

TECHNICAL EVALUATION SCORECARD: TNPA/2023/04/0002/28020/RFP - FOR THE PROVISION OF SUBSCRIPTION LICENSES AN ON-PREMISES SOLUTION TO AUTOMATE THE TNPA FINANCE DEPARTMENT COLLATION PROCESS FOR A PERIOD OF THREE (3) YEARS

No	Criteria	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Rating Scale
						3 - The bidder fully meets requirements and value adding is extensive 2 - Meets critical requirements 1 - Partially meets requirements 0 - Company can not meet, high risk
1	Company Experience	10		Requirements	Type of Proof / Detail to be submitted	Rating Scale
1.1	Client References		10.00	The bidder must submit at least three (3) client references from current or previous clients where an analytics process automation solution was implemented in a similar organisation to TNPA within the passed three (3) years.	At least three (3) reference letters that comply with the following criteria:  1. The reference letters must be on the client letterhead; 2. The reference letters must indicate client contact details and period / duration of the contract; 3. The reference letters must detail the functionality implemented and confirm that the solution was successfully integrated with SAP & non SAP systems; 4. The reference letters must indicate the level of client satisfaction. 5. The reference letters must be signed by a client representative.	0 = No reference letters submitted, or reference letters submitted do not comply with criteria  1 = One (1) - Two (2) reference letters submitted meeting all criteria  2 = Three (3) reference letters submitted meeting all criteria  3 = More than three (3) reference letters submitted meeting all criteria
2	Technical Capabilities	30		Requirements	Type of Proof / Detail to be submitted	Rating Scale
2.1	Subscription licenses		6	The bidder must provide a proposal for three (3) year subscription licenses for an on-premises solution for analytics process automation.  Submission of the following will serve as an added advantage:  A proposal for three (3) year subscription services for remote and onsite support, enhancement and systems resolution.	1. Proposal for three (3) year subscription licenses for an on premises solution for analytics process automation. 2. Proposal for three (3) year subscription services for remote and onsite support, enhancement and systems resolution.	0 = No Response  1= minimum requirements not met  2 = minimum requirements met  3 = minimum requirements met with additional capabilities
	Security features			Requirements	Type of Proof / Detail to be submitted	Rating Scale
2.2	Security Capability		6	The bidder must provide evidence of a solution with the following minimum capability:  1. Comprehensive user account and role-based access management. 2. Security of client data 3. Access control 4. Level of authorisation	1. Authorisation Design. 2. Authorization capability complying with international standards such as General Data Protection Regulation (GDPR) and Protection of Personal Information (POPI) Act	0 = No Response or irrelevant information submitted  1= One - two requirements met  2 = Three requirements met  3 = All four requirements met
	Integration			Requirements	Type of Proof / Detail to be submitted	Rating Scale
2.3	Integration		6	1. The bidder must provide evidence of a solution that is able to integrate with the following (as minimum requirement):  a) SAP systems and platforms b) Microsoft systems and platforms  Submission of the following will serve as an added advantage: 1. Evidence that the integration will be bi-directional and allow for the reading from source and writing to target tables/modules.	1. Architecture diagram covering all systems. 2. Integration tools and methods to be used.	0 = No Response  1= minimum requirements not met  2 = minimum requirements met  3 = minimum requirements met with additional capabilities
	Solution			Requirements	Type of Proof / Detail to be submitted	Rating Scale
2.4	System Landscape		6	The bidder must provide evidence of (as minimum requirement):  1. A solution that has at least a 2-tier landscape (Development and Production). 2. A solution that has the capability to move development and configurations across different clients.  Submission of the following will serve as an added advantage:  1. Provide an on Premise Quality Assurance Solution (QAS) environment.	1. System Architectural diagram. 2. Solution design.	0 = No Response  1= minimum requirements not met  2 = minimum requirements met  3 = minimum requirements met with additional capabilities
	Disaster Recovery Plan			Requirements	Type of Proof / Detail to be submitted	Rating Scale
2.5	Backup and Disaster Recovery		6	The bidder must provide evidence of its ability to do the following (as minimum requirement):  1. Implement and maintain backup and restoration capabilities. 2. Perform error and omission-free backups in line with Transnet's 7-year data retention requirements.  Submission of the following will serve as an added advantage: 1. Provide on demand evidence of disaster recovery and back up testing during the project life cycle.	1. Disaster recovery plan. 2. Backup plan.	0 = No Response  1= minimum requirements not met  2 = minimum requirements met  3 = minimum requirements met with additional capabilities
3	Functional Capabilities	45		Requirements	Type of Proof / Detail to be submitted	Rating Scale
3.1	Collation Automation		45	The bidder must provide evidence of the following (as minimum requirement):  1. The tool should have end-to-end collation automation capabilities enterprise wide 2. The tool should have data blending capabilities (i.e taking manifest, outturns and cargo due orders to create an exception report) 3. The tool should have data prep and profiling capabilities, combining the datasets to produce the following reports: cargo dues orders, outturn report, manifests and other supporting documents 4. The tool should have explainable AI capabilities (i.e the ability to read and integrate pdf data into the software) 5. The tool should be able to integrate to Outlook/email and be able to read all forms of file types. 6. The tool should have the ability to do collation for all TNPA Ports in a centralised manner. 7. The tool should have a user-friendly interface that is easy to navigate and use, with clear instructions and minimal technical jargon. 8. The tool should be able to handle a large volume of financial data and be able to scale as the finance department grows and its needs change 9. The tool should have analytics and reporting capabilities that allow finance teams to monitor and analyze financial data, identify trends and patterns, and generate reports that can inform decision-making. 10. The tool must have data extraction capabilities from SAP and non SAP systems. 11. The solution must have data reading, cleansing as well as data prepping and conversion capabilities from various terminal operator reports to outturn template.  Submission of the following will serve as an added advantage:  1. The tool should allow finance teams to create and customize workflows to meet their specific needs. This could include workflows for data entry, collation, reporting, or other financial processes	Solution design in a form of a low fidelity prototype with the following features: 1. Data extraction 2. Data prepping 3. Data profiling 4. Data blending	0 = No Response  1= minimum requirements not met  2 = minimum requirements met  3 = minimum requirements met with additional capabilities
4	Skills Transfer	10		Requirements	Type of Proof / Detail to be submitted	Rating Scale
4.1	Skills Transfer		10	Submission of a skills transfer plan covering Authorisation will serve as an added advantage.  As a minimum, a skills transfer plan covering the following is required: 1. First-line functional support 2. First-line technical support 3. System Administration 4. Database Administration  The following additional module/functionality will provide an added advantage: 1. Authorization	Skills Transfer Plan with timelines aligned to the project lifecycle for the following functions:  1. First line functional support 2. First line technical support 3. Database administration 4. System administration 5. Authorization	0 = No Response  1= minimum requirements not met  2 = minimum requirements met  3 = minimum requirements met with additional capabilities
5	Resource Team	5		Requirements	Type of Proof / Detail to be submitted	Rating Scale
5.1	Resource Team		5	The Bidder must provide CV's of the proposed project implementation team. CV's must demonstrate that the project implementation team is experienced, knowledgeable and possess relevant product certifications.	1. CV's of proposed project implementation team detailing number of implementations and product certifications.	0 = No response  1 = 1 implementation with certification  2 = 2 implementations with certification  3 = 3 implementations with certification