



P.O Box 3613, PIETERMARITZBURG, 3200
Treasury House, 145 Chief Albert Luthuli, Pietermaritzburg, 3200
Tel: 033 897 4558
Name: Nitesh Singh
Email: Nitesh.singh@kzntreasury.gov.za
Website: www.kzntreasury.gov.za

SPECIFICATION FOR GOODS AND SERVICE

SITA Contract RFB 1183-2022

Goods to be delivered at Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg 3200. First floor.

The IT unit within KZN Treasury requires the following services:

1. **Support, Development and Content Management of KZN Treasury SharePoint Environment including Website (12 Months).**
2. **Microsoft SharePoint and Power Platform Developer (3 Months)**

Specification:

1.1 Background

The department of KZN Treasury has invested in utilizing Microsoft SharePoint as its platform for developing its websites as well as other departmental specific applications. These are hosted within a Microsoft SharePoint farm. Due to the nature and criticality of the applications as well as websites hosted within the SharePoint farm support, development, content management as well as change management is of utmost importance.

1.2 Scope of Requirement

Two services are required. The scope of each service is described below in turn.

1.2.1 Support, Development and Content Management of SharePoint environments including website (12 Months).

1.2.1.1 SCOPE OF WORK

The department requires the following listed below for 25 hours per month for a period of twelve months:

- Support, development, content management and change request hours against any existing SharePoint Solution.
- New development, support, and change request hours against any existing SharePoint Solution.
- Assist the KZN Provincial Treasury with content ingestion for both Public Website and Intranet Portal.
- The Service Provider must allow for accrual of hours from Month to Month as well as the over utilization of Hours in a month. I.e., if Month 1 we use 10 Hrs extra than agreed, these are simply subtracted from Month's 2 allocated Hrs and if hours are not utilized, they will be carried forward.
- The Service Provider will be required to sign a Service Level Agreement (SLA) with the Department for the service requested.
- Monthly SLA reports to be provided and monthly timesheets to be signed off by IT Management.





KWAZULU-NATAL PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

1.2.1.2 Mandatory Requirements

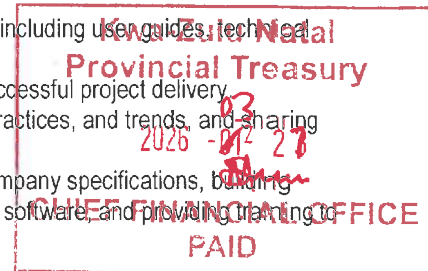
No	Requirement	Evidence
1	Microsoft SharePoint experience	Attached CV of resource
2	Microsoft Certified Partner	Partnership agreement or Proof of Microsoft Partnership.
3	ONE traceable references letter containing proof of SharePoint support and maintenance	ONE traceable reference letters

1.2.2 Microsoft SharePoint and Power Platform Developer (3 Months)

1.2.2.1 Scope of work

KZN Treasury requires the services of a developer for a period of at least 3 months. The developer will be based at the department in Pietermaritzburg and is expected to be onsite for the duration of the contract. The developer is expected to have extensive development experience and work without supervision. The developer is expected to work 150 hours per month. As a SharePoint and Power Platform Developer at KZN Treasury, the developer will be instrumental in the design, development, and implementation of custom applications, workflows, and integrations using Microsoft's Power Platform tools. Key responsibilities include:

- Collaborating with stakeholders to gather and analyze business requirements, translating them into functional specifications for custom applications and solutions.
- Designing, developing, and maintaining custom applications using the Power Platform, with a focus on delivering exceptional user experience, performance, and scalability.
- Implementing complex data models, logic, and workflows using Power Automate and other connectors.
- Integrating Power Platform solutions with Microsoft products such as Microsoft 365, SharePoint, Excel, Azure services, as well as third-party APIs and data sources.
- Conducting comprehensive testing of applications, workflows, and integrations, identifying and resolving any bugs to ensure optimal performance and user satisfaction.
- Creating and maintaining documentation for developed solutions, including user guides, technical specifications, and training materials.
- Collaborating with cross-functional teams to ensure timely and successful project delivery.
- Staying up-to-date with the latest Power Platform features, best practices, and trends, and sharing knowledge with team members.
- Configuring and customizing SharePoint systems according to company specifications, building scalable web applications, writing and modifying code, debugging software, and providing training to staff.
- Developing custom web solutions and services.
- Sharing knowledge with team members, addressing questions, and resolving issues related to Microsoft SharePoint and Power Platform solutions.
- Managing the deployment process for Power Platform solutions, including version control, security, and permissions.



1.2.2.2 Mandatory Requirements

The developer MUST meet the following mandatory requirements.

	Requirement	Evidence
1	Microsoft Power Platform App Maker or higher	Attached CV of resource
2	Microsoft Power Platform Functional Consultant	Attached CV of resource
3	At least TWO years development experience in Microsoft Applications	Attached CV of resource
4	One traceable reference letter, customer to do development in at least ONE project	One traceable reference letter from previous client signed.



1.3 OTHER IMPORTANT NOTES

- There is an existing SLA in place for the department's SharePoint environment. This means that the first requirement, namely, support, development, and content management of SharePoint environments will only commence when the current SLA period expires.
- The second requirement, namely, Microsoft SharePoint and Power Platform developer is expected to be started immediately on award of this contract.
- The service provider must meet all mandatory requirements for both services to be considered.

For enquiries contact:

Mr. Nitesh Singh (033) 897 4558 and email: Nitesh.singh@kzntreasury.gov.za or Dr. Chris Rajah
(033) 897 4550 and email: Chris.rajah@kzntreasury.gov.za

