

SARS
RFP 07-2014 Licensing Solution
Provider
Briefing Session

24 June 2014
Linton House

RFP 07-2014 LSP Briefing Session

Welcome and introduction

Kamogelo Mampane
Senior Manager-ICT Procurement

• SA Developmental Objectives

•LPA

- 1. Leveraging on Public procurement
- 6. Complementarities between Private Procurement and State Procurement
- 12. SD Opportunities and Social Economic Enterprises

•Legislative Framework

- Constitution
- PFMA
- PPPF Act and Preferential Procurement Regulations
- B-BBEE Act (ICT Charter)
- Other prescripts

•Standard for Uniformity

•Uniform Procurement directives to three spheres of government

- What about?
- Local Accords
 - IPAP
 - NGP
 - CSDP
 - NIPP

• National Treasury guidelines

- Supply Chain Management Guidelines
- Standard Bidding Documents
- Practice Notes

•Supply Chain Professional Body and Skills Development

Briefing Session

- **Purpose**
 - Explain selected concepts, procedures and other aspects of the RFP
 - Confirm formal registration of Bidders for notices and other communications
- **It may contain**
 - additional information
 - additional rules that must be adhered to
- **It does not**
 - cover every item in the RFP
 - replace any of the issued RFP material
 - relax any of the RFP rules unless communicated separately in writing
- **The conference slides will be distributed electronically to all registered Bidders.**
- **The RFP pack remains the primary source of information for the Bidder to respond.**

- **No questions will be answered during the presentations.**
- **Write down your questions and hand them in at the end of the presentations.**
- **SARS will review and focus on most pertinent themes during the session.**
- **All questions handed in will be responded to in writing after the conference.**
- **The session is being recorded.**

Agenda

<u>Start</u>	<u>End</u>	<u>Presenter</u>	<u>Topic</u>
10:00 - 10:10		F Dali	Welcome & Introductions
10:10 - 10:30		M Malatsi	Governance, rules and procedures
10:30 - 10:45		L Erasmus	B-BBEE Overview
10:45 - 11:15		R Potgieter/ F Lorenz	RFP overview
11:15 - 11:45		M Malatsi	RFP Model, Pack and Proposal Format
12:00 - 13:10		Legal	Contract Mark-ups
13:10 - 13:20		Team	Close

Governance

Presenter : Malemane Malatsi

Registration

- Attendance register
- Registered address
- Oath of secrecy / Solemn declaration
- Company confidentiality undertaking
- **Question template**
- **RFP CD's**

- **Strict communication channels**
 - **Bidders will be disqualified for non-compliance**
- **No solicitation of information will be allowed other than by prescribed channels**
- **Deadlines to be strictly met**
- **Only prescribed submission format will be accepted**

- **SARS, at its sole discretion, may disqualify a Bidder from evaluation for:**
 - Non-adherence to RFP rules
 - Non-adherence to rules of engagement

- **Other than the contact for the RFP below:**
 - Bidders may not contact with SARS staff.
 - Bidders who are existing service provider(s) to SARS may only engage SARS staff regarding operational matters.
- **All contact relating to RFP matters are only to be addressed to SARS Procurement at tenderoffice@sars.gov.za**

B-BBEE Overview

Presenter : Lynne Erasmus

- **SARS B-BBEE Requirements**
- **Key sections to complete in SBD 6.1**
- **Points awarded for B-BBEE Contribution**

SARS B-BBEE Requirements

Classification	Turnover	Submission Requirement
Exempted Micro Enterprise (EME)	Below R5 million p.a	BEE Rating Certificate or Letter from Auditors/Accounting Officer to verify that EME and the percentage black ownership.
Qualifying Small Enterprise (QSE)	Between R5 million and R35 million p.a	Certified Copy of BEE Rating Certificate from a SANAS Accredited rating agency
Large Entity (LE)	Above R35 million p.a	Certified Copy of BEE Rating Certificate from a SANAS Accredited rating agency

Joint Ventures and Consortiums (JV's collectively)

Incorporated JV's must submit the B-BBEE status of the entity. Unincorporated JV's must submit a consolidated B-BBEE scorecard as if they were a group structure for every separate tender.

