

SECTION 2.2: FUNCTIONALITY EVALUATION CRITERION

(a) Reference Scoring: A maximum of 100 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows.

CRITERIA	POINTS (Functionality total x 0.6)
<p>PRIMARY – (A) - Municipal Performance Management Information System (7x5=35 points)</p> <ol style="list-style-type: none"> 1. Organisational Performance (inclusive of Municipal SDBIP Information for compliance with basic financial and non-financial reporting requirements in Local Government) 2. Individual Performance Information that can be captured from Job Descriptions / general database of generic tasks (<i>Optional – Please provide pricing accordingly if not included in principal component/module</i>) 3. Detailed Reporting & Reminders Functionality 4. Reports should be able summarise performance information over periods (Quarterly, mid-year, annual) to reflect various calculation methods, as configured in performance indicator setup, to sum / average / highest value / last value / separate, etc. 5. Ability to capture information (Actuals, performance comments) via user input, inclusive of document attachments. 6. Standard functionality to manage user access based on timeframes / set due dates – Auto closure / cut-off date controls 7. Automated status quo reports at set intervals 	<p>..... Of 35</p>
<p>(B) - Municipal Legislation Monitoring/Reporting System (Optional) (5x5=25 points)</p> <ol style="list-style-type: none"> 1. Functionality to monitor compliance with Municipal Financial Management Act, Municipal Systems Act and applicable regulations as a minimum 2. MFMA Circular 88 Reporting functionality 3. Audit Actions Functionality (Document attachments / Portfolio of Evidence / etc.) 4. Detailed Reporting & Reminders Functionality 5. Ability to capture information via user input, inclusive of document attachments 	<p>..... Of 25</p>
<p>(C) – User Access Control with security measures to reflect best practice in terms of: (4x5=20 points)</p> <ol style="list-style-type: none"> 1. User administration and rights control 2. Password strength, minimum 8 characters, Upper/Lowercase, Special Characters, Alpha-numeric 3. Password Frequency: (Hessequa policy requires 30days) 4. Full user activity audit logs 	<p>..... Of 20</p>
<p>(D) – Information security and disaster recovery: (3x5=15 points)</p> <ol style="list-style-type: none"> 1. Identify if solution is locally / cloud based (cloud based preferred, but cost will remain decisive) 	<p>..... Of 15</p>

Initials of Service Provider's Authority:

2. Restoration of backed up data within SLA timeframes in the event of system failure (Provide detail of functionality / responsibility)	
3. Proposal should provide full detail of backup and recovery information in the form of backup cycles and recovery timeframes in the event of a solution failure	
Functionality total:..... out of 95	X0.8=/80
2. References	40X0.2=/20
Total	100

Criteria will be evaluated as follow:

1. Experience (Company profile to be provided as stated above)

1.	Experience	Points
	a. More than 10 years	30
	b. More than 5 – 10 years	20
	c. More than 3 - 5 years	10
	d. 1 – 3 years	5
	e. 0	0
	Total	

2. References

The Bidder is hereby requested to provide a minimum of **5 contactable references**. The referees should complete, score and sign Form A. The marks will be awarded according to how the referrer completed the form A (according to the marks per question). The original or an e-mail completed copy of the Form A is to be included in the tender documentation. Points for References will be allocated as indicated in the tables below and no points will be allocated in respect of incomplete or incorrect forms. Please note that the information provided will be verified by the Municipality.

FORM A: NOMINATED REFERENCES FOR BIDDER - 1

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

COMPLETION OF ASSIGNMENTS ON TIME		(1 POINT)
Question:	Answer	
Timely submission of all reports and designs when required?	Excellent (1Point)	
	Poor (0 Points)	

QUALITY OF ABOVE REPORTS		(3 POINTS)
Question	Answer	
What was the quality of the workmanship?	Excellent (3 Points)	
	Good (2 Points)	
	Fair (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

COMPLETION OF ASSIGNMENTS WITHIN BUDGET		(2 POINTS)
Question	Answer	
Did the bidder complete the project within the allocated Budget?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
Was work executed in accordance with the Project Execution Statement and did the final product match the expectations that were created during the Project Initiation Stage?	Excellent (1 Point)	
	Poor (0 Points)	

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
PROFESSIONALISM		
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Excellent (1 Point)	
	Poor (0 Points)	

Additional Remarks/Comments:

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent

Date of declaration

FORM A: NOMINATED REFERENCES FOR BIDDER - 2

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

USEFULLNESS OF PROVIDED SOLUTION		(1 POINT)
Question:	Answer	
Have the service provider's solution for Performance Information implementation delivered to expectations for SDBIP Management?	Excellent (1Point)	
	Poor (0 Points)	

SERVICE SUSTAINABILITY		(3 POINTS)
Question	Answer	
Describe the availability and supplier's ability to provide the solution in accordance with service level standards?	Excellent (3 Points)	
	Good (2 Points)	
	Fair (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

