



UNISA
ENTERPRISE

**REQUEST FOR PROPOSALS FOR TO APPOINT SERVICES OF A CONSULTANT TO
CONDUCT A SKILLS AUDIT EXERCISE FOR UNISA ENTERPRISE**

NAME OF THE COMPANY	:	UNISA ENTERPRISE (PTY) LTD
RFP NUMBER	:	CORP/HR/01/2023
CLOSING DATE	:	03 MARCH 2023

1. Purpose

The purpose of this document is to invite interested vendors to provide skills audit exercises to UNISA Enterprise to ensure precise implementation of the turnaround strategy of the organisation.

2. Background

UNISA Enterprise is an entity of UNISA that was established in 2017 with the objective of the commercialise UNISA assets for revenue generation. This commercialisation takes the form of finding ready customers, partnering, or building new businesses. Since inception, UNISA Enterprise has formed several high value partnerships with various stakeholders. The entity has a small core team of 10 people who focus mainly of business development and head office functions. The entity has recently compiled a turnaround strategy to position itself for profitability; thus, there is a need for a Business Intelligence Analysis to be conducted as part of implementing the strategy. This will assist the business to identify immediate and long-term opportunities and identify systems, create products and tools for in-house use by UNISA Enterprise. UNISA Enterprise now places its focus on four strategic pillars, namely:

- Research & Innovation,
- Consulting Services,
- Property,
- University Retail and Commercial Ventures.

The turnaround strategy indicates a new operating model, micro and micro-organisational structure, which depicts new roles. New job profiles have been formulated to define job purposes, key performance areas, minimum requirements job requirements and core competencies for each role. It is therefore important that the organisation repurpose the current staff of 9 people; however, fair processes must be followed to ensure sound migration and placement of the current staff. It is for this reason that we request submissions from specialists to assist the business to manage this process.

3. Scope of Service

The service provider should perform the following duties:

- 3.1 Study the organisational strategy, job profiles and related documents to understand the business and the defined job tasks
- 3.2 Develop a competency framework
- 3.3 Apply scientific assessment of employees through psychometric evaluation process
- 3.4 Conduct a person-job matching exercise to assess current skills match to the job profile set of competencies
- 3.5 Formulate and implement the placement and migration principles to guide the process of placing current employees in the new organisational structure
- 3.6 Present the placement and migration report to confirm roles in which employees should be placed
- 3.7 Facilitate placement processes and conversations with internal human resources. Providing psychometric results to staff and line manager is included in this step
- 3.8 In collaboration with management/internal Human Resources, handle all employee relations matters that may arise
- 3.9 Compile and present a close out report to the CEO and internal Human Resources.

4. Minimum Requirements

The service provider should have the following qualifications and experience:

- 4.1 BCom/BA: Industrial or Organisational Psychology and B.A in Labour Relations matters
- 4.2 7 years' experience in delivering psychometric assessments and feedback to employees and line managers
- 4.3 7 years' experience in managing labour relations matters at all governance levels for fixed-term contract and permanent employees with regards to placement and migration to new roles.
- 4.4 5 years' experience in the formulation of migration and placement principle for an organization undergoing transformation
- 4.5 Experience in managing a people in a changing organization in respect of handling changes in the strategy and organizational structure.

5. Special Conditions

- 5.1 The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and SLA entered.
- 5.2 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 5.3 The methodology criteria of the functionality assessment must outline the approach and plan of the proposer and is critical to convince the BID evaluation team on the appreciation of the work required. It will also form as part of the basis for service level agreement content and/or related negotiations.
- 5.4 No service will be rendered without an official order.
- 5.5 Payment will be based on services delivered satisfactorily.

6. Confidentiality

- 6.1 This RFP request by UNISA Enterprise contains proprietary and confidential information that is provided to you (interested Service Provider), for your exclusive use in evaluating and preparing your response.
- 6.2 If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.
- 6.3 This document should not be disclosed or distributed to any third party.

