**ANNEXURE B – TECHNICAL MATRIX**

**Request for Proposals (RFP)**

**The provision of professional services to the CSIR to develop an ICT strategy and transition roadmap aligned with the new CSIR organisational strategy and/or the implementation of the ICT strategy and transition roadmap on an as and when required basis**

**RFP No. 3350/07/02/2020**

| **No.** | **Criteria** | **Proof required** | **Points allocation** | **Weight** |
| --- | --- | --- | --- | --- |
| 1 | |  | | --- | | **Team Experience:**  The team must have a demonstrated experience, in successfully drafting ICT strategies and roadmaps for organisations similar to the CSIR (government, research councils, private sector or parastatals).  The team leader must have not less than 10 years’ experience in strategic ICT management interventions. Experience in working with organisations similar in nature to the CSIR in the past 5 years with successful ICT related interventions would be a strong advantage. | | Company Profile explicitly indicating the number of years the company has been providing strategic ICT related services and to which organisations.  Level of experience of leader clearly articulated.  Examples of success stories demonstrating experience and successful outcomes. | Organisations services totally unaligned to CSIR requirements. Business and experience of leadership < 10 yrs - **0 points**  Company profile indicates company has 8-10 years’ experience in such strategic ICT related processes successfully – **5 points.**  Company profile indicates company has in excess of 10-15 years experienced in managing strategic ICT processes successfully with a solid track trach record demonstrated –**7 points**  Company profile indicates company has in excess of 15 years experienced in managing strategic ICT processes successfully years with an extensive track record of well-known success stories – **10 points**. | 20% |
| 2 | |  | | --- | | **References**  The company must have not less than 5 references where strategic ICT management services were successfully rendered to organisations of a similar stature/nature to CSIR, with **3 of these from the past year.** | | * Reference Letters, with the following information as a minimum * Client * Contact Person * Contact Number * Email | < 5 references – **0 points**  5 - 6 references – **5 points**  7 - 8 references – **7 points**  >8 references – **10 points** | 15% |
| 3 | |  | | --- | | **Methodology, approach, tools and technical proposal**  The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document.  An in-depth understanding of the CSIR and its strategy, role and mandate is required.  A detailed approach, methodology and plan on how they will assist CSIR in achieving the objectives of this request, must be provided, including an outline of the project deliverables and artefacts, indicating key milestones and turnaround times. | |  | |  | |  | |  | | Detailed Methodology, Approach and clear project plan/ Gantt Chart/time lines etc. | Non-submission or proposal does not address the scope of the assignment  **– 0 points** | 45% |
| Approach is very generic. The bidder’s proposal addresses and meets minimum or basic project requirements. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements.  **– 5 points** |
| Approach is specifically tailored to suit the CSIR’s requirements and proposes suitable architecture. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities demonstrate that the bidder clearly understand the requirements and has a good understanding of the needs of the CSIR.  **– 7 points** |
| The approach is innovative and more than exceeds the expectations of the CSIR in a suitable architecture. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder has an excellent or demonstrated in-depth understanding of the requirements of the CSIR and of the issues that they are faced with **– 10 points** |
| 4. | **Presentation**  High level presentation clearly indicating the understanding of the requirements, and providing the methodology, approach, and tools to provide the deliverables requested | Clear presentation with sufficient detail to clarify understanding of requirements and approach to be followed | Non-submission or does not clearly address the scope of the assignment  **– 0 points** | 20% |
| Approach is **very generic** and only **meets minimum or basic project requirements**. The work plan and timeframes meet the minimum requirements of the assignment. Presentation of basic standard **– 5 points** |  |
| Presentation clearly demonstrates a **good understanding** of the CSIR needs and is **specifically tailored** to suit the CSIR’s requirements. Good quality presentation.  **– 7 points** |  |
| The approach presented is **highly innovative and more than exceeds the expectations** of the CSIR, indicate an excellent or in-depth understanding of the requirements of the CSIR**–**Innovative presentation of excellent quality/standard **- 10 points** |  |
|  | **Total** |  |  | 100% |