Key Sections to complete in SBD 6.1

BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

Points Awarded for BBEE Contribution

B-BBEE Contributor Level	Number of Points (80/20 system)	Number of Points (90/10 system)
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-Compliant Contributor	0	0

RFP Overview

Presenter : Riana Potgieter

- **Currently**

- In terms of the agreements entered into between SARS and Microsoft for software licensing and other elements of scope, SARS is required to appoint a Microsoft Licensing Solution Provider (LSP).

- **Proposed**

- The primary objective of this RFP is thus to select and appoint a LSP that is capable of fulfilling its duties as the appointed LSP as well as the additional duties as set out in this Business Requirements Specification.
- The term of the LSP appointment will be for a period of three (3) years. In SARS's sole discretion, SARS may elect to extend the LSP engagement as determined business circumstances.

Accreditation

- SARS requires that the Bidder must be at least an accredited **GOLD** Microsoft Licensing Solution Provider authorised to render services in the area of the SARS head office.

Verifiable Track Record

- SARS requires that the Bidder must have experience in delivering Microsoft LSP services to at least 3 (three) large corporate clients. A large corporate client is one which has at least 5,000 (five thousand) Microsoft licensed desktop computers and at least 200 (two hundred) servers.
- The servers must run the Windows operating system and must include servers running SQL Server database software. The servers must comprise a combination of physical servers, virtual servers and server clusters all with Microsoft licensed software.

- The LSP must appoint an account manager to manage the SARS account.
- The effective management of the SARS account will include:
 - ensuring tasks are executed timeously
 - information requested by SARS is accurate,
 - complete and timeously returned, and
 - that SARS's interests are competently represented by the account manager to the LSP and to Microsoft.
- The account manager must, on an on-going basis, maintain relationships with all the SARS internal stakeholders throughout the lifecycle of the EA.

Note: In the event that the account manager can no longer perform his/her duties, the LSP must replace the account manager in accordance with paragraph 4.4.1 of Business Requirements Specification (BRS).

RFP Overview

Presenter : Fritz Lorenz

Evaluation Criteria

Criterion	Points
LSP Experience	10
Customer reference	10
Required standard of expertise	10
Account management	10
Innovation	15
Software advice	15
Software asset and license management	10
Software asset management tools	10
General	10

- SARS encourages Bidders to demonstrate innovation in offering their value added services.
- The Bidder must put forward a proposal to show how innovation and market leading practices can be offered to SARS during the course of the LSP engagement

The LSP must provide, at no cost to SARS, Microsoft software licence related advice. This advice includes, but is not limited to:

- Selection of appropriate software
- Explanation of Microsoft Licensing terms and conditions
- Determination of the most cost-effective procurement structure
- Ensuring on-going compliance by SARS of Microsoft licensing requirements

Software Asset and Licence Management ²⁵

- The LSP must set up a repeatable process on compiling an ELP and in so doing, identify any SARS technical and non-technical requirements to achieve this goal.
- The LSP will assist SARS in developing the technical and non-technical requirements for SARS to manage its licence-holding effectively by engaging the SARS SAM capability

Software Asset Management (SAM) Tools ²⁶

- The LSP must maintain a software licence inventory and software asset management system in place which must include an accurate record of Microsoft product licences purchased by SARS under the EA.
- The LSP must keep track of maintenance renewal and other significant due dates.
- The LSP should work with SARS, Microsoft and any subsequent LSPs to ensure the most comprehensive record of licences is created, maintained and easily transferrable.

- The LSP must have well-established procedures and systems in place to conduct SAM. Complementary to the existing SAM capability at SARS.
- The LSP must obtain familiarity with the SARS SAM tools and procedures and offer recommendations on further improvements.
- The LSP must provide information on all tools it uses in support of its SAM processes.

