Project Specification

Project Name	PROVISION OF ICT GOVERNANCE AND POLICY DEVELOPMENT.				
Project Description	The purpose of this request is to solicit a service provider for the development and/or review and finalisation of ICT Policies for the Elundini Local Municipality.				
Project Background	ICT governance and ICT policies were last reviewed in 2017. ICT is an evolving field, therefore, municipality needs to constantly review its ICT Governance and policies to ensure that ICT is well regulated, monitored, and governed. ICT policies provide guidance, consistency, accountability, and clarity on how an ICT systems operates.				
Type of Service Required	General services	X	Professional services		Construction
Budget Available	R 450 000.00	Vote number			Staff-0303/3111/0000
Total Cost of Ownership	Possible incidental services that will be possible needed through the life cycle			N/A	
Source of Funding	Equitable share	X	Own Revenue		Grant
Term of contract	Once Off	X			
Sourcing strategy	Competitive bidding	X	Multi-Stage bidding	Pre-qualification bidding	Transversal contracting
	Limited bidding		Public/private partnership	Urgent & emergency bidding	Unsolicited bidding
Point System	80/20	X			
MBD Form 5 for projects above R10 million	Applicable		Not applicable		X
Local content	Applicable		Not applicable		X
Briefing Session	Not required		Compulsory Briefing	Non-compulsory briefing	X
Technical Advice (TA) Requirement	T A required for Specification stage		TA required for evaluation stage	T A required for both stages	T A not required	X
	T A available internally		T A available externally	T A outsourced in the public sector	T A outsourced in the private sector	
Pricing Strategy	Price contract with activity schedules		Price contract with bill of quantities	Target contract with activity schedule	Target contract with bill of quantities	Cost reimbursable contract	X
Market price	N/A				
Supplier market competitiveness	Sufficient	X	Insufficient	Unknown	
Product/service market research	Required		Not Required		X

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Minimum threshold			70%	X				

SCOPE OF WORK/ DELIVERABLES

- Review and/ or develop ICT policies.
- Identify any challenges and provide advice on addressing any inadequacies which may become evident during the analysis.
- Work with Management to address identified gaps and challenges.
- Policy workshop

PRODUCT/SERVICE SPECIFICATION

<u>SPECIFICATIONS</u>

- Development of ICT software policy

- Review and Consolidate Audit Log Policy, Authentication Management Policy, Password Policy, Logical Access Control Policy, User Access Management Policy and Physical Security & Environmental Controls Policy into one policy "Access Control Policy".

- Review and Consolidate Encryption Policy, Privacy Policy, Information Security Policy and Patch Management Policy into one policy "Information Security Policy".

- Review and Consolidate VPN Access Policy and Wireless Network Security Policy into one policy "Network Policy".

- Review and Consolidate Email use Policy and Web Application Policy into one policy "Internet and Email Policy".

- Review and Consolidate ICT Asset Disposal Policy, ICT Asset management policy and ICT Hardware Maintenance Policy into one policy "ICT Asset management policy".

- Review Incident Management Policy.

- Review ICT change management Policy.

- Review Acceptable Use Policy.

- Review of ICT Charter and ICT Governance Policy Framework.

- Review of ICT Master Plan

S.P.   ABD

SERVICE LEVEL AGREEMENT

- This is a once – off project that must be completed within 60 days after the appointment letter has been accepted by the service provider.

- Ongoing consultation with the Manager: ICT, and any other official assigned or invited to input in the policy development and/or review, is necessary.

- The provider will be required to present the policies to the management for final input and approval.

- The Service Provider will be responsible for the immediate compilation of the "Project Plan" including methodology to be used.

- Any deviation from the accepted plan should be pre-negotiated with the management of Elundini Local Municipality.

S.R.   ABB

Evaluation Criteria	Description	Points Allocated

Points will be allocated for the Following Criteria	Evidence required (This must not be ambiguous)	Maximum Score
Experience		**40**
Similar projects Completed	Number of Completed Similar Projects (10 points per project to a maximum of 4 projects) Appointment letter and referral letter must be attached to claim points with contactable references. • Four or more appointment and Reference letters attached **= 40 points** • Three appointment and Reference letters attached **= 30 points** Two appointment and Reference letters attached = **20 points** One appointment and Reference letters attached = **10 points**	40
Skills and Expertise		**40**
Expertise in advising on Governance Support, implementation, ICT best practice Implementation, and be aware of latest ICT Trends. CV and certified copies of all qualifications must be included.	Project Leader Team Members • With NQF level 8 in Information Technology or Computer Science or related, ITIL V3, King IV, COBIT 5, TOGAF and CISA = 20 Points • With NQF level 8 in Information Technology or Computer Science = 10 Points • Failure to meet the above qualifications = 0 Points **2 X Team Members = 10 per member** • Diploma in Information Technology Computer Science or related, ITIL V3 , King IV, COBIT 5, TOGAF and CISA = 10 Points • Failure to meet the above qualifications = 0 Points	20 20

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ELUNDINI LOCAL MUNICIPALITY

Segment Enquiry

Financial Year	2022	Opening Balance	0.00
		Closing Balance	0.00

Function	Function:Finance and Administration:Core Function:Information Technology:Information Technology
Item	Expenditure:Contracted Services:Outsourced Services:Professional Staff
Project	Operational:Typical Work Streams:Strategic Management and Governance:Risk Management:REVIEWE OF ICT RISK REGISTER AND IMPLEMENTATION OF STRATEGY
Costing	Costing:Default
Funding	Fund:Operational:Revenue:General Revenue:Equitable Share
Regional	Regional:Regional Identifier:Local Government by Province:Eastern Cape:District Municipalities:DC14 Joe Gqabi:Municipalities:EC141 Elundini:Administrative or Head Office (Including Satellite Offices)
Segment	Outsourced Services: Professional Staff-0303/3111/0000

Previuos Budget	250,000.00	**Draft Budget**	
Current Budget	450,000.00	**2013 - 2014**	468,900.00
Amended Budget	0.00	**2014 - 2015**	489,532.00
Total Budget	450,000.00	**2015 - 2016**	0.00
Total Spent	0.00	**2016 - 2017**	0.00
Pending	0.00	**2017 - 2018**	0.00
Available	450,000.00		