



University of Johannesburg

Annexure A

RFP UJ 33/2023: Provision of a Microsoft Power Business Intelligence Solution

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1. Introduction

The Information Communication Systems (ICS) Division is tasked with planning, developing, implementation, managing and support of Microsoft Power Business Intelligence solution for the University of Johannesburg's Finance, Human Resources and Supply Chain Management departments. Although for completeness, data from other departments or faculties might be required like Student Finance or Corporate Governance.

2. Purpose of the Document

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply a Business Intelligence (BI) solution to the University of Johannesburg using Microsoft Power BI, over a 3-year period. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system. This RFP contains details regarding scope, specification, evaluation criteria, as well as other relevant details which responders needs to factor in while responding to this RFP

3. Requirements

The requirements for a Microsoft Power BI solution are outlined below:

3.1 To install, configure, design, develop, test, implement, maintain, and support a Business Intelligence Solution, using Microsoft Power BI

- A service and support level proposal must be included for support and maintenance of proposed implementation for period of one (1) year after implementation.
- A support level proposal to accommodate additional requirements.
- UJ staff training and development to create their own reports and dashboards and transferring of knowledge to be able to enhance implemented solution.
- Include skills of the personnel and experience that will work on the project and
- References companies where previous implementations have been done (Minimum of two).

3.2 Analytics and reporting as per departmental specifications:

- Portal where relevant business users can view, save, download, schedule various enterprise dashboards
- Capable to filter all key business metrics based on various parameters
- Capable to pull the report for a specified performance period in a pivot table & different graphical layout
- Capable to compare metrics across various parameters in a chart or graphical formats

3.3 Automated Dashboard Design

- Capable to produce dashboards without the help of IT team for system integration and publish it for the consumption of department users
- Capable of making ad-hoc query through SQL commands as well as GUI based design (drag and drop) along with rich analytical functions

3.4 Data Management

- Compatible with different data storages like Flat file storage, relational databases, and big data storages like Hive/HBase.
- Supports on-demand processing with its own data ETL process
- Supports integration with existing or market leading data preparation/management platforms
- Functionality for admin users to create new dimensions, derived metrics etc

3.5 Access Management

- Hierarchy of user access - View, Design, Modify, Admin access.
- Allows access to only approved dashboards and reports per business unit.

3.6 Data Sources

- Multiple Data Source Connections & Cross Database Joins
- Support on-premises and cloud data sources
- Support a variety of data sources including file-based data sources (Excel, Access), Oracle DB, JSON Files, direct SQL ad-hoc querying, Multidimensional Expressions (MDX) ad-hoc querying (OLAP cubes), as well as other commonly used data sources like (Google Analytics, Microsoft Azure etc.). Must support leveraging data from Web Services.

3.7 Distribution and Sharing

Automated Scheduling and Distribution	Provide analytic content to end users on an on-demand and scheduled basis. End user may subscribe to dashboards and receive an email with the dashboard attached in their email box on a scheduled delivery. Option to distribute on Mobile Application functionality.
API	Provides an API for integration with external web applications
Export to PDF	All dashboard, maps, graphs, tables and reports can be exported to PDF
Export to Excel and CSV	Tables, Reports and graphs can be exported to EXCEL or in a CSV format or power point presentation
Export as a Picture	Graphs, Maps, Tables, Reports and all dashboard pages can be exported in a picture format

3.8 Data Security

Ensure application of correct level security within each environment

- Privacy Levels in Power Query
- Row Level Security (RLS) in Power BI
- Office 365 Sensitivity Labels
- Power BI Workspace Security
- Audit logging and reporting
- Reporting on user access to data on all environments
- Reporting on personal information within the environments
- All data transfers to be via a secure channel

3.9 Price

- The total price shall be deemed to include all things and matters necessary for the complete and satisfactory execution and completion of the project whether specifically referred to in the document or not.

