

Frequently Asked Questions: Business Model Review and provide Organisational Design services (NRF/SAASTA /10/2019-2020)

No.	Frequently asked question	Response
1.	What is the expectation regarding the need for psychometric assessment as part of the skills audit?	There are no expectations on Psychometric Assessments at this stage however the service provider needs to outline in their methodology and detail how they will be conducting the skills audit.
2.	What are the expectations regarding personal development plans in relation to the Skills Audit?	We require recommendations on what personal development plan actions can be considered for employees based on the skills audit report.
3.	Please confirm the total number of employees for the NRF/SAASTA? What is the size of the organisation?	64 employees
4.	How many subsidiaries does the organisation have? What is the size of the subsidiaries? Are these subsidiaries part of the scope?	We have 7 Business Units including SAASTA. The six (6) other are not part of the scope besides for assessment on the relevant touch points in these business units.
5.	How many of the employees would be affected by the project?	The review is for the whole Business Unit, after a thorough skill audit has been conducted, we will then know what the implication are for employees and whether there is a need for further training or appointment of additional staff.
6.	In terms of stakeholders, what other groups do we need to consider?	The primary stakeholders involved in this process are the Department of Science & Innovation and the National Research Foundation. Other stakeholders referred to in this process include those that may be deemed necessary after having reviewed collected data from documents and interviews.
7.	What are the envisaged implications regarding jobs?	We cannot pre-empt this. Recommendations on jobs will be considered holistically with other recommendations of the project. At the very least some jobs could stay the same, some might change their scope slightly and other may have significant scope changes.
8.	To what extent would they require employees' consultation should there be potential job changes or loss?	All recommendations will be tabled to the leadership of the organisation and decisions will be taken only then as

		to whether to implement all recommendations or not, considering various implications of each decision.
9.	What legacy systems does the organisation/s use? Can you kindly share the technology landscape/architecture for the next 5 years?	Current legacy system is Great Plains (finance) and EDRMS (filing and repository). The future ERP that is to be implemented is Microsoft Dynamix 365 (for finance, SCM, grants etc).
10.	What is the source of funding (donor / government or combination)?	The organisational funding is primarily sourced through a contract with the national Department of Science and Innovation and the monetary value of this contract is expected to increase substantially in the short to medium term. The organisation also receives a core allocation through the NRF which is sourced directly from national treasury and there are also a small number of private partnerships through which SAASTA receives funding.
11.	Could you provide us with the business model as mentioned in the formal bid document?	The current business model is proprietary information and will only be shared with the contracted service provider due to intellectual property and confidentiality considerations.
12.	Kindly provide us with the current organisational structure and roles of existing SAASTA staff?	The current structure is simple as follows: Senior Management: Managing Director Qualified Professionals: Managers (Finance & Admin), (Science Awareness), (Science Education), (Science Communication), (Monitoring & Evaluation), NB: We also have the following Sub Units; (Human Resources, Corporate Communications Skilled Technical: Project Coordinators, Project Officers, Administrators Semi Skilled: Receptionist, Messengers etc.
13.	Please could you provide us with the SBD 7 form for completion?	Please note that this will be issued to the recommended bidder for completion
14.	Could you please provide us with the 37.2 agreement?	This relates to question 13 and is the SBD 7 and SLA with the successful bidder

15.	Is there a culture survey results that can be shared?	Currently not, we are busy with the whole organisation (NRF) organisational culture but we are guided by organisational values which you can view from the NRF website.
16.	Why do you believe the implementation will take 5 years?	This is just an estimation, it could take less based on what the organisation decides to implement or defer. The implementation will be a phased approach in order to have very minimal business and people related disruptions.
17.	What are the total number of functions in SAASTA? What is the average number of processes per function in SAASTA?	This is a repetition of the question you asked regarding the organisational structure. The structure outlines the functions the organisation.
18.	In what manner should the document be completed, i.e. black pen, capital letters, in original form?	Black pen, Capital letters, in its original format.