



**MINUTES: COMPULSORY BRIEFING SESSION FOR ORGANISATIONAL DEVELOPMENT AT PSiRA HEAD OFFICE
HELD ON 20 SEPTEMBER 2017 AT 11h00 MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)**

No	Items	Discussions
1.	Opening & welcoming	<p>Mrs Mashiane (SCM:Manager) opened and welcomed all bidders who attended the briefing session and ask the PSiRA’s Team to introduce themselves. Ethicised to Bidders that it is a compulsory Briefing session. Informed the Bidders that attendance register is been circulated and to be completed and signed by all members.</p> <p>After the introduction of the PSiRA Team members handed over to Human Capital (Mr. Ramakulukusha) to present the Terms of Reference to the Bidders</p>
2.	Attendance	<ul style="list-style-type: none"> • Mr Isaac Ralioma- Senior Manager: Human Capital • Mr Louis Ramakulukusha-Manager:Human Capital • Mrs Lesego Mashiane –SCM: Manager • Ms Tsakani Maluleke - Bid Administration Officer: SCM • Mrs Nomathemba Mendu - Team Leader:SCM • Ms Nkhuliseni Tshilimandila – Admin Assistant: SCM • Mr Siyabonga Masimula-Intern:Human Capital • Ms Luyanda Msibi:Intern:SCM
3.	Opening remarks	<p>Mrs Mashiane appealed to the bidders to note that there was another compulsory briefing session held on the 07 September 2017 due to the error on the dates of briefing session and closing date published on government tender bulletin, however an erratum was issued on the 08th September 2017 to correct on the Government Tender Bulletin.</p>

		<p>Mr Ramakuluksha presented the terms of reference and informed the Bidders on what was expected on the advertised Tender.</p> <p>Mr Ramakuluksha raised an issue that management reviewed the duration from 12 months to 6 months and the letter addressing the duration was distributed to bidders at the beginning of the Briefing session.</p> <p>Bidders were informed that PSiRA consisted of 274 staff members with 60 job families. The out comes from this project should inform the new organizational structure.</p> <p>Mrs Mendu explained the functionality criteria and compliance to the Bidders. Bidders were informed to complete the Standard Bidding Documents, General Condition of Contract and were explained in details. The Evaluation Criteria for price & preference for this Bid will be 80/20 .All questions were taken and noted down. Human Capital Team was given an opportunity to respond to Bidders</p>
<p>4.</p>	<p>Discussion and Questions</p>	<p>Below are questions and answers raised by the Bidders.</p> <p>Q1. What type of job evaluation is PSiRA using at the moment?</p> <p>Ans: Currently PSiRA is using Paterson grading system. Bidders can recommend any system it will not make any difference.</p> <p>Q2. Why do you require SLA (Service Level Agreement) at this stage and not from the recommended Bidders?</p> <p>Ans: Most bids that we concluded we make sure that we shorten the lead-time by having your draft SLA.</p> <p>Ans: It has impact on our target. After the award and it should be a simple SLA that indicates what the critical points for the project are.</p>

		<p>Ans: There is no standard SLA and there is no obligation draft must be aligned to the project.</p> <p>Q3. What is it your expectation as an outcome within 6 months?</p> <ul style="list-style-type: none"> - Ans :We expect the service provider to present the new organizational structure; re-evaluate and grade the current and the new positions according to the future structure of the future state of the organization; Conduct situational analysis; A comprehensive review of the organization design to ensure full alignment with the organizational strategy as well as to determine the cost of the aligned organisation design; Review the business processes and align them with strategy and the organisation’s design; Review of the current role profiles according to the required organizational size to establish if the current organizational structure is appropriate to meet the future needs of the organisation; - Facilitate consultation meetings with affected parties; Change Management; Profiling of Roles, Job Evaluation and Grading and Skills transfer. <p>Q4. Which organogram are you looking for? Company or project team?</p> <p>Ans: The structure of the Team proposed that will be assign to this project</p> <p>Q5. Where will the service provider be based and will the service provider be travelling ?</p> <p>Ans:The service will be required at head office but there will also be a need to travel to other regional offices to make proper decision and 95% of the work will be done in head office.</p> <p>Ans: The service provider should include unit costs for travelling and provide separate costing for travelling apart from the total bid price</p>
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	<p>Q13. Do you want to do implementation plan or you want us to run the implementation?</p> <p>Ans: The successful service provider will be required to come up with the project plan, which will give an indication how they will unfold this project within the set time frame.</p> <p>Q14. Do you need us to provide training for implementation?</p> <p>Ans: Yes by means of skills transfer</p> <p>Q15. Have you and the management done consultation with the labour Relations?</p> <p>Ans: No ,we want this to be part of the project plan</p> <p>Q16. Is there a possibility that the increase of employees can increase the scope of work?</p> <p>Ans: There is a likelihood that it might grow within the time of contract</p> <p>Q17. Is the 6 months for completion of project negotiable?</p> <p>Ans: No, it is been approved by management hence the erratum / letter circulated during the meeting</p> <p>Q18. Are intern's part of the job families mentioned?</p> <p>Ans :No, interns are not part of the hob families</p> <p>Q19. How Many copies do you want on submission of the proposal?</p> <p>Ans:One original and three copies of the proposal</p> <p>Q20. The Bidder raised the point on reference letters with Public Service also referred to National Treasury Practice notes</p> <p>Ans:Psira will be expecting three (03) reference letters from the company letter head and we were fair enough not to indicate the time frame .</p>
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5.	Closure	The Chairperson adjourned the meeting at 11:57