

TERMS OF REFERENCE

PROCUREMENT OF DIGITAL LEARNING PLATFORM

REQUEST FOR PROPOSALS / SEPTEMBER 2021

RFP: BZ – DLP 01 – SEP- 2021

SUMMARY	
Title	PROCUREMENT OF DIGITAL LEARNING PLATFORM
Reference	RFP: BZ – DLP 01 – SEP - 2021
Description <i>(Summary for website - 100 words max)</i>	BEYOND ZERO seeks the services of experienced service provider(s) to supply and deliver a Digital Learning Platform.
Submission by email only to	procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none"> 1. CIPC Registration Documents 2. Certified ID Copies of the Directors 3. Company profile 4. B-BBEE certificate 5. SARS tax clearance certificate 6. VAT registration certificate for all expenditure more than R1 million 7. Company’s Bank Account Verification Letter 8. Signed Global Fund Code of Conduct letter for Suppliers of Services 9. Completed and Signed Declaration of Interest
Deadline for submission	13h00 on the 21st September 2021

1 | BACKGROUND

Beyond Zero NPC is a registered section 21 (NPO) with a 17-year-long successful track record of delivering public health systems strengthening programmes in South Africa focusing on HIV/AIDS, STI care, TB care, patient support, treatment, and prevention. The organization has extensive international donor grant management experience, managing various grants from Children’s Aids Fund (CAF), the United States President’s Emergency Plan for AIDS Relief (PEPFAR), KFW, Development Bank and the U.S. Centres for Disease Control and Prevention (CDC) and the Global Fund.

South Africa is home to the largest human immunodeficiency virus (HIV) epidemic in the world, modelled at 7.2 million people living with HIV (PLHIV) (all ages) in 2017.¹ With an estimated 260,000 new infections annually, South Africa’s HIV epidemic is not only the largest in the world, but also the fastest growing.² Survey data from the same year show HIV prevalence of 14% among people of all ages (up from 12.2% in 2012), and 20.6% among those aged 15-49 years (up from 18.8% in 2012).³ Women face disproportionate HIV burden throughout the life cycle, but this gender disparity is most pronounced among adolescent girls and young women (AGYW) aged 15-24 years, whose HIV prevalence is 3.3 times greater than their male peers (15.5% compared to 4.8%).

2 | SCOPE OF WORK

This Request for Proposals seeks services of an experienced service provider to supply and deliver a one year renewable subscription to a Digital Learning Platform (DLP).

Proposal must include:

1. Prospective service provider must have adequate financial resources to deliver goods or the ability to obtain financial resources.
2. Prospective service provider must demonstrate the ability to fully comply with the Technical Specification and required or proposed delivery and performance schedules.
 - 2.1. Develop a demo DLP for Beyond Zero reflecting all the services, capabilities, requirements and technical specifications of the platform.
 - 2.2. Proposal shall be accompanied by a link to a demo DLP. Three users with different usernames shall be afforded in the demo.
3. Prospective bidder's team lead must possess extensive relevant experience (minimum 10 years) and relevant qualifications (post matric). An organogram with the team lead's detailed CV must serve as an annexure to the proposal.

Required scope:

Service Provider	Beyond Zero
<ol style="list-style-type: none"> 1. Develop, design, release, support and maintain the DLP for Beyond Zero. 2. Provide Beyond Zero with domain name for their DLP, either co.za or.com or any of the acceptable domain names. 3. Cloud - host the DLP for Beyond Zero. 4. Install plugins that improve the DLP performance as per request by customer. The customer will pay for the ones that are commercial. There will be no need to pay for the plugin if it can be freely installed. 5. Develop a demo DLP for Beyond Zero reflecting all the services, capabilities, requirements and technical specifications of the platform. 	<ol style="list-style-type: none"> 1. Create courses on the DLP. 2. Create users on the DLP. 3. Enroll users on their courses. 4. Add content and activities on courses in the DLP. 5. Provide a space on the Beyond Zero website where a button or link is placed that takes users to the DLP. 6. Provide service provider with name of their DLP. 7. Train facilitators on using the platform to communicate with students, provide content and activities to students as well as get students interact amongst themselves. 8. Train students to engage with the platform.