- **Reports**

- In addition to all the reports already specified in the previous paragraphs, SARS may request the LSP to provide other reports on an ad hoc basis.

- **Meetings scheduling and minute taking**

- The LSP must schedule and provide secretariat duties to the following meetings:
- Monthly Operational Meeting;
- Quarterly Review Meeting;
- Ad Hoc Meetings; and
- Annual True-Up project meetings.

- **Training**

- The LSP must inform SARS of all upcoming Microsoft promotions and local educational events.
- The LSP should engage with SARS Learning Academy to explore optimum training delivery mechanisms available at SARS, including e-learning opportunities.
- The LSP must report on the Microsoft training, which forms part of the EA, completed by employees of SARS.
- LSP must plan, market and provide training to SARS on:
 - Changes on Microsoft Product Use Rights;
 - Access to information in the SARS information library;
 - Changes to licensing models; and
 - Provide refresher workshops on any aspect of Microsoft licensing impacting on SARS.

RFP Pack content

Presenter : Malemane Malatsi

- **Bidders may submit questions to SARS in writing (email) until**
 - Until 16:00 on 08 July 2014
- **Only**
 - from registered representatives
 - to tenderoffice@sars.gov.za
 - Email format:

Subject : “RFP 07-2014 – Question”
Body : “Supplier : <supplier name>”
: “Question : <Question text>”

- **The answers will be provided**
 - without the details of who posed the question
 - to all the registered respondents
 - published on the SARS website
- **SARS will endeavour:**
 - to provide a response to questions posed by the 3rd business day after receipt
 - To finalise all responses by 16:00 on 09 July 2014

- **SARS may:**
 - call one or more briefing sessions
 - issue communications
 - answering questions from Bidders
 - clarifying issues arising from questions
 - amending the RFP, including changing dates and times in the RFP process.

Prequalification - mandatory requirements³⁴

- **Bidder entity**

- No consortia / special purpose vehicles
- Bidder must be registered / incorporated in South Africa
- Similar provisions apply to subcontractors to that of the Bidder.

Ref: SARS RFP 07-2014 LSP Summary, Guidelines, Instructions and Conditions Document.

- **Board Resolution**
 - Bidder must supply a board resolution authorising the signatory to the Bidder's Proposal
- **3 year's audited statements**
- **All Standard Bid Documents completed and signed**
- **Signed Oaths of Secrecy**

- **SARS, at its sole discretion, may disqualify a Bidder from evaluation for:**
 - Non-adherence to RFP rules
 - Non-adherence to rules of engagement

- **The Bidder will progress to Stage 2 (BEE) evaluation if:**
 - has not been disqualified for any reason during the evaluation; and
 - Achieved weighted score for functionality exceeds 75 (seventy-five);
 - Where no Tenders achieved the prescribed **75 (seventy five)** points, SARS at its own discretion reserves the right to select the highest scoring Tender and any Tender scoring greater than 90% (ninety percent) of the highest scoring Tender's score to proceed to the next stage of evaluation.
 - In the second stage of the evaluation, Tenders that have met the prescribed functionality threshold will be evaluated on the status of B-BBEE, as this tender does not require pricing submission.

Criteria	Weighting (ex 100)
B-BBEE	10

- B-BBEE evaluation performed on the basis of the submitted B-BBEE certificate and fully completed SBD 6.1.²

¹ Preferential Procurement Policy Framework Act 5 of 2000

² National Treasury Regulations 2011 to the PPPFA

Response File - Structure

- Covering Letter (signed)
- Standard Bid Documents
- Bidder Tax Clearance Certificate
- Bidder Oaths of Secrecy
- Bidder B-BBEE certificates
- Technical Template
- Bidder Annual Financial Statements
- Checklist (signed)

The sections are separated by file dividers labelled with the section names in the hardcopy version. On the CD/DVD the files must be placed in directories named after the sections.

