



REQUEST FOR PROPOSAL (RFP)

**THE APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE CONTINUING
PROFESSIONAL DEVELOPMENT PROGRAMME**

SACNASP

SUITE L4/L5 ENTERPRISE BUILDING

INNOVATION HUB

MARK SHUTTLEWORTH STREET

PRETORIA

0087

FEBRUARY 2020

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1. BACKGROUND

The South African Council for Natural Scientific Professions (SACNASP) is the registration and regulation authority for natural science professionals in South Africa. To date, it has 25 fields of practice, represented by 53 accredited voluntary associations (VAs). SACNASP is seeking a qualified organization or individual to manage and run the Continuing Development Programme (CPD) for SACNASP

2. SCOPE OF THE WORK

Continuing Professional Development (CPD) has been operational at SACNASP since 1st April 2017. SACNASP scientists need to achieve a total of twenty-five (25) credits over a 5-year period in order to maintain their registration. These credits are obtained under three categories:

- Category 1 Developmental Activities (Compulsory)
- Category 2 Work and mentoring activities
- Category 3 Other science related activities

SACNASP currently supports the CPD programme in-house but is seeking a service provider to assume full responsibility for the programme. This will include management of training service providers and assisting scientists in their activities whilst still maintaining SACNASP's high standards of communication and support. The service provider will need to be able to market SACNASP CPD programme to stakeholders to ensure there are sufficient events for scientists in each category. The service provider will also be needed to have a high level of presentation skills and training abilities.

3. PROJECT SCOPE

The service provider must have proven experience of the implementation and management of CPD programmes and have a full understanding of the South African science landscape in the context of the 2019 Science and Technology White Paper. The successful service provider will be responsible for the following:

- Management and maintenance SACNASP online portals, namely:

- Service provider website – portal where service providers can accredit events and training courses;
- Scientist portal – where registered scientists update their CPD portfolio.
- Liaise with website service providers to implement enhancements;
- Interact with voluntary associations, universities, service providers and recognised organisations ensure all events are captured;
- Manage the process of validating events including:
 - Finance related matters
 - Sourcing event reviewers
 - Validation of events
- Attend meetings and make presentations on behalf of SACNASP to relevant stakeholders;
- Attend voluntary association CPD meetings when required;
- Prepare and implement the portfolio audit process;
- Plan and engage with SACNASP on future CPD cycles;
- Generate monthly reports for SACNASP;
- Respond to day to day enquiries within 24 hours;
- Be available for travel throughout South Africa.

4. PROJECT DELIVERABLES

It is expected that the selected provider assume total responsibility for SACNASP's CPD programme and execute according to the mandate supplied by SACNASP. The service provider will be measured by their achievements against the following criteria:

- To increase the number of scientists active on the CPD database;
- To increase the number of events and service providers on the CPD database;
- To grow SACNASP's voluntary association community.

5. RFP AND PROJECT TIMELINE

The CPD project will have a lifespan of 36 months and from that period it will be subject

to re-advertisement. This project is dependent upon the availability of funds from the Department of Science and Innovation.

6. REQUIREMENTS FOR RFP PROPOSALS

- The contracted service provider is required to submit a proof of registration on the Centralised Supplier Database held by National Treasury;
- The contracted service provider is required to provide an original SARS tax clearance certificate must be provided;
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status has been provided;
- SBD 4 – Declaration of interest;
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017
- SBD 8 – Declaration of bidder’s past supply chain management practices;
- SDB 9 – Certificate of independent bid determination;

Failure to submit the required documentation above will lead to disqualification.

7. QUOTATION EVALUATION CRITERIA

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 80% or more to proceed to the next stage of evaluation. The following scoring system will be utilised for this evaluation:

Scoring range	0	1	2	3	4
Definition	No information	Poor	Average	Meets requirements	Exceeds requirements

Total Evaluation Score = (score x weighting x no. of evaluators) / (maximum score x 100 x no. of evaluators)

Functionality Assessment	Weight %
<p>Criterion 1: References</p> <ul style="list-style-type: none"> • Five (5) References and above in the past 10 years = 4 points • Three (3) to Four (4) references in the past 10 years = 3 points • Two (2) relevant references in the past 10 years = 2 points • One (1) relevant references in the past 10 years = 1 points 	20%
<p>Criterion 2: Relevant experience</p> <ul style="list-style-type: none"> • More than 5 years relevant experience= 4 • 4-5 years relevant experience = 3 • 3-4 years relevant experience = 2 • 0-2 years relevant experience = 1 	30%
<p>Criterion 3: Qualifications and skills of key personnel</p> <p>The service providers must submit, as part of its proposal, the following:</p> <p>The structure and composition of the proposed team, please provide no more than 5 CVs for qualification evaluation;</p> <p>CVs of the key personnel must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above;</p> <p>The team leader should have the relevant project management qualifications.</p>	20%
<p>Criterion 4: Proposed project plan and methodology</p> <p>A total of 4 points will be allocated at the sole discretion of the SACNASP's Bid Evaluation Committee based on the information provided as follows:</p> <ul style="list-style-type: none"> • Detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly 	30%

<p>demonstrating how the objectives of the study will be achieved;</p> <ul style="list-style-type: none"> • Detailed project plan to undertake the stud, the plan must indicate key activities, timelines, milestones/ deliverables; • Budget allocated per project phase in project plan; • Stakeholder facilitation and engagement model to be used. <p>If there are any outstanding documents, 0 points will be allocated to the service provider.</p>	
Total	100%

Service providers must score a minimum of 80% or more in order to proceed to the next stage of evaluation.

9. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status level of Contributor	Number of points (80/20 system).
1	20
2	18
3	16
4	12
5	8
6	6
7	4

8	2
Non-compliant contributor	0

10. PROPOSAL SUBMISSION

Service providers should email proposals to the address below by **11am on Wednesday 04 March 2020**.

All documents should be forwarded via email to:

Name : Mrs Landi Jacobs

Tel : 012 748 6500

Email : landi@sacnasp.org.za