



**QUESTION AND ANSWERS**

**SPECIAL INVESTIGATING UNIT (SIU)**

**RFP:001/07/2021**

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AND IMPLEMENT A NEW ORGANIZATIONAL CULTURE FOR SIU FOR A PERIOD NOT EXCEEDING NINE(09) MONTHS.**

**Date : 10 August 2021**

**Issued by:**

**Special Investigating Unit (“UNIT”)**

**Closing date : Friday 13 August 2021**

**Closing time: 11:00am**

No	Questions from Bidders	Answers
1.	I would like to enquire if an MBA qualification with a strong HR and Organization design, is considered as a relevant qualification.	Yes
2.	Can you provide us with the old vs. new organization structure (to see how positions have been impacted / streamlined)?	That will be provided to the successful bidder as part of the information we will share
3.	Can you provide us with the company's strategic and operational 5yr plan (to include new vision, mission and values?)	That will be provided to the successful bidder as part of the information we will share
4.	Can you provide us with the Terms in Reference of the STEERCO?	That will be provided to the successful bidder as part of the information we will share
5.	Has a previous Climate Study been done IE if so, was this done based on prior structures, and if so, can you share the report?	It was done as part of the organizational structure review process that we went through. It will be provided to the successful bidder as part of the information we will share.
6.	Reference was made in the briefing to the Patterson application for recruitment. Was this method of evaluation applied to existing / previous positions (the 532) as well as the positions you are currently recruiting for (68 to make up 600) Patterson evaluated?	The organization make use of the Paterson Job Evaluation system and all positions in the organizational structure have been graded.
7.	How often does EXCO meet? To elaborate - how will this influence the decision making process, if required, within the 9-month allocation of the project and our suggested timelines / milestones and report back?	There will a steering committee led by the HoU or his delegate. This committee will have full authority to make decisions related to project.
8.	Albeit that there have been changes to the POPI act, would you be in position to share the organisation demographic structure with us (532 current vs. 600 proposed)?	That will be provided to the successful bidder as part of the information we will share

9.	When should the training commence? The bid document references to be completed in a 9-month period, however will this commence prior to the completion drive of current recruitment (68 positions still to be filled)?	Training will take place as per the project plan. Training will be for all employees in the organization during the time of the project.
10.	Does the company have an intranet / do we need to support access to an online platform?	Yes
11.	Has the company engaged in previous Change Management and if so, when (even though we will include a current climate study in our surveys)	Yes, in 2018.
12.	Reference is made in the bid document to performance security but no amount is specified under SCC - please advise if relevant?	All information on the bid document are relevant and also those specified under SCC.
13.	I'd like to know if the briefing session for bid no RFP:001/07/2021 was compulsory or not?	It was not compulsory , therefore bidders who did not attend the briefing session are welcome to submit their proposals.
14.	Provide a suitable number of full time staff members who will be allocated to the project.  Please clarify:  1) Does "full time staff members" refer to members who will be working full time (5 days/week over the entire 9 month period) on the project?	1) Yes, we mean staff who will be dedicated to this project full time. This may also be broken down into phases e.g. staff who will come to conduct training. 2) Not necessarily, this will be driven by what is required to be done. Some work may be done from the consultants' offices.

	2) Where are the members(s) of staff required to operate from? Is it necessary for them to be permanently placed in Pretoria?	
15.	I would like clarity on page 23 to 24 of the tender document, on Qualifications of the project leader. Kindly clarify for us if only qualifications in Organizational Development/ Change in Management related field is required because the scope of work is unclear on the fields of law necessary for this tender. We have LLB qualifications in Commercial and Corporate Law, kindly advice if this applies with the scope of work for this tender.	You must indicate how is the qualification relevant citing relevant course content
16.	In the RFQ, you refer to the sample for the interviews and focus groups. Please confirm or clarify our understanding of the sample size below: <ul style="list-style-type: none"> <li>• All 11 Exco members should be face to face and one to one</li> <li>• Of the 75% above, at least 20% should be face to face interviews.</li> <li>• The balance of 55% should be interviewed or participate in focus groups but these can be done via MS teams</li> </ul>	We would like you to conduct interviews / focus groups / surveys etc with at least 75% i.e. 398 employees. Of this <ul style="list-style-type: none"> <li>- 69 - employees must be interviewed via MS teams</li> <li>- 11 - face-to-face interviews</li> <li>- 318 – service provider to propose information gathering methodology</li> </ul>
17.	I have read through the SBD 1 for the bid invitation mentioned in the subject box above, and have a question, the answer to which I cannot find in the document.	There is no limited number of representative to attend the briefing session . The briefing session will be conducted through digital platform.

	The question is: may more than one (1) person represent an interested party at the digital briefing session scheduled for 3 August 2021 at 11:00? If so, may we form a delegation of maximum four (4) people?	
18.	Please may you provide me with the attendance register from yesterday's tender briefing	There will be no attendance register that will be filled in since the non-compulsory briefing session was via zoom.
19.	Can the proposal be emailed.	No, all bid documents must be hand delivered at our SIU Head Office
20.	Training to take place in Head Office or via visuals?	Training for change agents will take place at Head Office. Training for the rest of the organization must be on-line,
21.	Are the change agents identified, if so what is the criteria?	They have not been identified.
22.	Are there any other change projects happening currently?	No
23.	Who will be responsible for the venue, accommodation during the project?	Travel cost and accommodation of the service provider to SIU will be at the cost of the service provider. SIU will be responsible to provide the venue of the project. Travelling for SIU staff will be at the cost of SIU.
24.	How do you see organizational readiness in the SIU?	The organization is ready for this project. The organizational structure project has however impacted negatively of some employees and this may affect to some extent the readiness.
25.	Has the client survey been done at SIU, if yes can the information be shared with bidders?	Yes, survey results will be shared with the successful bidder