# Minutes of Briefing Session held at NDA for the Provision of an Integrated Enterprise Resource Planning (IERP) Software

**Meeting date:**   7 July 2015

**Venue**   :   NDA Main boardroom (26 Wellington Road, Parktown)

**Attendees**  :   Khanyi Mngomezulu      -       NDA SCM
Nomakhaya Nelani  -     NDA SCM
Nosipho Dladla            -       NDA SCM
Ntombi Lurani             -       NDA SCM
Lerato Dhlamini          -       NDA IT
Dikeledi Mabogwane     -       NDA IT

Services Providers

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**Ms Mngomezulu** chaired the meeting.  She welcomed all present and went through the Bid document (TORs).  After going through the commercial requirements and allowing service providers to ask questions, she opened the floor for technical questions/discussions with the IT team.  No commercial questions were raised.

IT promised to provide all participating service providers with access to the SITA document that the service providers can use *only as a guide*.  The link to the SITA document is below.

**Responses to technical questions raised are tabled below:**

## 1.  BUSINESS ANALYSIS PROJECT (AS-IS and Proposed TO-BE AND URS)

Please follow the steps below:

The URL: ftp://ftp.nda.org.za (Copy to your browser)

**Username: scmguest**
**Password: Scm@pass**

**It will take you to the screen below....then click on "Supply Chain" link:**

**FTP root at ftp.nda.org.za**

To view this FTP site in File Explorer: press Alt, click View, and then click **Open FTP Site in File Explorer**.

Directory has 70,914,932,736 bytes of disk space available.

```
10/10/2014 12:03PM    Directory aspnet_client
10/29/2014 12:25PM    Directory PhilemonP Site
02/18/2015 07:26AM    Directory Supply Chain    ⟵
01/30/2015 03:00PM    Directory ThabangM Site
```

## Then it will take you to the following screen:



**FTP directory /Supply%20Chain/ at ftp.nda.org.za**

To view this FTP site in File Explorer: press Alt, click View, and then click **Open FTP Site in File Explorer**.

Up to higher level directory

```
07/09/2015 02:19PM    Directory SCM Uploads
```

## Then click on "*SCM Uploads*", it will then take you to the following screen:



**FTP directory /Supply%20Chain/SCM%20Uploads/ at ftp.nda.org.za**

To view this FTP site in File Explorer: press Alt, click View, and then click **Open FTP Site in File Explorer**.

Up to higher level directory

```
07/09/2015 12:35PM      710,897  eGNDA10 1-0 As is  To be IT BPM.pdf
07/09/2015 12:37PM      666,895  eGNDA11 1-0 As is  To be Legal and Risk BPM.pdf
07/09/2015 12:38PM      997,201  eGNDA12 1-0 As is  To be LP BPM.pdf
07/09/2015 12:39PM      986,662  eGNDA13 1-0 As is  To be GF BPM.pdf
07/09/2015 12:40PM      964,712  eGNDA14 1-0 As is  To be DMD BPM.pdf
07/09/2015 12:41PM    1,743,397  eGNDA15 1-0 As-Is  To-Be Research and Development BPM.pdf
07/09/2015 12:37PM      510,278  eGNDA16 1-0 As is  To be Partnership and stakeholder BPM.pdf
07/09/2015 12:39PM      601,114  eGNDA17 1-0 As is office of the CEO BPM.pdf
07/09/2015 12:42PM    2,154,036  eGNDA18 1-0 As is  To be HR BPM.pdf
07/09/2015 12:43PM      777,555  eGNDA19 1-0 As is  To be Supply chain BPM.pdf
07/09/2015 12:42PM      988,500  eGNDA20 1-0 As is  To be EC Province BPM.pdf
07/09/2015 12:35PM      789,123  eGNDA6 1-0 As is   To be  Internal Audit BPM.pdf
07/09/2015 12:34PM      689,551  eGNDA7 1-0 As Is   To be Company secretary BPM.pdf
07/09/2015 12:36PM      909,912  eGNDA8 1-0 As is   To be Comm  Marketing BPM.pdf
07/09/2015 12:37PM    1,161,819  eGNDA9 1-0 As is   To be  Finance BPM.pdf
```

