**SARS RFP 04/2025**

**Tower C**

**Unified Communications Platform as a Service (CPaaS)**

**Technical Response Template — Category B**

**Email Equipment Services Solution**

***Instructions***

1. *The Bidder is instructed to follow the format (section numbering, headings etc.) of this Technical Response Template exactly. The Bidder must not deviate from the numbering scheme nor deviate from the order in which the sections and subsections are presented in this template.*
2. *Each section of this Technical Response Template corresponds to a* *Technical criterion in terms of which the Bidder’s Proposal will be evaluated. Within each section is an explanation (in italics) of what the Bidder is required to provide. Omitting a section, a required response, answer, or required documentation will result in SARS not being able to allocate points to the Bidder for that criterion.*
3. *The response to each section of this Technical Response Template must be separated by a file divider in the Bidder’s hardcopy response.*
4. *The Bidder must attach documentary evidence of claims where specifically requested and, where directed, may attach additional documentation. All documentation must be placed in a subsection of Section 9 (Additional Documentation) located at the end of this template and a reference to the documentation must be made by the Bidder in the “Response Table B: References to Additional Documentation” of the referring section. SARS is not under any obligation to evaluate material that is not referenced within “Response Table B: References to Additional Documentation” and in the manner set out above.*
5. *The Bidder must use this MS-Word document as a template for its response. The Bidder may delete these italicised instructions and the tables headed by “Instructions for completing a Response to Table A” and “Instructions for completing a Response to Table B” from the completed template in its Proposal.*

***Important note regarding the contents of the Bidder’s response***

1. *The accuracy of content of the Bidder’s response important. SARS may, at its discretion, conduct a due diligence to verify the claims made in the Bidder’s Proposal during or after SARS’s evaluation of the technical criteria. The Bidder is advised to note the provision of the RFP regarding misrepresentation, and disqualification in the RFP Main Document.*
2. *Unless otherwise specified, where responses are required to indicate Bidder’s capability, the Bidder’s current capabilities must be given.*
3. *The Bidder must make clear every aspect of its response to the information sought. SARS does not take any responsibility to clarify any aspect of the Bidder’s response. SARS may at its own discretion seek clarification from the Bidder. Any interpretation that is made by SARS evaluators of an ambiguous response will be final and need not be clarified by SARS.*
4. *SARS will evaluate the Bidder’s Proposal based on the information contained in the Proposal (and any clarifications, verifications, or due diligence conducted by SARS). SARS has no responsibility to take extraneous information into account in its evaluation.*

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**Technical Response**

**[Bidder Name]**

1. DIRECT links to Email Service ProviderS

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| *The Bidder must set out, in Table A below, the relationships with subcontractors that the Bidder will rely upon to provide the services within the scope of this Tower.*  *SARS aims to establish the Bidder’s capability for delivering Bulk Email Messages across secure links via the Email Service Provider to the email recipients.*  *A Bidder that can show that it currently has a secure link (encrypted, VPN and regular patch regime) in place from the Bidder’s Bulk Email Service with, security and IPsec connection between SARS and Bidder will achieve maximum points for this criterion.* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *All subcontractors intended to be contracted by the Bidder, must be listed.* * *The Bidder may add more lines to Response Table A if necessary to provide details of all intended components or subcontractors.* * *The bidder will receive full marks if all components are described, if a component is not included, it should be highlighted and the rational for excluding be explained* | | |
|  | **Field name** | ***Instructions*** |
| *Components* | *The Bidder must supply the detailed description of each item on the list detailed in the* *components column. The Architectural diagram must clearly show the delivery channel between SARS and the email receivers, highlighting security, TLS encryption, email authentication protocols, access control, regular patching, VPN, Firewalls and IPsec connection between SARS and service provider.* |
| *Scope of services to be delivered* | *The Bidder must describe, in full, the scope of the component used to deliver Bulk Email Messages across secure links to the Email Service Provider.* |
| *Details* | *The Bidder must describe any other pertinent details of the nature of the contract.* |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is encouraged to attach any additional documentation to substantiate claims made in its answer(s) in Response Table A. It remains the Bidder’s responsibility to provide sufficient information to support its claim to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “MOU”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document provides proof of subcontractor agreement with [subcontractor name]”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Response Table A** | | | |
| **Direct links to Email Service Provider** | | | |
| **Components** | **Scope of Services to Be Delivered** | **Details** |
| 1.1 Infrastructure Architectural Diagram & Description |  |  |
| 1.2 IPSec connection |  |  | |
| 1.3 Encryption |  |  | |
| 1.4 VPN |  |  | |
| 1.5 Redundancy |  |  | |
| 1.6 Underlying carriers |  |  | |
| 1.7 Single points of failure |  |  | |
| 1.8 Firewalls |  |  | |
| 1.9 RSA Based data centres |  |  | |

