



REQUEST FOR PROPOSAL (RFP UJ 11/2025)

Smart Campus Readiness Assessment

TABLE OF CONTENTS

1. INTRODUCTION	3
2. Background.....	3
3. Readiness assessment overview	4
3.1 Overview	4
3.2 Scope	4
3.3 Requirements	5
4. Evaluation Criteria.....	6

1. INTRODUCTION

The University of Johannesburg (UJ), through its Information Communication Systems (ICS) Division, seeks to advance its strategic initiative towards an intelligent and connected campus environment (Smart Campus). This Request for Proposal (RFP) invites qualified external experts to undertake a pivotal role in assessing the current state of Information and Communication Technology (ICT), facilities systems, access control, video surveillance systems and teaching and learning spaces. The objective is to formulate a comprehensive plan to transform UJ's infrastructure and teaching and learning spaces into a secure, interconnected, and intelligent environment, laying the foundation for a Smart Campus.

2. BACKGROUND

The University of Johannesburg (UJ) is a leading educational institution committed to academic excellence and providing a safe and conducive learning environment for its students, faculty, and staff. To enhance operational efficiency, security, and overall campus experience, UJ has made substantial investments in various ICT, AVS, and facilities systems, including access control, asset management, and video surveillance systems.

The assessment will assist in leveraging these existing investments to develop a smart landscape that integrates and optimises these systems for the benefit of the entire university. Additionally, this exercise will identify gaps that are pivotal for UJ's future smart initiatives.

The university has five (5) campuses and two (2) additional buildings as follows:

- Auckland Park Bunting Road (APB)
- Auckland Park Kingsway (APK)
- Doornfontein Campus (DFC)
- Soweto Campus (SWC)
- JBS Park (JBS)
- UJ on Empire (UJoE)
- UJ on Stanley (UJoS)

If the bidder intends to engage partners, a consortium, a joint venture, or operate under a memorandum of understanding to complete this work, they must declare it upfront and include a copy of the relevant contract(s) with their submission.

The percentage work that will be performed by the various partners whether partners, or a consortium, or a joint venture, or those operating under a memorandum of understanding must be declared explicitly up front in their proposal document.

Furthermore the specific survey data collection, technical design / analysis work, and the project management and report production performed by the various partners must be indicated accurately.

3. READINESS ASSESSMENT OVERVIEW

3.1 Overview

We extend this Request for Proposal (RFP) to invite qualified external experts to undertake a pivotal role in our initiative aimed at Smart Campus Readiness assessment focusing on the following:

AS-IS Assessment: Conduct a thorough evaluation of the existing landscape, reviewing the architecture, functionality, interoperability, performance and fit for purpose to support a Smart Campus. Identify gaps, redundancies, and potential risks within the current infrastructure.

Stakeholder Engagement: Collaborate with key stakeholders, including university leadership, Facilities Management, ICS, Protection Services, Academic departments, and UJ governance structures to gather insights, understand requirements, align objectives, and identify gaps.

Industry Best Practices: Undertake research and benchmarking against industry best practices and successful implementations of intelligent landscapes in comparable educational institutions. Identify pertinent technologies, standards, and frameworks to guide the transformational process.

Gap analysis: Provide a detailed gap analysis from the as-is assessment to inform the strategic plan.

3.2 Scope

This RFP encompasses all ICT, Facilities Management, Teaching and Learning, and Protection Services systems and Teaching and Learning Spaces across all UJ campuses.

Teaching and Learning Spaces Summary

The Teaching and Learning spaces across all campuses are as follows:

Campus	Number of Venues
Auckland Park Bunting Road (APB)	73
Auckland Park Kingsway (APK)	83
Doornfontein Campus (DFC)	123
Soweto Campus (SWC)	47

Buildings

Buildings
UJ on Empire (UJoE)
UJ on Stanley (UJoS)

3.3 Requirements

The successful bidder shall fulfil the following requirements:

Completion of the AS-IS assessment report and documentation framework, including a detailed analysis of existing ICT, AVS, Protection Services systems, facilities systems and teaching and learning spaces.

Stakeholder engagement workshops and requirements gathering sessions to validate the assessment findings and involve key stakeholders in the planning process.

The requests from the various stakeholder groups should be compared to accepted Best Practice for Smart Campus venue and overall facility management given the existing UJ venues and facilities.

High level integration plan, system enhancements, documentation framework, and other recommendations that recognize that a Smart Campus venue solution should be extensible to become the backbone for an overall Smart Campus solution that will eventually incorporate all facility and infrastructure elements.

Final presentation of the assessment highlighting the benefits, risks, estimated costs, and gaps for the Smart Campus Readiness Assessment.