3.10 Team Profile

- Provide a list of the people involved in this engagement including CV's, skills matrix and successful PowerBI implementations.
- References of PowerBI implementations in other companies (Private and/or Public)

4. WORK in SCOPE

The scope of the Business Intelligence Solution is as follows: -

4.1 Requirement Gathering & Analysis

- Identification of high-level analytical reporting needs
- Gap analysis (As-Is v/s To-Be Analytical reporting)
- Detailed requirement gathering, prioritization & analysis for analytical reports
- Infrastructure and Hardware capacity planning & sizing
- The vendor should validate and highlight all the data inconsistencies between systems to UJ periodically to ensure correct information is processed to EDW.
- The solution for Enterprise data warehouse (EDW) & Business Intelligence (BI)
 - Solution on detailed design for EDW
 - Integration mechanism from source systems in scope to EDW
 - Data flow for EDW & BI reporting landscape

Implementation of EDW and BI with the required deliverables in the given timelines below.

4.2 The below High-level BI requirements gathered across various business areas:

4.2.1 Requirements from HR Business Area

This section outlines high level requirements from future BI platform as shared by the participants from HR Business Area.

- Head Count Report
- Vacancy & Position Management
- Absence Management
- Remuneration Reports
- Equity Reports
- Resignations & Terminations
- Promotions (mostly reported as part of the Headcount Report and Equity Reports, but also reported monthly to ELG)
- New Appointments
- Study Benefits
- Long Service

- Qualifications
- Age Profile
- Benefits
- Monitoring Termination of WP for Foreign Nationals
- Probation
- Retirements
- Expiry of Term of Appointment for HOD/HOS
- Exit Interview Management
- Performance Management
- Temp appointments and spend per period per Faculty/Department

4.2.2 Requirements from Payroll Business Area

- Costs Reports
 - UJ Cost to Company Budget Reports
 - UJ Costs by Cost Centre Reports
 - UJ Costs by Employee Reports
- Bonus Reports
 - UJ Bonus provision Reports
- Leave Provision Reports
 - Leave Provision Reports at specific time to all Employees
- Budget v/s Actual Reports
 - Budget Approved v/s Used v/s Available Reports
 - Payroll Monthly Reports

4.2.3 Requirements from Finance Business Area

- Debtors
 - [Sundry Debtors](#) Age analysis by Debtor, Department / cc
 - Student Debtors Age Analysis by Debtor, Department / cc
 - Bad Debt Movements by Period, year
 - Number and values of invoices issued by period

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- Number and values of invoices/credit notes issued by user
 - Number and values of credit memos issued by period
 - Ability to integrate with 3rd party solutions, e.g., GRC tool or IDU.Collection statistics Reports
- Account Payables
 - **Creditor's** Age analysis by creditor/supplier, Department / cc
 - Payment Distribution" report/dashboard, indicating all invoices paid, and associated distribution to cost strings
 - Active suppliers against payments made per Alphabet
 - Invoices paid over terms, Invoices outstanding (over terms)
 - Value paid per month and discounts taken
 - Invoices processed per month per user
 - Validations per month per user
 - Monthly Payments per category (supplier. Ad-hoc and APK Ad-Hoc)
 - Unaccounted transactions on the system
- Service Manager
- Third party systems (e.g. Kofax, IDU, etc)
- Reconciliation Dashboard
- Procurement
 - Procure to pay
 - Procurement Dashboards
 - Different categories with values (Top 20)
 - Requisitions

Purchase Requisitions, Internal requisitions, Procurement outstanding requisitions, unassigned requisitions at month-end, Cartridge requisitions and Requisitions longer than three days in Procurement. Number of requisitions created on monthly basis with approval status. Detailed to information should be send to manager on Daily, weekly and/ monthly basis.

Balanced with financial data – Encumbrance Accounting
 - Procurement Orders

Value of orders, orders processed, open order quantity and open order value. Number of PO's VS iProcs (PRs) assign to Buyers.

