

1. Scope of work and deliverables

Univen seeks to automate its risk management, compliance monitoring and audit operations as well as reporting processes in a manner that will yield time and cost savings for the institution.

We seek a solution that will enable the following:

1.1 Risk Management

- 1.1.1 Capturing of identified risks;
- 1.1.2 Automated assessments (risk red flags and fraud red flags) and monitoring of data for emerging risks;
- 1.1.3 Risk sharing with risk owners and risk champions across the university (+-30 pax);
- 1.1.4 Separating operational risks from strategic risks;
- 1.1.5 Risk reporting (dashboard capabilities);
- 1.1.6 Survey, questionnaire capabilities for risk assessment purposes (voting/rating);
- 1.1.7 Incident reporting and monitoring e.g. whistleblowing cases reported

1.2 Compliance Management

- 1.2.1 Centralised platform for compliance, regulatory and legal content;
- 1.2.2 Compliance status reporting;
- 1.2.3 Ease of compliance monitoring and communication across the university;
- 1.2.4 Tracking of compliance owners and status;
- 1.2.5 Flagging of non-compliance for action taking

1.3 Governance (Audit and Controls testing)

- 1.3.1 Capabilities to integrate with the risk management and compliance module to have a view of the risks identified there;
- 1.3.2 Be able to obtain controls/areas to be tested from the risk and compliance module;
- 1.3.3 Capability for the audit to feedback to risk management, areas that have been evaluated and re-assess for risk levels;
- 1.3.4 Automate repetitive tasks;
- 1.3.5 Sample and test financial data and success of controls;
- 1.3.6 Ease of following up on audit action items across the university;
- 1.3.7 Audit Client satisfaction survey capabilities;
- 1.3.8 Audit status reporting

1.4 Robotics and Artificial Intelligence

- 1.4.1 Business intelligence;
- 1.4.2 Big data capabilities;
- 1.4.3 Data analysis

1.5 Reporting and decision-making

- 1.5.1 Consolidated reporting for the executive management and governing structures at a consolidated and combined assurance level;
- 1.5.2 Central point for uploading GRC evidence;
- 1.5.3 Customisable reports;
- 1.5.4 Visual aids and transparency in reporting

1.6 Integration and Compatibility

- 1.6.1 The system should be able to integrate with the oracle database (existing ERP system and any other systems that may require exchanging of data for the University of Venda.
- 1.6.2 Complement the existing ICT infrastructure and security standards of the University of Venda both internal and clouding environment.
- 1.6.3 Be able to link with other units that work together with the GRC department such as Finance, ICT, SCM etc.
- 1.6.4 The system should be compatible and flexible so that it can be integrated with any other systems for the purpose of sharing of any required information.

1.7 Training and Support

- 1.7.1 Training and ongoing support for Univen users;
- 1.7.2 Constructive partnership with Univen ICT personnel;
- 1.7.3 Maintenance and availability of the system/platform.

2. Evaluation Process

2.1 Prequalification Stage

No.	Document
1	Company Registration Certificate – CIPC
2	Valid SARS Tax Pin
3	Signed JV Agreement (where applicable)
4	Comprehensive Company Profile
5	Valid Certified ID Copies of all Company Directors within 3 months old from date of closure.
6	Proof of Business Address
7	Fully Initialled & Completed all tender document pages
8	Bank Account Confirmation Letter
9	Board Resolution: Certificate for authority for signature
10	Proof of RFQ Document Purchase
11	Audited Annual Financial Statement within 12 months (2019/2020)
12	Completion of the Standard Bidding Forms (SBD 4)
13	<p>The bidder must be accredited or licensed to supply, implement and support the proposed GRC system.</p> <p>The bidder must submit documentary proof from the product owner that the bidder is an accredited or licensed product supplier of the proposed GRC system.</p>
14	The bidders must provide the solution architecture for the proposed solution

2.2 Functionality Stage

Functionality Criteria	Weights
Company References and Experience: Provide three (3) contactable references (letters must be on letterhead of references) that are dated not older than three years from date of closure of RFQ. References should be for similar service and should include where an automated governance, risk and compliance (all three disciplines) application has been implemented. The actual work should have been done in the past five (5) years from date of closure of this tender.	Maximum 40 points
3 Client References provided	30
2 Client References provided	20
1 Client Reference provided	10
1 Client Reference from a Higher Education Sector	10
Key Personnel Expertise & Qualification (Bidder must provide a detailed CV)	Maximum 15 points
Relevant Qualification – Compliance, Risk and/or Governance (either of the listed qualification will surface)	5
<p>More than 5 years' experience = 10 points</p> <ul style="list-style-type: none"> • From 4 to 5 years' experience = 8 points • From 3 but less than 4 years' experience = 6 points • From 2 but less than 3 years' experience = 4 points • Above 1 years but less than 2 year =2 points • Less than 1 year experience = 1 point • No Experience = 0 points 	10
Contract Methodology – Relevant to the Scope of Work	Maximum 25 points

Initiation – Outline steps on how project will be initiated, relevant to the Univen project.	5
Implementation - The bidder must provide a detailed and comprehensive proposal of their GRC solution, indicating how the proposed solution will meet/satisfy each user requirement.	10
Support – Provide framework guideline on how support will be provided for the duration of the contract.	5
The bidder must provide the detailed project plan clarifying the implementation approach and specify the below: Must be in project plan format.	5

Proof of Locality	Maximum 10 points
Location of Business within Vhembe District Municipality= 10 points	10
Location of Business within Limpopo province = 8 Points	8
Location of Business outside Limpopo province = 6 Points	6
Company Experience	Maximum 10 points
More than 5 years' experience = 10 points	10
From 4 to 5 years' experience = 8 points	8
• From 3 but less than 4 years' experience = 6 points	6
Below 3 years experiences From 4 to 5 years' experience = 4 points	4
Integration Framework Approach	20
Provide detailed integration framework that refers to Univen ITS ERP system: Experience of developing the integration services and be able to consume data from various database specifically oracle based on the fields required. – 10 points	20
Experience of developing the integration services and be able to consume data from various database specifically oracle based on the fields required. – 10 points	
No information provided	0
Reporting Template	10
Provide sample report that covers the below: <ul style="list-style-type: none"> Findings Risk management & mitigation Proposed solutions 	10
No information provided	0
Training	10
Provide training plan for Univen staff <ul style="list-style-type: none"> Need detail in terms of type of training 	10
No information provided	0
TOTAL FUNCTIONALITY POINTS	140 POINTS

