

DEA AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) ACT, No. 53 Of 2003, THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, No. 5 of 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2011.

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**SPECIFICATION/TERMS OF REFERENCE FOR OUTSOURCING OF AN EXECUTIVE COACHING PROGRAMME FOR A PERIOD OF 36 MONTHS**

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**PART ONE**

**1. REQUEST FOR PROPOSAL (RFP)**

- 1.1. The objective of this RFP is to appoint a suitable independent Service provider (s)/companies that can support DEA with the conducting of executive coaching to individual senior managers.
- 1.2. Table of cost benefit analysis to be attached.
- 1.3. Preference may be given to a Service Provider/s that is not already performing consultancy work within DEA.

**2. SCOPE AND EXTENT OF WORK**

- 2.1. Individual senior managers of the Department of Environmental Affairs.

DEA Senior Management Service have been receiving coaching assistance from various service providers/coaches to deliver on organizational objectives and to identify and address their areas of weaknesses or difficulty. Not only to address difficulties but to unlock potential as well.

- 2.2. The departments intends to establish a Panel of coaches/companies who are pre-qualified and will be rotated upon as and when required by the

department to provide coaching services to DEA managers over a period of three years.

2.3. In order to be considered for pre-qualification the Department requires potential coaches/companies/consortia to examine the scope and extent of management functions and responsibilities within DEA in relation to departmental mission, strategic goals as well as management competencies envisaged in the public service.

2.4. DEA's intentions with the coaching programme are to ensure that its senior managers are provided with effective coaching service so that individuals:

- Achieve significant personal growth and development;
- Have increased awareness of their strength and weaknesses and are able to determine their personal attributes;
- Are motivated to perform optimally and to the best of their ability;
- Are better equipped to manage change and drive departmental transformation;
- Are provided with practical techniques to deal with pressure and work stress and how to achieve a balance between personal life and professional life;
- Are guided around techniques for mastering the art of listening, blending humility with confidence, building rapport and interpersonal relationships, and other areas that impact on individual and group performance including the assimilation of DEA values;
- Are assisted with the channel to address their unique development needs and also attaining general insight into learning and growing, decision-making, conflict resolution and problem solving.

## 2.5 PROPOSAL

- Coaches/companies are required to prepare a proposal for a coaching programme for DEA staff that would describe the objectives, content and measurable outcomes of the programme contextualizing

this with the SA public service and worldwide best practice in terms of executive-level coaching, learning and development.

- The proposal should describe their coaching methodology, approach, and the conceptual basis and indicate how this would be implemented in relation to DEA staff (the approach and methodology must differentiate between 3D, Team Coaching and Individual Coaching). This should include a description of how the coach identifies areas of weakness and strength and prioritises the issues that would be addressed during the coaching intervention.
- The proposal should indicate in general terms the optimal length of a coaching intervention and the way it would be organized. A generic description of the preparations needed for the coaching intervention, the form and organization of the intervention itself, as well as identification of key meetings, milestones, evaluations and assessments of the relationship should be included in this. The proposal should also indicate what verbal or written feedback would be provided during coaching and to whom this would be made available.
- The proposal should set out clearly that the capacity of the coach/company would be able to give to DEA programme in terms of number of coaches and amount of time available.
- The proposal should clearly set out all the costs involved in the coaching programme, including the coach/company rates for the coaching, as well as the costs of any disbursements. (For comparative purposes an hourly rate should be indicated).
- The proposal should contain full CVs of the proposed coaches that indicate both their qualifications and their experience.
- Coaches should indicate the extent to which they are available beyond working hours, are contactable telephonically and on e-mail and preferred location of coaching sessions.
- Coaches/companies should indicate details of their cancellation policy and policy related to changes in consultation times.

### **3. TIMING OF ASSIGNMENT**

- 3.1. All work is to be carried out in accordance with the time schedule as agreed with the Programme manager.

### **4. PERFORMANCE MEASURES**

- 4.1. The performance measures for the delivery of the (specify the type of work you expect from the service provider/s) will be closely monitored by DEA.

### **5. REPORTING**

- 5.1. The Service Provider/s will submit monthly and quarterly progress reports to the Programme manager, within 4 days after the end of each month and quarter for the duration of the project.

### **6. MONITORING PROGRESS ON ASSIGNMENTS**

- 6.1. The Programme manager shall do the ongoing management of the Service agreement.

### **7. CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT**

- 7.1. The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

### **8. CONDITIONS OF BID**

8.1 Bids will be subject to Supply Chain Management Conditions as follows - The Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000), aligned with the

aims of the Broad Based Black Economic Empowerment Act and its Codes of Good Practice. In accordance with this Act, submissions will be adjudicated in two stages: firstly, on functionality which must be done in terms of the evaluation criteria indicated in section 15 and the minimum threshold referred to in paragraph 9.3 below. A bid must be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation and secondly, only the qualifying bids will be evaluated in terms of the 80/20 preference points systems, where the 80points will be used for price only and the 20points will be awarded in terms of the of the B-BBEE Contributor level as per the B-BBEE Verification Certificate submitted by the service provider.