# From the above screen you can then select the link to a PDF doc.



# The screen will prompt you to login again using the same credentials provided.



**Username: scmguest**
**Password: Scm@pass**
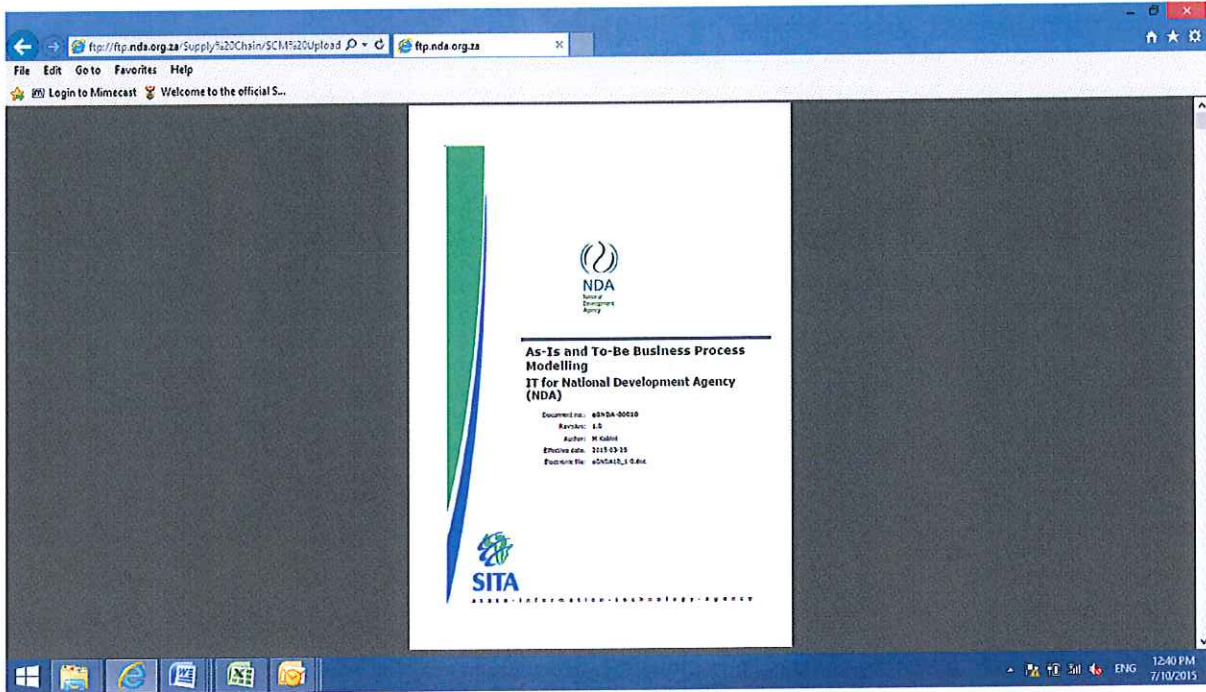
## 2. HARDWARE QUESTIONS

Though the brief hardware interfaces are mentioned in the tender document under point 3.5 I would like to as the following questions, please?

I believe that <u>the SITA audit document will still be sent to us this week as additional</u> insight to the current processes but not necessarily the Network topology, as discussed in the tender meeting on Tuesday 7th July 2015.

**NDA response:**

Kindly note it's not an audit, however and Business Analysis phase.  Steps to access the documents outlined above

Would it therefore be possible to send us a Hardware specific document containing the current network topology and hardware configurations as a guideline i.e.
Hardware Make & Model: HP /Dell
Ram: 12Gb
HDD: 2Tb... etc

**NDA response:**

We have a virtualized infrastructure, therefore the amount of RAM; HDD space and processors can be allocated as required.  Therefore, you can provide us with the minimum requirements for your solution.