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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
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1. Skills

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| *The Bidder must set out in the table below the number of the Bidder’s (including its subcontractors) personnel that will be available to SARS for specialist engagements on a Project or Time and Materials basis. The numbers of personnel provided by the Bidder must be available for projects/assignments that will be co-ordinated and run from SARS head office in Pretoria.*  *SARS aims to establish the depth of skills and experience that the Bidder (including its subcontractors) will be able to offer to SARS, if required by SARS, for projects/assignments run from SARS’s head office, or at SARS Sites nationwide. A Bidder who can show sufficient coverage of all technical skills categories available for such assignments will be eligible for maximum points for this sub-criterion. Once a bidder is appointed, the resources will go through the vetting process, during which evidence of qualifications and certificates will be required.* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder may add more lines to Response Table A if necessary to provide details of additional certifications/qualifications.* | | |
|  | **Field name** | ***Instructions*** |
| *Technical Resources* | *The Bidder must supply CVs* |
| *Account Manager* | *The Bidder must supply CVs* |
| *Number of staff* | *The Bidder must supply the number of staff it has access to* |
| *Subcontractor name* | *The Bidder must supply the name of the subcontractor (which has been named as a subcontractor in Table 2 above) through which it has access to skills.* |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is encouraged to attach any additional documentation to substantiate claims made in its answer(s) in Response Table A. It remains the Bidder’s responsibility to provide sufficient information to support its claim to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “Summary of CVs”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document shows details of personnel listed”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Response Table A** |
| **Skills** |

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| --- | --- | --- |
| **Account Manager Skills (Bidder’s Employees)** | | |
| **Account Manager CVs** | | **Number of staff** |
|  | |  |
|  | |  |
|  | |  |
| **Account Manager Skills (Bidder will have access to via Subcontractors)** | | |
| **Account Manager CVs** | **Subcontractor name** | **Number of staff** |
|  |  |  |
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| --- | --- | --- |
| **Technical Resources****Skills (Bidder’s Employees)** | | |
| **Technical Resources CVs** | | **Number of staff** |
|  | |  |
|  | |  |
|  | |  |
| **Technical Resources****Skills (Bidder will have access to via Subcontractors)** | | |
| **Technical Resources CVs** | **Subcontractor name** | **Number of staff** |
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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
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1. Bidder’S Capability
   1. **BIDDER’S BULK Email service capability**

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| *The Bidder must set out a full description of its Bulk Email services solution.*  *SARS aims to establish the Bidder’s capability to operate bulk email service which will meet SARS’s requirements. The Bidder will be evaluated on the following basis:*   1. *The Bidder has shown an understanding of SARS’s requirements and has set out its response accordingly.* 2. *The Bidder has a fully developed bulk email service substantiated by an architectural diagram, which has a failover and a published API that supports SMTP/email API.* 3. *The Bidder’s solution and design will meet or exceed SARS’s requirements for bulk email service availability, reliability and connectivity.* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder must add more lines to Response Table A if necessary to provide details of all single points of failure.* | | |
|  | **Field name** | ***Instructions*** |
| *High level application architectural diagram and detailed description provided* | *The Bidder must present a comprehensive overview of its Bulk Email Service, emphasizing its scalability to accommodate a substantial user base and large volumes of data. The solution should be capable of effectively managing sudden surges in traffic while ensuring consistent performance and reliability. Additionally, the solution should be flexible enough to adapt to evolving business requirements and varying traffic demands without compromising on service quality. The Bidder must add and reference such documentation in the Additional Documentation tables as set out above.* |
| *Patch Policy, Timelines & Communication* |  |
| *Bulk Email Delivery process* | *The Bidder must provide details of its Bulk Email Service. The capability and flexibility to provide network underlay services for bulk Email Service which has a public API that supports SMTP/email API.* |
| *Email authentication protocols* |  |
| *Access controls* |  |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is encouraged to attach any additional documentation to substantiate claims made in its answer(s) in Response Table A. It remains the Bidder’s responsibility to provide sufficient information to support its claim to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “Configuration diagram”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document shows the configuration of xxxx”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Response Table A** |
| **Bulk Email Service Capability** |
| **3.1.1 Application Architecture and Description** |
|  |
| **3.1.2 Patch Policy, Timelines & Communication** |
|  |
| **3.1.3 Bulk Email Delivery Process** |
|  |
| **3.1.4 Email Authentication Protocols** |
|  |
| **3.1.5 Access Controls** |
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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
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1. Service Management
   1. **SERVICE MANAGEMENT MATURITY**