Balanced with financial data – Encumbrance Accounting
 - Stock, Desktops & Laptops

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Value, Quantity, orders processed value and quantity

- Value changes
 - Insurance claims
 - Software License
 - Increase over period Per FTE student Per faculty/division
 - Duplication
- Supplier
 - Suppliers not used in the past 6 months, 1 year and 2 years
 - Suppliers with Duplicate VAT numbers, Duplicate Addresses and incorrect addresses
 - Reports as indicated for “Ad-Hoc Suppliers” (not on UJ’s supplier database)
 - Payment history of a supplier
 - BBBEE report on suppliers
 - Tax clearance certificate expiry dates
- Project
 - Expenses against budget by task, sub task, campus, capital projects or maintenance projects
 - Movement on investment income
 - Cash flow graphs against forecasts
 - Money spend per supplier by dept
 - Analysis of extra-curricular income
- Warehousing and Distribution Dashboards
 - Transaction register report
 - Back-order summary report
 - Receiving transaction Register
 - Move order quantity
 - Top 10 items issued
 - Sales orders, Value and account
- Contracts and commodities Dashboards
 - Spend Per Supplier via PO or Not
 - Invoice stats detail
 - Spend analysis summary
 - UJ payments with or without PO
 - Number of contracts
 - Types of contracts
- Tenders Dashboards
- Assets (per Department/Faculty)

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- Assets below R15000.00 – Current Year v/s Previous Year (Now R10 000, but historically R15 000, so will need an input or selection field)
 - RXI - Monthly Reports
 - Zero value Assets Reports
 - Number of Additions – Current Year v/s Previous Year
 - Value of Additions – Current Year v/s Previous Year
 - Number of Retirements – Current Year v/s Previous Year
 - Reserve detailed
- Tenders per department/faculty
 - Tenders open order quantity and value by Administrator
 - Tenders' orders processed quantity and value by Administrator, Category
 - Tenders outstanding requisitions by Administrator
 - Tenders – list of incomplete orders
 - UJHB payment vs Tenders Order Report
 - UJ contract types, PO account and PO number
 - UJ contracts: contract/consult/Interim
- Budget & Planning
 - Budget Movement by Period, Year, Account Line and Category
 - Actual Spend v/s Budget by Period and Year
 - Percentage of budget contribution of expenses category
 - Management Accounts per period Per Department/Faculty
 - UJ Budget costs centres
 - Non budget cost centres
 - Residences
 - Reserves analysis Per Department/Faculty
 - Capital Projects – Utilisation report
 - Reconciliations between different systems
 - Staff Advances and ageing Per Department/Faculty
- NRF Reports
 - NRF Grant Statement for UJ
- Research Funds report – URC
- Credit cards spend and compliance reports

- Cash Management
 - Movement in bank balances per period (daily, weekly, monthly)
 - Bank Charges analysis per bank per period
 - Unidentified Receipts – report for sharing/access UJ Community
 - Receipt Distribution Report (Similar to Account Payables' Payment Distribution Report) – including Notes/Description captured
 - Number of Payments made per period
 - Number of online banking platform approvals per user
 - Online banking platform user access changes
 - Online banking platform recipients and associated additions/amendments

4 Evaluation Criteria

This RFP will be evaluated in three (3) stages:

Stage 1 – Tender Compliance

Stage 2 – Functionality

Stage 3 - Financial and B-BBEE

4.1 Stage 2 - Functionality

Requirement	Maximum obtainable	Reference in proposal
BI Solution Design (Install, configure, develop, test) – 5 points Implement, – 5 points Maintain, – 5 points Support and Rollout using Microsoft Power BI– 5 points	20	
Analytics and reporting Portal – 5 points Filtering capability – 5 points Pivot table and graphical layout – 5 points Metrics comparison across parameters – 5 points	20	
Automated Dashboard Design Independent IT self-service dashboard – 5 points Rich analytical function – 5 points	10	
Data Management	5	
Access Management	5	
Data Sources	5	
Distribution and sharing	5	

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Data security	5	
Support Team Profile (to provide support and maintenance for 1 year after implementation)	5	
Proposed Project Team with relevant skills, accreditation and experience.	5	
Reference letters of similar implementations not older than 5 years (a minimum of 5 letters)	5	
Reference letters of similar support and maintenance not older than 5 years (a minimum of 5 letters)	5	
UJ staff training and development (knowledge transfer)	5	
Total Points awarded	100	

A minimum of 70 points is required by any tenderer before further evaluation. All tenderers who achieve 70 points or more will be evaluated equally in terms of Stage 3.

4.2 Stage 3 - Financial and B-BBEE

- Price (80 points)
- BBEE (20 points)

Other Information:

Please supply any other information that you think is useful for the submission that needs to be considered.