practice, all-in-one, end-to-end virtual conference on a leading virtual platform that will enable us to provide a seamless virtual conference experience with multiple interactive areas that are optimised for presenting, connecting and engaging.
- We also require that the platform be fully customisable. One non-negotiable requirement will be to ensure that all engagements with conference speakers and conference attendees on the platform reflect the appropriate look and feel of the PSET CLOUD as well as the two lead organisations.
- The platform should allow multiple concurrent sessions.
- The platform must incorporate effective speaker support prior to the conference, during their sessions and for all follow ups.
- The registration, reception and the support of conference delegates prior to, during and post the conference must be included in this service.

Should you be able to assist with such a service and platform, please provide a quotation with a detailed proposal setting out your approach. The proposal should align with what is outlined in this RFP and should include a comprehensive breakdown of all features and technical support that will be offered, together with your price quotation.

The maximum costing for this service is R500,000.00 inclusive of VAT.

SERVICE PROVIDER OBLIGATIONS

- The appointed service provider will be required to regularly liaise with and report to the conference organising committee on progress made concerning the services.
- The service provider will be expected to submit regular progress reports.
- The frequency of reporting will be agreed upon during the inception phase.

EVALUATION CRITERIA

Submitted proposals will be evaluated based on the following criteria.

Criteria	Weight
Organisational capacity (Staff capacity, team composition and diversity)	10%
Mentoring and use of interns	5%
Previous experience (Event Planning)	15%
A minimum of three references	10%
B-BBEE	10%
Price	10%
Proposal and methodology (not exceeding 10 pages excluding CVs)	40%
Total	100%

ESTIMATED TIMEFRAMES

Deadline for clarification questions: 27 September 2021.

Deadline for submission of proposals: 7 October 2021 at 14:00

Evaluation of submissions: Will take place by 15 October 2021

Short-listed service providers may be requested to be available to make presentations on 25 October from 14:00 – 17:00

The planning of the conference will commence on 1 November and end on 11 March 2022

RFP DISCLAIMER

1. Respondents are hereby advised that JET and merSETA are not committed to any course of action as a result of the issuance of this RFP and/or its receipt of proposals.
2. In particular, please note that JET/merSETA reserves the right to:
 - a. modify the RFP's requirements and request respondents to re-bid on any such changes;
 - b. not necessarily accept the lowest priced proposal;
 - c. award a contract in connection with this proposal at any time after the RFP's closing date;
 - d. split the award of the contract between more than one successful respondent;
 - e. make no award of a contract.
3. Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, JET/merSETA reserves the right to cancel the contract.
4. JET/merSETA reserves the right to undertake post-tender negotiations with selected respondents or any number of short-listed respondents.
5. Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, JET/merSETA reserves the right to award the business to another bidder, provided that he/she is still prepared to provide the required goods or services at the quoted price.

CONTACT DETAILS

All queries should be directed to Boitumelo Mancu and must be submitted via email to boitumelo@jet.org.za. Responses will be provided via email.

Proposals accompanied by CVs of the proposed team members should be submitted to tenders@jet.org.za.

Technical and financial proposals may be combined.