**8.2 The proposal should include, amongst other, the following:**

- 8.1.1. A proposed plan of action.
- 8.1.2. A list of references;
- 8.1.3. Ability to ensure continuing of staff on the project.
- 8.1.4 A briefing session will be held on 30 January 2013. At 10:00 – 12:00.
- 8.1.5 A Valid original Tax Clearance certificate
- 8.1.6 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid.
- 8.1.7 Certified copies of the Tax Clearance Certificate will not be acceptable

**9. SPECIAL CONDITIONS**

- 9.1. The Curriculum Vitae of the staff who will be available for the duration of the work; NOTE: Failure to submit the CV's will invalidate your bid proposal.
- 9.2. The bid proposals should be submitted with all required information containing technical information as well as price information (NB: DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).

- 9.3. **Only bidders who score at least 75% or 75 points for the technical information will be preferred.**
- 9.4. Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.
- 9.5. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score zero (0) points out of 20 for B-BBEE.
- 9.6. A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 9.7. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids
- 9.8. A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
- A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.
- 9.9. DEA reserves the right to invite short listed suppliers/companies to present their bid proposals for final decision.
- 9.10. Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).

## **10. ADDITIONAL INFORMATION ON BID PROPOSAL**

- 10.1. The supplier / service provider should provide details of staff training, highlighting training and development policies and procedures, with specific reference to affirmative action policies and initiatives.
- 10.2. A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Programme manager will not be reimbursed.
- 10.3. In so far as possible, a comprehensive budget, showing the charge out rates of all the staff to be involved in investigations and also including all other costs factors such as traveling.
- 10.4. How a joint venture (if the bidders are a joint venture between a BEE firm and a non BEE firm) will split the work between the firms. The detail must be such that DEA can audit the actual work allocation during the delivery to enforce the transfer of skills between the two firms. (The percentage involvement of each company in the joint venture should also be indicated). Please note that all members of the joint venture should sign the contract and are jointly and severally liable for the entire assignment.
- 10.5. DEA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.
- 10.6. Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price as well as to renegotiate the bid of the preferred applicant.
- 10.7. Traveling costs and time spent or incurred between home and office of consultants and DEA head office will not be for the account of DEA.



## **11.FURTHER INFORMATION**

- 11.1 Should you require any further information in this regard, contact Mr. Joshua Moepya at 012 310 3763 or Mr. Jacob Ngoepe at 012 310 3516.
- 11.2 A briefing session will be held on 30 January 2013 at 10:00 – 12:00 at the Department of Environmental Affairs, corner Lillian Ngoyi and Pretorius Street, Fedsure Forum Building. Kindly report to Reception, 2<sup>nd</sup> floor North Tower.

## **12.INFORMATION REQUIRED**

- 12.1. Bid Evaluation can only be done on the basis of information, which we asked for. The comprehensiveness of the bid can therefore be decisive in the awarding thereof.

## **13.PAYMENT TERMS**

- 13.1. DEA undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

## **14.VALIDITY OF BID**

- 13.1 Bid is valid for 60 days; bid validity may be extended in the event that the bid is not finalized within the validity period.

## **15.EVALUATION CRITERIA**

- 15.1 All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria should be as follows:

Values: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent



15.2 *Total points scored by bidder for functionality = Weighted value score*  
*Percentage allocated for functionality (100)*

X

15.3 *Maximum Potential Score (500)*

No.	Category	Weight	Score	Total (Weight X Value awarded)
<b>A</b>	<b>FUNCTIONALITY</b>	<b>100</b>		
1.	Bidder understands of the brief and the methodology to be employed.	25		
2.	Capacity and capability (number of project team members to handle the project/ submit names and the CV).	25		
3.	A proposed plan of action to achieve the objectives of the ToR should be submitted for evaluation.	20		
4.	The experience in the fields of executive coaching includes both the public sector and the private sector.	20		
5.	Transfer of knowledge and skills to executives within DEA.	10		
<b>B.</b>	<b>PRICE</b>	<b>80</b>		
<b>C.</b>	<b>B-BBEE Status Level Contributor</b>	<b>Number of points (20)</b>		
	1	20		
	2	18		
	3	16		

	4	12		
	5	8		
	6	6		
	7	4		
	8	2		
	Non –compliant contributor	0		

**NB: A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score 0 out of a maximum of 20 points for B-BBEE.**

**IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:**

- Bidder's understanding of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders' own roles and functions in this regard.
- Capability and experience – The bid provides a clear indication that the bidder's team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- Track Record – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.
- Quality of the Bid – The bid is structured, laid-out, formatted and organised in such a way that the evaluation committee is easily able to access the bid in accordance with the evaluation criteria and are provided with an insight into the quality of deliverables that may be expected from the bidder if successful.