EVALUATION

The evaluation is based on the technical criteria (Functionality). Only Service Providers who achieve a minimum score of 70 % will be evaluated further, in the next stage. The criteria are set out in the table below:

Evaluation area	Evaluation criteria	Weighting %
Methodology	Methodology, knowledge, and proven track record in respect of the subject matter to fulfill the afore-mentioned scope of work. Attached proposal covering the scope of work.	40

	<p><u>Points allocation:</u></p> <ul style="list-style-type: none"> • 50 points - for Excellent (covers all elements above as stated) • 40 points - for very Good (covers some elements above as stated) • 30 points - for Good (covers some elements stated above) • 20 points and below - not acceptable (covers no elements stated above or non-submission). 	
Experience, qualification, and Skills of leading or professional assigned personnel) in relation to the scope of work	<p>In respect of each staff member assigned to the scope of work, Bidders are required to indicate the following:</p> <ul style="list-style-type: none"> • general qualifications. • adequacy of specific field. • knowledge and expertise in the field <p>In support of the above, Bidders are to submit CV's of each staff member, which provides each member's experience in similar projects.</p> <p><u>Points allocation:</u></p> <ul style="list-style-type: none"> • 20 points - Excellent (10 years' experience and above) • 15 points - Very Good (7 years' experience and above) • 10 points - Good (5 years' experience and above) • 5 points - Good (3 years' experience and below) 	30
Client references	<p>Please provide five (5) written letters references for third parties of whom related services were provided. Ensure to include the organization name, address, and contact details.</p> <p><u>Points allocation:</u></p> <ul style="list-style-type: none"> • 10 points – three (3) references on company letterhead. • 8 points- two (2) references on company letterhead. • 5 points – one (1) reference on company letterhead. • 0 points – Less than two references on company letterhead. 	10
Successful solution	Proven track record book	20
Total		100

Based on B-BBEE contributor level score. Points will be calculated on an 80/20 method as stipulated below:

B-BBEE status Level of Contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

ADMINISTRATIVE FUNCTION

- The service provider will be required to attend status meetings/progress update meetings to report on work done.
- Possess the necessary skills and resources to be able to provide the services required.

STANDARD CONDITIONS:

- a) Only respondents who have been directly invited to respond to this RFP shall be considered.
- b) RFP submissions received after the closing date and time will not be accepted or considered.
- c) No faxed or e-mailed RFP submissions will be accepted or considered.
- d) Service Providers are required to submit two (2) Original documents in a hardcopy and one (1) soft copy in a memory stick format.
- e) The Service Provider shall pay Unisa Enterprise (Pty) Ltd promptly for all loss, destruction, or damage to the property of Unisa Enterprise (Pty) Ltd caused by the Service Provider's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Service Provider or any of its subcontractors in the performance of the said project.
- f) An RFP will be disqualified should the Service Provider make any attempt either directly or indirectly to canvass the Unisa Enterprise, or any of its officers or employees in respect of the RFP between the date of submission and the date of the awarding.
- g) Any false declaration of information will result in the exclusion of the RFP from any further consideration.
- h) Service Providers are required to, together with their Proposals, submit original and valid BBBEE Status Level Verification Certificates or certified copies thereof to substantiate their BBBEE rating claims. Service Providers who do not submit their BBBEE Status Level Verification Certificates or certified copies, will not be disqualified from the bidding process, however, they will score zero (0) out of a maximum of 20 points for BBBEE.
- i) UNISA Enterprise reserves the right to reject and appoint any Service Provider who meets/does not meet the requirements.

SUBMISSION

Proposals can be e-mailed with the reference: **RFP Number: CORP/HR/01/2023.**

Electronic copies and any queries relating to the scope of work should be forwarded to Naledi Kgatla, naledi.kgatla@unisaenterprise.ac.za and Lebogang Radebe, Lebogang.Radebe3@unisa.ac.za

LATE APPLICATIONS WILL BE AUTOMATICALLY DISQUALIFIED.