SYSTEM CONTROL AND REPORTS		(2 POINTS)
Question	Answer	
Did the solution provided by the service provider allow for system control and reporting in accordance with your organisation's ICT Policy?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
Was the solution provided by the service provider functional to reach organisational objectives in terms of enabling processes relating to performance reporting?	Yes (1 Point)	
	No (0 Points)	

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
PROFESSIONALISM		
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Yes (1 Point)	
	No (0 Points)	

Additional Remarks/Comments:

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

FORM A: NOMINATED REFERENCES FOR BIDDER - 3

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

USEFULLNESS OF PROVIDED SOLUTION		(1 POINT)
Question:	Answer	
Have the service provider's solution for Performance Information implementation delivered to expectations for SDBIP Management?	Excellent (1Point)	
	Poor (0 Points)	

SERVICE SUSTAINABILITY		(3 POINTS)
Question	Answer	
Describe the availability and supplier's ability to provide the solution in accordance with service level standards?	Excellent (3 Points)	
	Good (2 Points)	
	Fair (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

SYSTEM CONTROL AND REPORTS		(2 POINTS)
Question	Answer	
Did the solution provided by the service provider allow for system control and reporting in accordance with your organisation's ICT Policy?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
Was the solution provided by the service provider functional to reach organisational objectives in terms of enabling processes relating to performance reporting?	Yes (1 Point)	
	No (0 Points)	

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
PROFESSIONALISM		
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Yes (1 Point)	
	No (0 Points)	

Additional Remarks/Comments:

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

FORM A: NOMINATED REFERENCES FOR BIDDER - 4

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

USEFULLNESS OF PROVIDED SOLUTION		(1 POINT)
Question:	Answer	
Have the service provider's solution for Performance Information implementation delivered to expectations for SDBIP Management?	Excellent (1Point)	
	Poor (0 Points)	

SERVICE SUSTAINABILITY		(3 POINTS)
Question	Answer	
Describe the availability and supplier's ability to provide the solution in accordance with service level standards?	Excellent (3 Points)	
	Good (2 Points)	
	Fair (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

SYSTEM CONTROL AND REPORTS		(2 POINTS)
Question	Answer	
Did the solution provided by the service provider allow for system control and reporting in accordance with your organisation's ICT Policy?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
Was the solution provided by the service provider functional to reach organisational objectives in terms of enabling processes relating to performance reporting?	Yes (1 Point)	
	No (0 Points)	

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
PROFESSIONALISM		
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Yes (1 Point)	
	No (0 Points)	

Additional Remarks/Comments:

I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

FORM A: NOMINATED REFERENCES FOR BIDDER - 5

Background information of Nominated Referees

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	
Final Project Cost:	

USEFULLNESS OF PROVIDED SOLUTION		(1 POINT)
Question:	Answer	
Have the service provider's solution for Performance Information implementation delivered to expectations for SDBIP Management?	Excellent (1Point)	
	Poor (0 Points)	

SERVICE SUSTAINABILITY		(3 POINTS)
Question	Answer	
Describe the availability and supplier's ability to provide the solution in accordance with service level standards?	Excellent (3 Points)	
	Good (2 Points)	
	Fair (1 Point)	
	Poor (0 Points)	

Initials of Service Provider's Authority:

SYSTEM CONTROL AND REPORTS		(2 POINTS)
Question	Answer	
Did the solution provided by the service provider allow for system control and reporting in accordance with your organisation's ICT Policy?	Excellent (2 Points)	
	Poor (0 Points)	

QUALITY OF END PRODUCT		(1 POINT)
Question	Answer	
Was the solution provided by the service provider functional to reach organisational objectives in terms of enabling processes relating to performance reporting?	Yes (1 Point)	
	No (0 Points)	

TRANSPARENCY AND OPENNESS ON PROGRESS REPORTING		(1 POINT)
PROFESSIONALISM		
Question	Answer	
Professional behaviour at all times, towards Client and all Role Players?	Yes (1 Point)	
	No (0 Points)	

Additional Remarks/Comments:

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I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

Signature of Deponent

Date of declaration

Initials of Service Provider's Authority:

2.	References	Points
	a. 5 or more References that responded positively to questions	40
	b. 4 References responded positively to questions	32
	c. 3 References responded positively to questions	24
	d. 2 References responded positively to questions	16
	e. 1 Reference responded positively to questions	8
	f. No references responded positively to questions	0
	Total	

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive proposal and will be disqualified.

The proposal scoring the highest points for price and preference will normally be awarded the contract although the Municipality reserves the right to make an award, at its sole discretion, to any bidders or combination of bidders.

EVIDENCE OF FUNCTIONALITY SHOULD BE ATTACHED IN AN ANNEXURE ATTACHED TO THE TENDER DOCUMENT.

FAILURE TO PROVIDE THE INFORMATION AS STATED ABOVE, WILL RESULT IN NO POINTS BEING AWARDED TO THE TENDERER.

DECLARATION,

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY: DATE:

Initials of Service Provider’s Authority: