



Request For Proposals: Appointment of a service provider to provide Enterprise Architecture (EA) Services for the NHBRC for a period of Twenty Four (24) Months

RFP NO.: NHBRC 22/2016

CLOSING DATE: 12 January 2016

TIME: 11:00

COMPULSORY BRIEFING SESSION

DATE: 09 December 2016

TIME: 11:00

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the National Home Builders Registration Council (NHBRC) and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.2 The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.3 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.4 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of 90 Days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between the NHBRC and the Preferred Bidder.
- 1.5 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.6 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.
- 1.7 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.8 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. A failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.9 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to exclude the relevant Bidder from any further participation in the bid process. The NHBRC shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any

Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.

- 1.10 Compulsory Briefing Session: A compulsory briefing session will be held, the sharing of information and clarifications of issues related to this Bid, as given by the NHBRC during such session will form part of this Bid and responses.
- 1.11 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.12 The NHBRC and its advisors may rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.13 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.14 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.15 The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.16 The NHBRC reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 1.17 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.18 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
 - 1.18.1 If the SCM Mandatory Documents are not submitted and completed (as per checklist)
- 1.19 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the bidder.
- 1.20 All costs associated with the preparation and submission of the Bid is the responsibility of the Service provider(s). The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.21 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.22 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

2.1. ABOUT THE NHBRC

2.1.1 The mandate of the (NHBRC) is in accordance with the Housing Consumers Protection Measures Act 95 of 1998 as amended (“the Act”) providing warranty protection against defects in new homes. The Act states that the objects of the Council which are inter alia as follows:

- “to regulate the home building industry”;
- “to establish and promote ethical and technical standards in the home building industry”;
- and
- “to improve structural quality in the interests of housing consumers and the home building industry”.

The Council is furthermore empowered by the Act:

- “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- ”to engage in undertakings to improve ethical and technical standards in the home building industry;
- “to keep a record of competent persons”; and
- “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”

2.1.2 The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the consumer. A prime activity of the NHBRC is to manage its risk exposure in terms of the warranty scheme, in order to ensure that it is not unduly exposed to claims. The current risk management tools being used by the Council include the Registration of Home Builders, enrolment and inspection of homes, the Home Building Manual which incorporates design and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

2.1.3 The NHBRC is a statutory body with the responsibility to provide warranty cover (protection) and regulatory services to the home-building industry. This is done in terms of the Act . It is the NHBRC’s mandate to provide protection to housing consumers against defined defects and to regulate the home building industry. Our mandate determines our scope of business as well as the principles and area of business in which we operate. As a consequence, our business is focused on specific business models in defined geographical areas with specific business objectives for all South African Housing Consumers.

The NHBRC is a medium sized organization with a staff complement of six hundred and fifty (650) employees. The NHBRC’s head office is located in Sunninghill, Gauteng with nine (9) regional offices of varying size, and twelve (12) satellite offices.

NHBRC Office locations

#	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office / Gauteng Central (Sunninghill)	12	Limpopo (Thulamela) - Satellite
2	KwaZulu Natal(Durban) – Regional	13	Eastern Cape (East London) - Satellite
3	Western Cape (Cape Town) – Regional	14	Western Cape (George) - Satellite
4	Eastern Cape (Port Elizabeth) – Regional	15	Northern Cape (Kimberly) - Regional
5	North West (Rustenburg) – Regional	16	North West (Klerksdorp) - Satellite
6	Limpopo (Pietersburg) – Regional	17	Limpopo (Tzaneen) - Satellite
7	Mpumalanga (Nelspruit) – Regional	18	Limpopo (Bela Bela) - Satellite
8	Gauteng (Pretoria) - Satellite	19	Mpumalanga (Witbank) - Satellite
9	Free State (Bloemfontein) – Regional	20	Free State (Bethlehem) - Satellite
10	KwaZulu Natal (Richards Bay) - Satellite	21	North West (Mafikeng) - Satellite
11	KwaZulu Natal (Newcastle) - Satellite	22	Eric Molobi Innovation Hub (Soshanguve)

3. PROJECT OVERVIEW

3.1 Purpose

The main objective is appointing a suitable service provider who can define and develop the NHBRC's Enterprise Architecture for a period of twenty four (24) months.

3.2 Business Objectives

The NHBRC has now been in operation for seventeen (17) Years and is on a significant growth path, as the organization grows; it is looking at streamlining its processes and enabling itself for a high rate of growth.

The NHBRC is significantly changing its approach to delivering on its mandate. NHBRC perceives its external stakeholders as business partners in order to jointly achieve success. The solution that will be deployed to support the business strategy will provide future flexibility and scalability to cater for business partners/external stakeholders online to enable the NHBRC to plan, monitor, inspect and deliver the following:

- Online Housing/Project Enrolment from the external stakeholders place of business and or a public information Centre
- Online Builder Registration from the external stakeholders place of business or a public information center
- Online access to status information from their place of business or a public information center.

The NHBRC will develop an online business partnership with external stakeholders through their place of business or a public information center to jointly improve the planning and quality of the delivered housing solutions.

3.3. **Scope of Work**

In developing the EA, the successful bidder must comply with The Open Group Architecture Framework (TOGAF) and Government Wide Enterprise Architecture (GWEA) Framework in defining the following:

- Current Architectures – Establishment of a set of architectural products that describe and document the current state of the enterprise from business functions to technology infrastructure sets the stage for establishing a plan for moving towards and measuring progress against target architecture. The baseline architecture must include all requirements as defined within the above mentioned frameworks (TOGAF and GWEA)
- Future Architectures (RABSA) – The target architecture should define a vision of future business operations and supporting technology (i.e. a long-term organization blueprint). A key consideration should be determination of the date of the target, how far into the future is the projected target. Realization of an organization’s mission and vision statements needs:
 - ✚ A focus on business areas or information needs with the greatest potential payoff for the NHBRC
 - ✚ Development of conceptual models and tools to enable decision makers and staff to better recognize, understand, and discuss information requirements
 - ✚ An enterprise-wide understanding of the .big picture. and the need for shared information
 - ✚ A recognition of information as a strategic resource that should be managed using architectures as tools
 - ✚ Periodic assessments of the NHBRC’s progress towards its target environment
 - ✚ Alignment with the NHBRC’s strategic plan.

This target architecture must include all requirements as defined within the above mentioned frameworks (TOGAF and GWEA)

- Gap analysis – Through gap analysis, the service provider must determine the components that need to be changed to achieve the desired end-state. The gap between baseline and target architectures is overcome by a series of incremental builds that lead to the target environment. A gap analysis must be performed as per the above mentioned frameworks (TOGAF and GWEA)
- Migration strategy with an implementation plan to the future architectures – Develop a Migration strategy with an implementation plan to the future architecture: documents how to change from the Baseline to the Target. A Transition Plan that will focus on a new or major system upgrade, or on an accelerated, high priority IT enterprise system change, in accordance with the above mentioned frameworks (TOGAF and GWEA)

3.4 As part of creating EA capability within the NHBRC the successful bidder will be required to supply, install, configure and license an EA tool as a repository to store, maintain, integrate & structure the EA information.

3.5 The EA must include, but not be limited to the following four (4) domains of TOGAF ADM:

- A **Business Architecture** - this defines the business strategy, governance, organization, and key business processes
- A **Data Architecture** - this describes the structure of an organization's logical and physical data assets and data management resources
- An **Applications Architecture** - this kind of architecture provides a blueprint for the individual application systems to be deployed, their interactions, and their relationships to the core business processes of the organization
- A **Technology Architecture** - this describes the logical software and hardware capabilities that are required to support the deployment of business, data, and application services. This includes IT infrastructure, middleware, networks, communications, processing, standards, etc.

3.6 The EA must include, but not be limited to the following core components of TOGAF:

- **The TOGAF Architecture Development Method (ADM)**, which explains how to derive an Organization specific enterprise architecture that addresses business requirement.
- **The enterprise continuum, which is a “virtual repository” of all the architecture assets-** models, patterns, architecture description, etc. - that exist both within the enterprise and in the IT industry at large, which the enterprise considers itself to have available for the development of architectures.
- **The TOGAF resource base**, which is a set of resources- guidelines, templates, background Information, etc. - to help the architecture in the use of the ADM.

3.7 The EA tool must also incorporate business process modelling capability according to Business Process Modelling notation (BPMn) methodology and should be compatible with Microsoft Visio 2013 Professional

3.8 KNOWLEDGE TRANSFER PLAN

Bidders must provide a knowledge transfer plan which shall include, but not limited to, the following:

- Knowledge transfer on how to use the EA tool, i.e. full tool functionality and training on the tool, including, adding, updating, deleting items contained within the tool.
- Knowledge transfer of tasks / activities / actions taken during the development of the EA.
- The required number of NHBRC resources (including certifications) to take-over and manage the EA capability.

- Project time line required by NHBRC staff to work alongside the successful bidder during the design and development of EA.
- Formal sign-off document from Service provider that details monthly progress being made regarding knowledge transfer to NHBRC resources during the duration of the project

4. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

4.1 Required Information

The NHBRC requires the services of interested and competent organisations or companies that are accredited and experienced in the field of Enterprise Architecture.

4.2 Technical Mandatory Requisites of the Service Provider:

- All Architecture resources must be TOGAF certified with a minimum version 9 (Please provide a certificate for each resource to be employed on the project)

4.3 Functionality documents to be submitted

The following is what is required to be submitted by the bidders.

4.3.1 During the last five (5) financial years, the bidder must have completed Enterprise Architecture projects in a similar environment. For each of these projects, a client reference letter must be provided, on the client's letterheads, and signed off by an authorized delegated employee of the client.

4.3.2 Capability of Bidder

Please provide a matrix of the Support Team as per details below:

- Business Architecture Specialist
- Data Architecture Specialist
- Application Architecture Specialist
- Technical Architecture Specialist
- Enterprise Architecture Consolidation Specialist
- Project Manager with TOGAF experience

In addition to the above, kindly attach a two page (02) Curriculum Vitae for each position, it is acceptable for a resource to occupy a maximum of two(02) positions as listed above provided they have the necessary experience and skills.

4.4 Project Proposal

In addition to the above, the bidder must provide a detailed project proposal.

4.4.1 The proposal document must outline the intended/proposed approach to the Project,

4.4.2 The approach and methodology must be clearly stipulated and must cover all aspects in section 3, specifically including:

- Business Architecture, Data Architecture, application Architecture and technology architecture

- Architecture development cycle such as TOGAF ADM
- Creating and maintaining Enterprise continuum
- Establishing enterprise capability including TOGAF resource base
- Application of GWEA framework
- Implementation of enterprise architecture tool
- Application of Business process modelling notation (BPMn)
- Project implementation plan including milestones and deliverables

4.4.3 The proposed fee structure should be outlined in detail as follows: (mandatory requirement)

- Year one (1) fee;
- Year Two (2) fee (including escalations);
- Travel, accommodation costs and any other disbursements should be included in the fee structure as an estimated cost; and
- A total budget inclusive of VAT and all other costs (if applicable) should be presented.

5. TECHNICAL AND PRICE EVALUATION CRITERIA

5.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) stages namely:
 Stage 1: Compliance check of Mandatory Requirements;
 Stage 2: Functional Evaluation; and
 Stage 3: Price and Preference Points

Stage 1: Compliance check of Mandatory Requirements

Stage 2: Functionality in terms of the set technical evaluation criteria

The following values will be applicable when evaluating the bid

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

No.	Evaluation Criteria	Description	Weight
1	Refer to Para 4.3.1	Bidders Experience 0 Reference letters = 0 Points 1 – 2 Reference letters = 2 Points 3 Reference letters = 3 Points 4-5 Reference letters = 4 Points More than 5 Reference letters = 5 Points	25
2	Refer to Para 4.3.2	Business Architecture Specialist 0 years' experience = 0 Points 1– 3 years' experience = 1 Point	5

		<p>3 – 4 years' experience = 2 Points</p> <p>5 - 6 years' experience = 3 Points</p> <p>7 - 8 years' experience = 4 Points</p> <p>More than 8 years' experience = 5 Points</p>	
	Refer to Para 4.3.2	<p>Data Architecture Specialist</p> <p>0 years' experience = 0 Points</p> <p>1– 3 years' experience = 1 Point</p> <p>3 – 4 years' experience = 2 Points</p> <p>5 - 6 years' experience = 3 Points</p> <p>7 - 8 years' experience = 4 Points</p> <p>More than 8 years' experience = 5 Points</p>	5
	Refer to Para 4.3.2	<p>Application Architecture Specialist</p> <p>0 years' experience = 0 Points</p> <p>1– 3 years' experience = 1 Point</p> <p>3 – 4 years' experience = 2 Points</p> <p>5 - 6 years' experience = 3 Points</p> <p>7 - 8 years' experience = 4 Points</p> <p>More than 8 years' experience = 5 Points</p>	5
	Refer to Para 4.3.2	<p>Technical Architecture Specialist</p> <p>0 years' experience = 0 Points</p> <p>1– 3 years' experience = 1 Point</p> <p>3 – 4 years' experience = 2 Points</p> <p>5 - 6 years' experience = 3 Points</p> <p>7 - 8 years' experience = 4 Points</p> <p>More than 8 years' experience = 5 Points</p>	5
	Refer to Para 4.3.2	<p>Enterprise Architecture Consolidation Specialist</p> <p>0 years' experience = 0 Points</p> <p>1– 3 years' experience = 1 Point</p> <p>3 – 4 years' experience = 2 Points</p> <p>5 - 6 years' experience = 3 Points</p> <p>7 - 8 years' experience = 4 Points</p> <p>More than 8 years' experience = 5 Points</p>	5
	Refer to Para 4.3.2	<p>Project Manager with TOGAF Related experience</p> <p>0 years' experience = 0 Points</p> <p>1– 3 years' experience = 1 Point</p> <p>3 – 4 years' experience = 2 Points</p> <p>5 - 6 years' experience = 3 Points</p> <p>7 - 8 years' experience = 4 Points</p> <p>More than 8 years' experience = 5 Points</p>	10

4.	Refer to Para 4.3	<p>Quality of Project Proposal</p> <p>Provision of a sound project proposal that clearly demonstrates the service required by NHBRC and its related methodology and approach.</p> <p>Points are allocated based on the technical panel's individual assessment of the adequacy of the proposal which must include key deliverable areas covered in section three (03) of the bid document specifically highlighting the following:</p> <ul style="list-style-type: none"> • Business Architecture, Data Architecture, application Architecture and technology architecture • Architecture development cycle such as TOGAF ADM • Creating and maintaining Enterprise continuum • Establishing enterprise capability including TOGAF resource base • Application of GWEA framework • Implementation of enterprise architecture tool • Application of Business process modelling notation (BPMn) • Project implementation plan including milestones and deliverables <p>Rating scale: 5 Points = Proposal adequately addresses all areas covered in section 3 of the bid document 1 Point = Poor Submission where proposal does not address all areas covered in section 3 of the bid document 0 Points= No submission</p>	40
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6.2 Technical (Functional) Assessments' minimal acceptable requirements:

TOTAL SCORE = 100

After considering the functional pre-qualifying criteria, a bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to, or greater than 70 points

Stage 3: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score (**70 points**) for **Stage 2 (Functional Requirements)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2011 and bids will be adjudicated in terms of a (90/10) preference point system in terms of which points are awarded to bidders on the basis of:

90/10 Preference point system (for acquisition of services, works or goods with a Rand value more than R1million) (all applicable taxes included)

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	90/10
Level 1	10
Level 2	9
Level 3	8
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

6. RFP SUBMISSION INSTRUCTIONS

- 6.1** All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

7. AVAILABILITY OF THE RFP DOCUMENT

- 7.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **28 November 2016**.
- 7.2 There will be a compulsory briefing session that will be held on the 09 December 2016 at 11h00 am at the **27 Valley road, Hout Bay, Kronendal retirement village on behalf of the NHBRC**.

8. RFP CLOSING DATE

- 8.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 5 Leeuwkop Road, Sunninghill on or before the **12 January 2016 at 11h00 am**. No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the Bid number and the full name of the service provider(s).
- 8.2 **No late submissions will be accepted.**

9. VALIDITY PERIOD OF BIDS

- 9.1 All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

10. ENQUIRIES SHOULD BE DIRECTED TO BOTH:

THE ADMINISTRATIVE ENQUIRIES MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ricardo Francis

E-mail address: ricardof@nhbrc.org.za

11. SUBMISSIONS OF PROPOSALS

- 11.1 Submission of bid MUST include **one** (1) original and **three** (3) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.
- 11.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

12. SCM MANDATORY CHECKLIST

12.1 The following documents as listed below are required to be made available with the distribution of the RFP:

DOCUMENTS TO BE SUBMITTED			
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.	X	SBD1 Invitation to bid which must be signed and thoroughly completed.	
2.	X	SBD2 Tax Clearance Certificate which must be valid.	
3.	X	Proposed Fee Structure	
4.	X	SBD 4 Declaration of interest must be signed and thoroughly completed.	
5.	X	SBD 6.1 Preference claim form must be signed and thoroughly completed regardless if points are claimed or not.	
8.	X	SBD 8 Declaration of Bidder's past supply chain management practices must be signed and thoroughly completed.	
9.	X	SBD 9 Certificate of independent bid determination must be signed and thoroughly completed.	
10.		General Conditions of the contract (GCC).	
11.	X	All Architecture resources must be TOGAF certified with a minimum version 9 (Please provide a certificate for each resource to be employed on the project)	
12	X	Attendance of compulsory briefing session	