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| *The Bidder must set out in the table below the maturity of its own organisational service management processes.*  *SARS aims to establish the maturity of the Bidder’s service management process(es) as a foundational element for the successful provision of services. Formal assessment scores indicating a maturity level (quantitively managed or equivalent) or higher will score maximum points for this criterion.* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* | | |
|  | **Field name** | ***Instructions*** |
| Service Management Process | *Name of the process (given)* |
| Maturity assessment | *Assessment of the maturity of the process. The Bidder must specify whether the process has been formally assessed (either internally or externally) and provide the results and the date of the assessment. If an external assessment has been performed, then the name of the organisation/standards body that conducted the assessment must be provided.* |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is expected to attach any additional documentation to substantiate claims made in its answer(s) in Table A, for example, reports, assessment findings etc. It remains the Bidder’s responsibility to provide sufficient information to support its claims to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “Service management assessment”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document provides proof of service management maturity”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Service Management Maturity** | |
| **Response Table A** | |
| **Service Management Process** | **Maturity assessment** |
| **4.1.1 Problem Management** |  |
| **4.1.2 Incident Management** |  |
| **4.1.3 Service Request Management** |  |
| **4.1.4 Release Management** |  |
| **4.1.5 Change Management** |  |
| **4.1.6 Event Management** |  |
| **4.1.7 Knowledge Management** |  |

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| **Response Table B: References to Additional Documentation** | | |
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* 1. **SERVICE MANAGEMENT TOOLSET**

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| *The Bidder must set out in the table below a description of the toolset it has implemented for service management.*  *SARS aims to establish the level of automation of the Bidder’s service management process as a foundational element to the successful provision of services. The Bidder who can show that the toolset employed provides sufficient automation of its service management and that it is established in the organisation so that the execution of service management functions should present little or no risk to SARS will score maximum points for this sub-criterion.* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* | | |
|  | **Field name** | ***Instructions*** |
| Functionality | *Name of the process (given)* |
| Description/dimensions | *The Bidder must provide details of:*   * *The system/toolset/product used* * *Number of years it has been in use by the Bidder for this function.* * *Number of users* * *Bidder’s commitment to the system/product for the corresponding service management processes* |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is expected to attach any additional documentation to substantiate claims made in its answer(s) in Response Table A. It remains the Bidder’s responsibility to provide sufficient information to support its claims to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “Service management product specification”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document provides detail of the product that is in use”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Service Management Toolset** | |
| **Response Table A** | |
| **SERVICE MANAGEMENT TOOLSET** | |
| **Functionality** | **Description/dimensions** |
| **4.2.1 Problem Management** |  |
| **4.2.2 Incident Management** |  |
| **4.2.3 Service Request Management** |  |
| **4.2.4 Release Management** |  |
| **4.2.5 Change Management** |  |
| **4.2.6 Event Management** |  |
| **4.2.7 Knowledge Management** |  |

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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
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**4.3. MONITORING** **and Reporting Portal**

