REQUEST FOR PROPOSALS:

ENTERPRISE ARCHITECTURE FOR THE MERSETA'S DIGITAL ECOSYSTEM AS PART OF THE PSET CLOUD PROGRAMME

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1. BACKGROUND

JET Education Services (JET)[1], in collaboration with the Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA)[2], have initiated a programme (PSET CLOUD) that seeks to address the development of an integrated national digital ecosystem that is interoperable and can be used for effective skills planning and provisioning.

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

Phase 1 and 2 of the of the programme, which involved a situational analysis of the PSET sector, a mapping study, a feasibility report and establishment of PSET CLOUD interoperability value proposition respectively, have already been completed. Phase 2 and the planning for Phase 3 is currently underway, the intention of which is to define the PSET CLOUD MVP (Minimum Viable Product) as well as develop the platform.

A critical aspect of the programme is to ensure that, as the early adopter of this innovative programme, merSETA's digital ecosystem (i.e., its internal systems and ICT infrastructure) can support the free flow and advantageous use of data available to various institutions and organisations involved in the PSET sector. In so doing it will be able to (i) enhance skills planning and provisioning, and (ii) strengthen, integrate, coordinate and improve efficiencies in the governance and management of post school education and training. As such the merSETA is assisting in the definition of the PSET CLOUD MVP and readying itself for participation on the PSET CLOUD platform.

In light of this desired end goal, a state of readiness, maturity assessments as well as gap analyses of merSETA's technology, people, processes and information was conducted with reports and recommendations produced in 2018 (Phase 1); the findings of which serve as the priorities for merSETA's Digital Ecosystem Programme over 2020 and 2024 (Phases 2 – 4) with a specific focus on:

- Enterprise Architecture
- Infrastructure / Technology
- Knowledge Management
- Records Management
- Data Management

All of the above are underpinned by good governance, optimised business processes and effective change management.

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[1] JET Education Services (JET) is an independent non-governmental organisation founded in 1992 which works with government, the private sector, international development agencies and education institutions to improve the quality of education and the relationship between education, skills development and the world of work. JET's focus areas in the education sector are: education research and planning; monitoring and evaluation of education and training programmes; school and district improvement; and Technical and Vocational Education and Training (TVET) College improvement and youth livelihoods.

[2] The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

JET, as the implementing partner in the digital ecosystem component of the PSET CLOUD programme, is assisting the merSETA by assisting with resource provisioning, procurement, and management of these services.

2. OBJECTIVES

JET and the merSETA seek to appoint a qualified and expert service provider to (i) develop an appropriate and up-to-date Enterprise Architecture (EA) within and for the merSETA that will provide reliable architecture information; and (ii) develop a realistic roadmap as well as a detailed and costed implementation and mitigation plan.

3. SCOPE OF PROJECT

The envisaged tasks will take place at the merSETA Head Office in Johannesburg and at its regional offices located as follows: Johannesburg (Gauteng South Regional Office), Rosslyn (Gauteng North and North West Regional Office), Durban (KZN Regional Office), Durbanville (Western Cape Regional Office), Port Elizabeth (Eastern Cape Regional Office), Bloemfontein (Free State and Northern Cape Regional Office) and Witbank (Limpopo Regional Office).

The scope of the project will include the following:

3.1. Development of the ICT Architecture

In terms of the development of the EA, the service provider is expected to perform the following activities, at minimum:

- **Prepare and Initiate Architecture Work –** The service provider should execute activities required to meet the business directive for a new enterprise architecture, including the definition of a MERSETA specific architecture framework and the definition of architecture principles.
- **Create Architecture Vision -** The service provider should define the scope, identify the stakeholders, create the Architecture Vision, and obtain approvals.
- **Develop Business Architecture -** The service provider should describe the Baseline Business Architecture and develop a Target Business Architecture to support an agreed Architecture Vision. A gap analysis between the Baseline and Target Business Architectures is required.
- **Develop Information Systems Architecture -** The service provider should develop an Information Systems Architecture for merSETA, including the development of Data and Application Architectures. A gap analysis between the Baseline and Target Information Systems Architectures is required.
- **Develop Technology Architecture -** The service provider should develop a Technology Architecture mapping application components to a set of technology components, which represent software and hardware components, available from the market or configured within MERSETA into technology platforms. A gap analysis between the Baseline and Target Technology Architectures is required.
- **Identification of Opportunities & Solutions -** The service provider should identify projects, programs, and or portfolios that effectively deliver the Target Architecture as identified.

3.2. Development of the Enterprise Architecture Implementation and Mitigation Plan

- **Implementation and Migration Plan -** The service provider should formulate an Implementation and Migration Plan that realizes some or all of the Transition Architectures. The activities include assessing the dependencies, costs, and benefits of the various migration projects.

3.3. Training

The proposal should also indicate the capacity of the bidder to conduct training sessions for the merSETA's staff and IT teams and should provide details on how such training will be carried out.

3.4. Support the implementation

The service provider is requested to monitor and quality assure the initial implementation of this plan and EA solution that will be done by identified merSETA departments and personnel to review and assess solutions against the approved architecture. The implementation support period will be ad hoc but in accordance with key milestones of the approved plans.

4. DELIVERABLES

The deliverables from the engagement must comply with the following standards and best practice:

- The Government-wide Enterprise Architecture (GWEA) Framework
- TOGAF

In addition, the deliverables for each area of the scope must include the items listed below.

