



**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

## **Terms of Reference**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE PROJECT GOVERNANCE TOOL FOR  
A PERIOD OF THREE YEARS- CLOSED BIDDING PROCESS**

**Bid Number: 113-23-ICT-HO**

**Response to Bidders Questions (13/14 February 2024)**

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## 1. Response to Bidders Questions.

### 1.1. Should the bid be emailed or delivered?

**Response:** The bid should be delivered as per address stipulated on the SBD1.

### 1.2. Page 4 or 17 – Background:

- a. Is SASSA still using the Project Server 2013 Solution?

**Response:** The solution has become obsolete and cannot be maintained. We using it as a central repository, to store project related document.

- b. Does any data need to be migrated from this platform? If yes, how many active projects?

**Response:** Yes, 42 projects

- c. SASSA has 5 Power BI Pro and 100 Project P3 licenses – please provide a number of users for the new solution going forward. SASSA may complete the attached sheet based on quantities per user role. This will help with licensing and training needs.

**Response:** See the attached spreadsheet

### 1.3. Page 5 of 17

- a. **Clause 3.5:** Is Integration to Oracle ERP Required? The solution I am going to propose already has resource planning and project financials.

**Response:** Yes

- b. **Clause 3.8:** Support and maintenance – would this be remote / onsite support?

**Response:** Remote support, unless if there is a need for the SP to be onsite.

### 1.4. **Clause 4.1.1.3:** Is the current solution integration to Oracle ERP and is this needed going forward?

**Response:** Yes

### 1.5. Is it currently being used in this manner? Please provide an architecture layout.

**Response:** No

### 1.6. Page 6 of 17:

**Response:** No, there is no integration between Project Governance tool and ERP

**Clause 4.1.2.10:** How many reports need to be developed? Are samples available?

**Response:** See attached a sample (pdf)

### 1.7. Page 7 of 17

- a. **Clause 4.1.2.11:** What is the dashboard required for Live reporting – is there a sample?

**Response:** Yes, we need real time reporting

- b. **Clause 4.1.2.12:** Migration of data / documents – are these archived / live & active data? What is the size of the data?

**Response:** We are currently using the tool as central repository it has historical and active data (project related documents).

- c. **Clause 4.2.1:** Define 10 x physical training session?

**Response:** 10 classroom sessions, we have +- 100 users that need to be trained in Head Office and Regional Offices) who is the audience? Officials that are running projects in different Units.

How many people per training session?

**Response:** 10 training sessions, 10 people per session.

**1.8. Page 8 of 17:**

a. Clause 4.2.5: What is the level of advanced Project Managers?

**Response:** The Organization has currently 2 advanced project managers.

Are they currently using MS Project?

**Response:** They are using MS Project.

Or are they using Excel?

**Response:** The Organization also have functional managers playing the role of project managers, if there is project in running in their respective areas. They usually use Excel

**1.9.** Does the SASSA EPGT Solution Require a Timesheet Solution?

**Response:** No

**1.10.** Does the SASSA EPGT Solution Require a Resource Management functionality?

**Response:** Yes, It is highlighted in the TOR.