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| *The Bidder must provide details of its proposed solution to meet SARS’s requirements for a Monitoring and Reporting Portal. The description of its solution at the minimum must:*   * *Address all required elements of the solution as set out in paragraph 7.4.8 of the Business Requirements Specification.* * *Address the detailed functionality/transactions requirement as set out in the Response Table A.*   *SARS aims to assess the Bidder’s solution for effectiveness in achieving the specifications as set out in the Business Requirements Specification. A solution which adequately addresses all aspects of the requirements listed above and which presents little or no risk to SARS in the delivery of the solution will score maximum points for this criterion.* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *All subcontractors intended to be contracted by the Bidder, must be listed.* * *The Bidder may add more lines to Response Table A if necessary to provide details of all intended subcontractors.* | | |
|  | **Field name** | ***Instructions*** |
| *Description* | *The Bidder must provide a description of its solution to SARS’s requirement for a Monitoring and Reporting Portal. The Bidder may make reference to other documents, diagrams, screenshots and tables in its Proposal. The Bidder must clearly reference such documentation in the description.* |
| *Platform/Access* | *The Bidder must describe the delivery platform, and how SARS will access the Monitoring and Reporting Portal including the security features.* |
| *Delivery* | *The Bidder must supply details of the current state of solution to SARS’s Monitoring and Reporting requirement. The Bidder must include details of the current state; whether it is currently delivered to customers; whether development is required to meet SARS’s requirements etc. and if so, provide a project plan/timeline.*  *The Bidder must also provide details of its integration with underlying carrier/subcontractor provider systems for monitoring.* |
| *Requirement* | *The requirement is listed below the header. The Bidder must reference the Business Requirement Specification for more details of the requirement.* |
| *Status/Information* | *The status/ information required by SARS.* |
| *Component* | *The specific component of the network to which the requirement is referring.* |
| *Compliance* | *The Bidder must indicate the compliance of its solution to the requirement. The Bidder must state “Comply”; “Do not Comply”; or “Partially Comply”.* |
| *Exclusions/Limitation* | *The Bidder must list all limitations or exclusions of its solution to the requirement so that SARS can determine the extent of the Bidder’s compliance to the requirement. The Bidder must indicate in this column whether this particular requirement is delivered as part of its current capability or whether it will have to be developed during transition.* |
| **Instructions for completing Response Table B below.**   * *The Bidder is encouraged to attach any additional documentation to substantiate claims made in its answer(s) in Response Table A. It remains the Bidder’s responsibility to provide sufficient information to support its claim to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | | |
|  | **Field name** | ***Instructions*** | |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* | |
| Document Title | *The name of the document (e.g., “Functionality map”).* | |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document provides an overview of the functionality in the portal”).* | |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | | |
| ***Response Table A*** | | | |
| ***Monitoring and Reporting Portal*** | | | |
| ***4.3.1 Description*** | | | |
|  | | | |
| ***4.3.2 Platform/Access*** | | | |
|  | | | |
| ***4.3.3 Delivery*** | | | |
|  | | | |
| ***4.3.4 Requirement*** | | | |
|  | | | |
| ***4.3.5 Status Information*** | | | |
|  | | | |
| ***4.3.6 Components*** | | | |
|  | | | |
| ***4.3.7 Compliance*** | | | |
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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
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1. Transition
   1. **TRANSITION TEAM**

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| *The Bidder must provide details of its proposed transition team.*   * *Experience of team members* * *Structure and reporting line into the Bidder’s organisation*   *SARS aims to assess the Bidder’s capability to transition the services effectively. All aspects of the transition team listed above must be adequately addressed by the Bidder’s proposal to present acceptable risk to the achievement of the requirements to score maximum points for this criterion. The key inquiry is: Does the Bidder’s proposal for Transition include a formally defined Transition team with named and experienced key resources* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* | | |
|  | **Field name** | ***Instructions*** |
| Transition team | The Bidder must provide details of its proposed transition team.   * Structure of the team and reporting line into the Bidder’s organisation * Roles within the team * CV and experience of team members, roles of team members in previous/past transitions * Resource Requirements are for a Project manager, Network engineer, a firewall resource, a testing resource and Message Queue engineer. |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is expected to attach any additional documentation to substantiate claims made in its answer(s) in Response Table A. It remains the Bidder’s responsibility to provide sufficient information to support its claims to satisfy this technical requirement.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field Name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “Transition team structure”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document sets out the team structure graphically”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Transition Team** | |
| **Response Table A** | |
|  | |
| **Transition Team** | **CV, Skills, Experience** |
| 5.1.1 Project manager |  |
| 5.1.2 Network engineer |  |
| 5.1.3 Firewall resource |  |
| 5.1.4 Test resource |  |
| 5.1.5 Message Queue engineer |  |
| 5.1.6 Other relevant resources |  |