4.1. Enterprise Architecture

The deliverables for the ICT Architecture should include the following:

- Architecture scope
- Architecture statement of work, principles and vision
- Architecture Framework
- Architecture Gap Analysis
- Business architecture roadmap
- Information systems architecture roadmap
- Technology architecture roadmap
- Enterprise Architecture governance model and associated frameworks

4.2. Implementation and Mitigation Plans

The deliverables for the ICT Implementation plan should include the following:

- Consolidated architecture roadmap & transition architecture
- Costed Implementation plan
- Risk and Migration plan

4.3. Training and support plan

The deliverables for the training and ad hoc support (if offered) function include:

- Overview of training approach
- Training plan
- Overview of monitoring and QA approach
- Monitoring and QA plan

5. PROJECT/ CONTRACT PERIOD

The contract period for this assignment (excluding the implementation support) will be for a period of up to ten (10) months from date the last signature.

6. SUBMISSION REQUIRMENTS

6.1. Provide evidence that the service provider are experts within these fields and as such have the necessary experience and industry certification:
- Enterprise Architecture; and
- Project Management.

6.2. Evidence that the proposed team are certified current members of the relevant professional bodies and have the relevant experience and qualifications issued by professional bodies including the following as a minimum:
- TOGAF/GWEA or
- Zachman EA Certification

6.3. Company profile that includes:
- A detailed list of completed contracts/projects with references of similar work undertaken. The list of references must highlight the name of the company, description of contract, date of contract, contact persons and contact details.
- MERSETA reserves the right to contact a minimum of 4 references provided by the bidder
- The experience and expertise of the bidder. Bidders are required to provide detailed CV's of the team leader and members

6.4. Bidders are required to provide a technical proposal and project plan that clearly outlines how the company proposes to render this services including details of deliverables, deadlines, roles and responsibilities, transfer of skills, project close-out and reporting which should include <u>all the documentation, information and knowledge</u> that has been created during the course of the project is required. The bidder is required to provide an overview and a brief description of the major tasks involved in the implementation, the overall resources needed to support the implementation effort (such as hardware, software, facilities, materials, and personnel), any site-specific implementation requirements etc.   Bidders should provide milestones on how they intend to achieve subcomponents of the deliverables. Any variance from the timelines proposed in this ToR should be explained.

6.5. A detailed cost breakdown (VAT inclusive) should be provided.

NOTE: Failure to comply with submission requirements disqualifies the submission.

7. EVALUATION CRITERIA

7.1. Stage 1: Compliance with minimum requirements:

All bidders will be examined to determine compliance with the request for proposal requirements and conditions. Non-compliant bidders will be eliminated for further evaluation.

7.2. Stage 2: Evaluation on functionality:

The evaluation will be conducted by an evaluation panel who will evaluate all proposals independently in terms of the evaluation criteria for functionality which will be made up of 100 points as follows.

FUNCTIONALITY	MAX POINTS
1. Company years of experience in the provision of EA reviews services and track record	**25**
▪ 1 to 5 similar projects completed with references (3 contactable references)	5
▪ 6 to 9 similar projects completed with references (6 or more contactable references)	15
▪ 10 + similar projects completed with references (10 or more contactable references). Signed reference letters are needed.	25
2. Methodology / Approach	**50**
2.1. Development of the EA	
o Understanding of the Terms of Reference	14
o Overall Quality of the Methodology/Approach to accomplish the tasks (i.e., Prepare and initiate architecture work, Create architecture vision, Develop business architecture, Develop information systems architecture, Develop technology architecture) – see sections 3.1 and 4.1)	16
2.2. Development of the ICT Implementation and Mitigation Plans	
o Understanding of the Terms of Reference	10
o Overall Quality of the Methodology/Approach to accomplish the tasks as outlined in sections 3.2 and 4.2.	10
3. Team members experience	**25**
3.1. Expertise, qualifications and competency of project team members in rendering similar services	
o Team leader has less than 5 years' experience in rendering ICT reviews and the team members have less than 3 years' experience (successfully completed 3 or less ICT review projects)	5
o Team leader has more than 7 years' experience in rendering ICT reviews and the team members have more than 5 years' experience (successfully completed 3 or more ICT review projects)	15
o Team leader has 10 or more years' experience in rendering ICT reviews and the team members have more than 7 years' experience (successfully completed 5 or more ICT review projects)	25
TOTAL FOR FUNCTIONALITY	**100**

All bidders who score less than 65% (which is 65 points) on functionality will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified.

8.   IMPORTANT DATES

In the interests of efficiency and of procedural fairness to all proposers, the following timelines will be strictly adhered to:

Date	Activity
2 July 2021	RFQ distributed to potential service providers.
9 July 2021	Deadline for clarificatory questions from potential bidders
23 July 2021	Bid submission deadline 18h00 via email.
3 Aug 2021	Shortlisted providers may be engaged further to present to panel on identified questions
11 Aug 2021	Final selection of service provider, with appointment letter sent
30 Aug 2021	Contracting and final sign off inception
1 Sept 2021	Delivery of services commences

Submission details

- All queries should be directed to Carla Pereira and must be submitted via email to carla@jet.org.za. Responses will be provided via email.
- Proposals should be submitted to tenders@jet.org.za.