2 | TECHNICAL SPECIFICATION

1. About the Digital Learning Platform (DLP)

- i. **Uses:** This DLP will be used for teaching and learning purposes. It must enable ubiquitous interaction between;
 - a. facilitators and learners
 - b. learners and content
 - c. learners and other learners
- ii. These interactions must be able to be tracked, monitored and retrieved in data format for learning data analysis
- iii. **DLP Hosting:** The DLP must be hosted on *cloud*. This means that it must be an online application with no need for physical computer or server installations on the side of the customer. Users must access the DLP as a web application through internet connection.
- iv. **User Training:** full training for all users must be included in the offering, with an on-line Help facility included.
- v. **Human to DLP Interaction:** This DLP must be responsive allowing it to be accessed either on desktop, laptop or any digital device the user has with no change in shape and form.
- vi. **Access:** Users of the DLP must be divided into three categories or roles:
 - a. **Manager:**
 - i. Make changes to the DLP
 - ii. Add courses to the DLP
 - iii. Add users to the DLP
 - iv. Enroll Learners to courses
 - v. Track and monitor interaction data in the DLP as in;
 1. Facilitator activity
 2. Learner Activity
 3. Course progress and completion status
 4. Programme progress and completion status
 - b. **Facilitators**
 - i. Add learning content and activities to courses
 - ii. Communicate with learners
 - iii. Facilitate knowledge testing
 - iv. Track and monitor learner progress inside their courses
 - v. Create individualized learning plans and pathways

c. **Learners**

- i. Access learning content
- ii. Download learning content
- iii. Receive “push notifications” of new content
- iv. Complete activities
- v. Access learning reports – “e-Learning Journey”
- vi. Communicate with facilitators
- vii. Communicate with other learners – “Peer discussions”

vii. **Learning interaction in the DLP**

- a. **Asynchronous interaction.** This is where users access and interact with the content of the DLP without live upstream interaction. The number of asynchronous users shall be unlimited. An initial number of 1000 learners shall be registered to the DLP, the number may be increased based on the demand.
- b. **Synchronous interaction.** This is where users access the DLP at the same time during live online classes. This DLP must be able to use video conferencing facilities which are not corporate orientated but education orientated with tools and features that support teaching and learning like;
 - i. Learning Management System integration
 - ii. Documents upload
 - iii. Whiteboard
 - iv. Breakout rooms
 - v. Chat
 - vi. Polling
 - vii. Multi-User whiteboard
 - viii. Shared notes
 - ix. Screen share
 - x. Video share
 - xi. Attendance register
- c. **Synchronous interaction user numbers:** The video conferencing facility must allow at least 150 users to be in live classes at one time. These classes can be divided into 6 different classes with each facilitator/teacher as per the following;
 - i. 1 class of 150 users or
 - ii. 2 classes of 75 users or
 - iii. 3 classes of 50 users or
 - iv. 4 classes of 25 users or

v. 5 classes of 30 users

3 | PRICING REQUIREMENTS

Attachment A: Price Schedule

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1a	<i>List the software, configuration, training & licence items that are to be supplied</i>				
1b					
1c					
2	VAT				
GRAND TOTAL IN WORDS Click here to enter text.					
GRAND TOTAL IN SOUTH AFRICAN RANDS					R

Delivery Date:

We, the undersigned, provide the attached proposal in accordance RFP: BZ – DLP 01 – SEPT – 2021 **dated** 2/09/2021. Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that Beyond Zero is not bound to accept any proposal it receives or the cheapest.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

4 | SUBMISSION OF RFPs

To submit the application, write an e-mail to procurement@beyondzero.org.za with RFP: BZ – DLP 01 – SEPT - 2021 in the subject line no later than the 21st September 2021 at 13:00

5 | EVALUATION CRITERIA

Evaluation Criteria for Proposals

The evaluation of proposals will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the threshold for appointment. BEYOND ZERO will use the shortlist drawn by the PRC to recommend applicants to be appointed.

The evaluation process will be conducted according to the following stages:

- Stage 1: Assessment of administrative compliance with pre-qualification/eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 60 out of 80 points of the technical competency requirements to progress further. Selection will be done by a PRC.
- Stage 3: On-site visit to service provider(s) to confirm the physical presence and compliance with the TOR.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall technical competence score is as follows:

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Company Proof of legal entity	Pass/Fail
		Tax Clearance Certificate and VAT Certificate Registration	
		Correct BB-EEE Certificate	
TECHNICAL	70%	Ability to implement the Scope of Work	70
		Experience of implementing similar programmes	
		Sufficient financial resources to implement the Scope of Work	
BUDGET	10%	Pricing	10
B-BBEE LEVEL	20%	B-BBEE levels scored on a scale	20
GRAND TOTAL			100

Additional information linked to awards are listed below:

- BEYOND ZERO reserves the right to request the applicant to meet with us to clarify the proposal.
- BEYOND ZERO is not bound to accept the proposal.
- BEYOND ZERO may, entirely at its discretion, decide to –
 - award contracts to different organizations for different sections of the scope of work;
 - delay the award contracts for certain sections of the scope of work (taking into account, inter alia, timing of funding availability)
 - subject the award of contracts to specific conditions as BEYOND ZERO may determine at the stage of awarding the contract.

NB: The closing date for the submission of proposals is the 21ST September 2021 at 13:00. No late proposals will be considered. All proposals must be sent to procurement@beyondzero.org.za . Please send all the technical enquiries to bulumkof@beyondzero.org.za not later than 13th September 2021.