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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
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* 1. **TRANSITION PLAN**

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| *The Bidder must provide details of its proposed transition of this Tower’s services including a Gantt chart of activities, showing milestones, resourcing, and timing of each activity.*  *SARS aims to assess the Bidder’s proposal for transitioning the services effectively. All requirements for Transitioning in the Business Requirements Specification, the Agreement and the RFP Main Document must be included in the scope of the project, including the plan to meet the required timelines.*  *The key inquiry is: Does the Bidder’s proposal for a transition plan contain all the elements for a transition project that will achieve a successful transition.*  *Activities to be included:*   * *Technical changes on SARS & Service Provider platforms – Ensure compatibility and readiness of both SARS and the new Service Provider ‘s platforms* * *Changeover – Execute switch from the current Service Provider to the new one, and disengage the current provider* * *Testing – Verify that all systems and services function correctly after changes* * *Rollback- Provide a contingency plan in case of transition failure* | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* | | |
|  | **Field Name** | ***Instructions*** |
| Transition Plan | The Bidder must provide a project plan down to activity level that shows how the requirements for Transition in the *Business Requirements Specification*, the *Agreement*, and the *RFP Main Document will be met*, including meeting the required timelines.  *The plan must include a Gantt chart of activities, resources assigned, and timelines associated with each activity. The details of each activity should be given in a separate document.* |
|  | |
| **Instructions for completing Response Table B below.**   * *The Bidder is expected to attach additional documentation to provide sufficient documentation relating to the activities that comprise its Transition Plan. It remains the Bidder’s responsibility to provide sufficient information for SARS to understand the Bidder’s approach and level of planning fully.* * *All additional documentation must be attached in a subsection of the Additional Documentation Section (Section 9) at the end of this template. The Bidder must create a new subsection in the Additional Documentation Section (Section 9) for each additional document and place the document within the subsection.* * *The Bidder must provide the following information in Response Table B: References to Additional Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g., Section 9.1).* |
| Document Title | *The name of the document (e.g., “Project Plan Gantt chart”).* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Table A is supported by the document. (e.g., “Document provides a Gantt chart overview of the project activities”).* |
| * *The Bidder may add more rows to Response Table B: References to Additional Documentation if necessary.* | | |

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| **Transition Plan** | |
| **Response Table A** | |
|  | |
| **Transition Plan** | **Describe activity include extra rows for activities not mentioned** |
| *5.2.1 Technical changes on SARS & Service Provider platforms – Ensure compatibility and readiness of both SARS and the new Service Provider ‘s platforms* |  |
| *5.2.2 Changeover – Execute switch from the current Service Provider to the new one, and disengage the current provider* |  |
| *5.2.3 Testing – Verify that all systems and services function correctly after changes* |  |
| *5.2.4 Rollback- Provide a contingency plan in case of transition failure* |  |

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| **Response Table B: References to Additional Documentation** | | |
| **Reference** | **Document Title** | **Submitted in Support of** |
|  |  |  |
|  |  |  |

1. Authorised Signature of Bidder

*I declare that the responses and the information provided are accurate, complete, and correct and that I am authorised to sign this declaration on behalf of the Bidder.*

|  |  |
| --- | --- |
| **Signature of Bidder’s Authorised Signatory** |  |
| **Name** |  |
| **Capacity** |  |
| **Date** |  |

1. Additional Documentation
   1. **[Reference Material Title]**

**[Insert document content here** - Refer to instructions 3 & 4 on first page**]**

* 1. **[Reference Material Title]**

**[Insert document content here** - Refer to instructions 3 & 4 on first page**]**

* 1. **[Reference Material Title]**

**[Insert document content here** - Refer to instructions 3 & 4 on first page**]**

* 1. **[Reference Material Title]**

**[Insert document content here** - Refer to instructions 3 & 4 on first page**]**

**[The Bidder must add subsections to this Section 9**

**to accommodate additional documents]**