MINUTES FOR THE BRIEFING SESSION FOR THE ICT STRATEGY FOR NDA, HELD AT THE NDA BOARDROOM ON THE 10 OCTOBER 2016 FROM 11: 00 TO 12:00. TENDER NUMBER: NDA18/IT13/16

1. Project team, especially the lead architect, they wanted to find out the type of certificate required.
    No specific certificate as such but the certificate must be related to the defining, developing and implementing EA. For example:
    - ✓ Open Group Architecture Framework (TOGAF)
    - ✓ Certified IT Architect (CITA)
    - ✓ Enterprise Architecture Center of Excellence (EACOE)
    - ✓ Certified SOA Architect service-oriented architectures (SOAs),
    - ✓ The Zachman Certified - Enterprise Architect Program
    - ✓ Red Hat Certified Architect (RHCA)
    - ✓ Enterprise and Solution Architecture Practitioner

2. **Technical evaluation weight not 100 but 110.**

    The evaluation criteria was corrected on the briefing session with the service providers and agreed by everyone, service providers were informed to refer to the NDA website for the minutes.

Evaluation Criteria	Description	Weight
Project team	Evaluation of CV of lead architect/s with reference to defining, developing and implementing Enterprise Architecture. At least two (2) contactable references. 2 Marks Evaluation of certifications of lead architect to be deployed on the project. 5 Marks Five (5) years of relevant experience for lead architect. 3 Marks	10
	Evaluation of CV for supporting human resources with reference to defining, developing and implementing EA. Three (3) years of relevant experience for supporting human resources. 5 Marks At least two contactable references. 5 Marks **Resources with respective certifications will be an added advantage for supporting human resources to be deployed on the project**	~~20~~ **10**
Enterprise Architecture Framework	Service Provider's ability to develop a Master Systems Plan with reference to section 5 and 7)	30
Experience	Provide details of implementation of at least 5 (five) EA projects (using common architecture frameworks) Each project must be evidenced and substantiated with a reference letter from the relevant client on the client's letter head clearly detailing the actual work that was completed: • Project description (Scope of Work)	15

		Project duration Service rating The reference letter must not be older than 2 (two) years and should only refer to services currently being rendered or rendered in the past 5 (five) years. **(No points will be allocated for the project if the relevant reference letter is not provided).** Maximum 3 points will be allocated for each project	

Project Management		The Service Provider shall clearly describe the methodology that they intend to implement, which will enable them to execute the work within the timescale required including but not limited to:
		• Proposed Quality Assurance Approach; 5 Marks
		• Contingency for inability to reach milestones; 5 Marks
		• A fully detailed project implementation plan which includes:- 10 Marks
		    o All activities(statement of work);
		    o Resources; and
		A detailed implementation schedule based on the activity list shall be provided as part of the project plan including cost per milestone.
			20

Skills Transfer		Methodology for skills transfer plan, in line with the specific resources to be used for the projects.	15
TOTAL SCORE			**100**
THRESHOLD			**65**

3. Which project methodology NDA is interested in?
The service provides must determine which methodology to use based on the ToR and experience.

4. Is the service provider expected to only develop the business architecture or data, application and technology as well?
Yes, the service provider is expected to develop all that is listed in the ToR, as per the scope of work.

5. Does NDA current have the AS-IS and TO-BE designs and if so which tool was used to design the processes
The NDA does have AS-IS and TO-BE designs for the **business architecture** ONLY and Visio was used as a tool; however these documentations can only be used as a baseline.

6. Timeframe: is the 6 months based on hours or calendar?
Calendar

7. Does NDA have logical and physical data models and what data assets is NDA utilising

Yes, but **not** formally analysed and documented. NDA is currently utilising SQL databases for application/emails data and shared drives for documents.

Signed by: Nomakhaya Nelani

Signature:

Date: 11. 11. 2016