No.	Key Deliverables
1	AS-IS Assessment
2	Stakeholder engagement
3	Summary of Best Practice vs UJ venues
4	Gap analysis
5	High level plan

Table 1: Key Deliverables

Please provide as much detail as possible for the key deliverables,

4. EVALUATION CRITERIA

This RFP will be evaluated in four stages:

Stage 1 – Tender Administration Compliance

Stage 2 – Technical / Functionality Compliance

Stage 3 - Presentations

Stage 4 - Financial and B-BBEE

4.1 Stage 2 – Technical / Functionality

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

Evaluation Criteria		Maximum points obtainable
1	Technical Expertise and Experience	70
	COMPANY EXPERIENCE Demonstrated experience with respect to relevant projects. Bidder must provide a minimum of 2 reference letters on the client's letterhead not older than 3 years and with contact details, confirming a successful completion of: SMART CAMPUS/CITY PROJECTS The following must be captured: a. Employer, contact person and telephone number. b. Description of work (service) c. Value of work (i.e., the service provided) inclusive of VAT). d. Date completed. *Experience in aspects or focus areas of the Smart Campus/City will be acceptable. 2 relevant letters – 5 points 3 relevant letters – 15 points 4 relevant letters – 20 points 5 relevant letters – 25 points	25

KEY STAFF

Please propose the structure and composition of the team indicating i.e., the main disciplines involved, the key staff member/expert responsible for each discipline, and the proposed staff, together with names of second choice alternate personnel as well as their cvs and qualifications.

Please provide information for the following and any other areas deemed necessary:

1. ICT Resource

Scoring is per resource area:

6 Points - More than 7 years of post-qualification experience

4 Points - More than 5 and up to 7 years' post-qualification experience.

2 Point - More than 3 years and up to 5 years post-qualification experience

0 Point - 3 years or less post-qualification experience

2. Security Resource

Scoring is per resource area:

6 Points - More than 7 years of post-qualification experience

4 Points - More than 5 and up to 7 years' post-qualification experience.

2 Point - More than 3 years and up to 5 years post-qualification experience

0 Point - 3 years or less post-qualification experience

3. Facilities Management

Scoring is per resource area:

6 Points - More than 7 years of post-qualification experience

4 Points - More than 5 and up to 7 years' post-qualification experience.

2 Point - More than 3 years and up to 5 years post-qualification experience

0 Point - 3 years or less post-qualification experience

4. Smart Campus/City

Scoring is per resource area:

6 Points - More than 7 years of post-qualification experience

4 Points - More than 5 and up to 7 years' post-qualification experience.

2 Point - More than 3 years and up to 5 years post-qualification experience

0 Point - 3 years or less post-qualification experience

5. Teaching and Learning

Scoring is per resource area:

6 Points - More than 7 years of post-qualification experience

4 Points - More than 5 and up to 7 years' post-qualification experience.

2 Point - More than 3 years and up to 5 years post-qualification experience

0 Point - 3 years or less post-qualification experience

35

2 Project Timeline and Schedule

40

Clear project schedule, including milestones, deliverables, and timelines

20 points – Excellent: A comprehensive and realistic timeline is presented, clearly outlining all project phases, milestones, deliverables, and critical deadlines. Dependencies and contingency plans are addressed.

20

<p>10 points – Satisfactory: A general timeline is provided, with some detail on key activities and deliverables, but lacks clarity in sequencing or realistic time allocations.</p> <p>0 points – Unsatisfactory: Timeline is vague, overly optimistic, lacks deliverables or key milestones, or is missing altogether.</p>	
<p>Approach and Methodology</p> <p>Suitability, specificity, and rigour of the approach and methodology in achieving project objectives, including project management processes and resource planning.</p> <p>20 points – Excellent: A well-developed, tailored methodology that aligns directly with the project's objectives. Clearly outlines project management structures, resource planning, risk mitigation, and implementation strategies.</p> <p>10 points – Satisfactory: Methodology is generally adequate but lacks specificity or adaptation to the project context. Some elements of project management are addressed, but with limited depth.</p> <p>0 points – Unsatisfactory: Methodology is vague, generic, or not aligned with the objectives. Key components are missing or inadequately addressed.</p>	20
Total Points awarded	100

Bidders who achieve a minimum of 70 points or more in stage 2 evaluation, will be invited to present their tender proposal to the UJ bid evaluation committee.

4.2 Stage 3 - Presentations

4.3 Stage 4 - Financial and B-BBEE

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

Important Information:

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

A bidder must provide a copy of the agreement contract(s) when intending to engage partners, a consortium, a joint venture, or operate under a memorandum of understanding.

UJ further requires the same supporting documents of the subcontractor and/or consortium partners being company documents, BBEEE certificates, audited financial statements, ultimate beneficial owners of the company, letter of good standing, VAT documents, company profile, references for previous projects and CV's of all employees who will attend to the services where applicable.

