



**SPECIFICATIONS:**

**TRAINING FOR LEGAL SERVICES OFFICIALS ON LEGAL ANALYTICS, LEGAL ANALYTICS TOOLS AND THEIR PRACTICAL APPLICATION**

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## **1 PURPOSE OF THIS DOCUMENT**

The purpose of this document is to request proposals from accredited and experienced service providers to conduct training on legal analytics and the practical application thereof. This training is intended for about 21 (twenty one) officials within the South African Social Security Agency's (SASSA) Legal Services Department/Units.

Qualifying service providers are requested to submit proposals that meet the specifications stipulated in this document. The proposal should indicate the service provider's experience knowledge, interpretation and application of legal analytics, and demonstrated competency to undertake and complete the required task as well as the cost involved.

The qualifying service providers should also advise or recommend on the appropriate analytics application for use by the SASSA Legal Services officials based on the nature of the legal services that they provide within the organisation.

## **2 BACKGROUND**

There has been considerable evolution of technology over the years. The Covid – 19 pandemic has accelerated digital transformation and the legal industry has not escaped the transformation. The legal fraternity has to also augment its research capabilities with technology to enhance the speed and accuracy of decision making.

Legal analytics is one of the capabilities that those in the Legal Services department of SASSA should learn in order to efficiently collect, manage, analyse data to improve efficiencies and inform better decision making and reporting. In as far as litigation is concerned, it is envisaged that legal analytics tools will assist the SASSA Legal Services officials to make data driven strategies in instituting or defending litigation processes.

The intention is to relieve legal officials of the usual mundane tasks and enhance the streamlining of processes.

The target group for this training is the Legal Services officials in SASSA: The details of the training are as follows:

## **SPECIFICATIONS: IMPLEMENTATION OF CORPORATE GOVERNANCE TRAINING**

**Programme** : Training on legal analytics

**Quantity** : 21 attendees (Nationally)

**Method of training** : Virtual

### **3 OBJECTIVES OF THE TRAINING**

The training must achieve the following objectives:

- 3.1 Equip the Legal Services Officials with knowledge and understanding of what legal analytics is and how it differs from legal research.
- 3.2 Equip them with the ability to integrate legal analytics in their day to day legal work.
- 3.3 Enable them to promote the efficiency of internal legal processes.

### **4. SPECIAL CONDITIONS**

#### **4.1 Trainers Experience**

- The training service provider must have at least 3 years' experience in legal analytics training.
- Provide proof that they have undertaken projects on legal analytics training or similar projects, accompanied by correspondence from contactable references proving that such training project was successfully executed.
- Attach the CV or CVs of the trainer/trainers.

#### **4.2 Service Provider (Company) Experience**

- At least three (3) years' experience in the field of legal analytics training.
- The service provider must submit contactable reference/s from previous client/s.  
**NB:** Failure to submit the above required under Special Condition will lead to disqualification of the proposal.

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### **5. SERVICE PROVIDER PREREQUISITES**

Service providers wishing to submit proposals / quotations must have or do the following:

- Knowledge of the roles and responsibilities of a Legal Services department within government.
- Knowledge and application of data/ legal analytics.
- Knowledge of analytics tools.
- Knowledge of challenges experienced by professionals in the legal field in relation to the use or none use of data/legal analytics.
- Customise training for SASSA legal services officials.

### **6. COSTING**

- The service providers to submit proposals inclusive of quotation as per the Specification.
- Quotation should indicate the trainer's fees (unit price x 21 = R..... including Grand Total with Vat inclusive).
- Quotation to include all variable costs (direct and/or indirect cost if applicable).

### **7. KEY DELIVERABLES**

The service provider must deliver training and a report on the following key deliverables:

- Difference between legal analytics and legal research
- Data analysis methods and technologies within the legal field
- Analytics as a workflow and business development tool
- Application of legal analytics to inform key decisions
- Benefits of legal analytics for the business of SASSA
- Benefits of legal analytics in litigation and where applicable within the state legal Environment
- How to embrace ( not resist) legal analytics
- Practical examples on the application of data/legal analytics in a legal department.
- Recommendation on appropriate analytics software for SASSA Legal Services

## **SPECIFICATIONS: IMPLEMENTATION OF CORPORATE GOVERNANCE TRAINING**

### **8. CONDITIONS**

- All presentations and support training material to be provided on a USB (memory Stick) to SASSA's Human Capital Development after the training and be distributed to participants on the first day of the training.
- The training is expected to be conducted on a virtual platform preferably MS – Teams.
- SASSA reserves the right to contact references provided by the Service Providers. Any misrepresentation of information may lead to disqualification.
- SASSA reserves the right to enter into a price negotiations with the successful Service Provider
- Since data/legal analytics is a new area for Legal Services Officials within SASSA, SASSA reserves the right to verify the authenticity of the training to be offered.

**NB:** Failure to adhere to the training requirements may result in disqualification and/or the cancellation of an order.

### **9. NON - COMPULSORY BRIEFING SESSION**

- A virtual (MS-Teams) briefing session may if necessary be held for service providers to provide any clarity required.
- Date and time of the briefing session will be specified in the request for quotation documents.