

ANNEXURE F

APPOINTMENT OF A SERVICE PROVIDER TO OFFER CONSULTANCY SERVICES OVER A PERIOD OF THIRTY-SIX (36) MONTHS FOR THE CEF SAGE PAYROLL SYSTEM (PEOPLE 300).

SCOPE OF SERVICES AND TECHNICAL EVALUATION CRITERIA

1. OBJECTIVE

SAGE provides the People 300 system to which CEF pays an annual license fee. However, SAGE no longer provide the various ad-hoc consulting services to CEF. CEF therefore needs to appoint an authorized Sage business partner to perform payroll consulting services in respect of ad-hoc Sage 300 People Payroll and HR system changes, ESS platform changes, statutory submissions: IRP5 mid-year submission (EMP501 and certificates), IRP5 at Tax Year End as well as setup the HR Skills and Development Reports.

The appointment of a Service provider is to ensure that we implement changes timeously and correctly, we submit the IRP5s on time and as per legislation. CEF provide quarterly and annual reports as required by Treasury as well as to the business.

2. SCOPE OF WORK

A Sage People 300-licensed provider is required for a 36 months contract to deliver payroll-associated technical and systems consulting services. The successful service provider once appointed for a specific payroll project will be expected to fulfil all the deliverables in the below table:

Professional service Category	Services	Deliverables
SAGE People Service Consultant	The Central Energy Fund (CEF) ("the Client") and some of its subsidiaries has the obligation provide a payroll service in line with Legislation. CEF requires licenced Sage People Service providers to submit proposals to CEF to provide payroll services for functions not performed by payroll department	• Compliance to BCEA – leave, overtime, shift, terminations etc • Annual changes of benefits – Medical Aid, Retirement Fund • Support the Employee Self Service (ESS) • Salary adjustment technical support • Annual and Bi-annual SARS compliance

		reporting including IRP5
	The proposal should include all payroll processes by the service provider	• HR Reporting. Support - Technical and systems support for Payroll Changes

3. REPORTING

The Service provider shall report to the CEF's HR Business Partner or nominated representative for an agreed service following a procurement Request for Quotation (RFQ) process.

4. DELIVERABLES

- Carry out the assignment from inception until payroll changes have been tested and signed off;
- Ensure and apply Legislation and BCEA rules on payroll system.
- Payroll changes will include Medical Aid changes, Retirement fund changes, and IRP5 corrections;
- Benefits changes: Risk and Disability;
- Leave Administration and issues relating to ESS.
- Increases and Backdating Allowances;
- IRP5 submissions Mid-year and at Tax year end;
- Balancing EMP501 to what was paid for the tax year;
- HR Reporting and Support;
- Remuneration changes on system for non-executive directors ;
- Strategic Fuel Fund (SFF) (subsidiary of CEF) Maternity benefits to be system calculated according to the policy;
- SFF Shift Allowances implementation system.
- ESS platform enhancement and ESS support services that Sage support team is not able to resolve.
- Adhere to the agreed incident resolution turnaround time as per SLA/contract.

5. CHANGES TO THE SCOPE OF SERVICES

The scope of the services may be subject to changes by additions, deletions or revisions thereto by CEF. The service provider shall be advised of any such changes by written notification from CEF describing the change. The Service Provider shall promptly perform and strictly comply with each such change when so instructed by CEF. Any extra services resulting from such changes will be charged at the service provider's normal or agreed rates as detailed in the Consultancy Agreement.

6. EVALUATION CRITERIA

6.1 Phase 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFP document.

6.2 Phase 2

Mandatory Requirements

6.2.1 CERTIFIED PARTNER LETTER	Comply	Not Comply
Bidders must be a certified Sage business partner for Sage HR and Payroll services Submit a copy of a valid partnership letter		
Substantiate / Comments		

6.3 Phase Technical Evaluation Criteria

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Technical Information	Scoring	Proof of documents	Weighting Percentage
Profile of Bidding Company			
6.3.1 Company profile		Relevant Reference letters with letterhead of the clients	10%
Company experience in (SAGE People300 (Payroll and HR) supported by reference letters from client that are not older than 3 years.			
Company profile registered or licensed consulting in Sage People300, with extensive 5 years and more Payroll and HR knowledge	5		
Company profile registered or licensed consultation in Sage People300 with at least 4 years Payroll knowledge and HR knowledge	4		
Company profile registered or licensed consultation in Sage People300 with at least 3 years Payroll knowledge and HR knowledge	3		
Company profile registered or licensed consultation in Sage People300 with 2 years Payroll knowledge and HR knowledge	2		
Company profile registered or licensed consultation in Sage People300 with only HR knowledge	1		

None/no company profile submitted	0		
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Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of the Consultant			
6.3.2 Consultant Experience The Consultant who will be allocated to CEF must have the required certification Payroll and HR from Sage/VIP		Copies of certification	60%
> 10 Years or more years' experience	5		
> 8 Years but < 10 years' experience	4		
> 5 Years but < 8 years' experience	3		
> 3 Years but < 5 years' experience	2		
> 2 Years but < 3 years' experience	1		
< 3 years' experience	0		

Sage/VIP System experience	Scoring	Proof of documents	Weighting Percentage
Experience of the Resources			
6.3.3 Experience of the resource (s)/project team The Consultant who will be allocated to CEF must have practical knowledge of SAGE People300 systems with proven remote and onsite problem resolution.		Comprehensive CV of the Consultant	30%
> 10 or more Years' experience	5		
> 8 Years but < 10 years' experience	4		
> 5 Years but < 8 years' experience	3		
> 3 Years but < 5 years' experience	2		
> 2 Years but < 3 years' experience	1		
< 3 years' experience	0		