Network infrastructure

**NDA response: Same As above**

Also please confirm the current number of users as this will affect the licensing costs component.

**NDA response:**

Number current Users (Staff compliment) is 182, however be flexible on scalability.

In addition would you also define whether your current solutions are operating independently in separate environments?

**NDA response:**

Solutions are independent and operating in same environment but separate servers.

## 3. BREAKDOWN OF USERS PER FUNCTIONALITY (MODULE)

| UNIT | NO OF USERS |
|---|---|
| Corporate Performance and Governance System | 37 |
| Finance | 5 |
| Supply Chain | 7 |
| Contract Management | 10 |
| Human Resources | 182 |
| Customer Relations | 60 |
| Electronic Content Management | 182 |
| Project Monitoring | 60 |
| Enterprise Asset Management | 12 |
| Business Intelligent Reporting | 32 |

## 4. CONTRACT MANAGEMENT MODULE

With regards to the "Contract Management System", what is the level of monitoring required and would you like the ability to bill as well?

**NDA response:**

NDA deals with lots of contracts with the Provinces / Service Providers and Civil Society Organisations; therefore NDA will appreciate it if the service provider addresses this with the following functions, but not limited to:

- General Contract Management;
- Load contract values;
- Have contract linked to finance e.g. Payments against the contracted amounts and prohibit payments above approved contract amounts;
- Alert SCM & Finance when contract is nearing expiry date;
- Version control on the Addendums;
- Restrictions on amendments to specific functions
- Vendor management against the contract

## 5. OTHER QUEESTIONS

5.1  I refer to Section 3.3 in the Terms of Reference in which it suggests that the proposed solution MUST be web based. Our proposed solution provides for a combination of web based front end and a thick desktop client, please can you confirm if this technology will be acceptable.

**NDA response:**

- Your proposal for combination of web based front end and a thick desktop client will be considered provided its benefits are well stipulated and as long as the functionality of the Web Based/ Front End is not compromised/impaired compared to the Thick Client. The idea behind a web based application is for IT administration and mobility purposes, furthermore, where users can access the system from other devices without the need for configuration and installation of software.

5.2  Please advise when we can expect feedback to questions asked at the Compulsory Briefing session this week, with specific regard to User counts for the various applications/systems (i.e. Finance, Human Resources, Electronic Content Management, Corporate Performance and Governance systems, Project Monitoring ect).

**NDA response:**

- Done, refer to Section 3.

5.3     Please can you provide more detail on the requirements for a **Corporate Performance and Governance System** and how it is planned to used in the NDA environment.

**NDA response:**

- For further details, kindly refer to the SITA User Requirements Specification (Section 7.1)

5.4     Please can you provide more detail on the requirements for an **Electronic Content Management System (ECM)** and how it is planned to used in the NDA environment.

**NDA response:**

- For further details, kindly refer to the SITA User Requirements Specification (Section 7.2)

5.5     Please can you provide more detail on the requirements for a **Project Monitoring System** and how it is planned to be used in the NDA environment?

**NDA response:**

- For further details, kindly refer to the SITA User Requirements Specification (Section 7.2.8)

5.6     Please can you provide more detail on the requirements for an **Enterprise Risk Management System** and how it is planned to be used in the NDA environment?

**NDA response:**
- For further details, kindly refer to the SITA User Requirements Specification (Section 7.1.2.6 to Section 7.1.2.15)

## 6. COMMERCIAL MATTERS HIGHLIGHTED DURING THE MEETING

- Closing date for the bid will remain unchanged
- All bid documents must be properly binded and inserted in an envelope or file when submitted.  Any documents found inside the tender box in loose papers will be disqualified.
- Submission point is strictly 26 Wellington Road, Parktown, Johannesburg.  No other NDA office shall be used for submission of documents.
- Service providers who did not attend the compulsory briefing session will not be evaluated.

- Service providers who get below 70 points in the technical evaluation will be disqualified from the process.


**Signed on behalf of Supply Chain**


**Khanyi Mngomezulu**
**Supply Chain & Facilities Management**