



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VETTING AND PSYCHOMETRIC ASSESSMENT

RFQ/JHB/2023/033

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that *inter alia* has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The HDA also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including: national, provincial and local government and municipalities, as well as with communities, developers and financiers. Established in 2009, the HDA was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

2. BACKGROUND

The HDA seeks to appointment a service provider for a 12-month period to provide employee background screening, verifications checks, and criminal checks, as part of the HDA recruitment procedures.

3. SCOPE OF WORK

3.1 The HDA requires a service provider who will conduct employee background screening, verifications checks, and criminal checks by capturing digital fingerprints and checking their prints against the (Automated Electronic Criminal Record Checks) AFISwitch database and psychometric assessments requirements.

3.2 The vetting services must be designed to ensure that the services listed but not limited to below are offered:

3.3 The service provider should have offices across all provinces in South Africa as the HDA operates in Johannesburg, Port Elizabeth, East London, Cape Town, Kimberley, Bloemfontein, Durban, Limpopo, Mahikeng and possibly expand to other provinces. inclusive of all regions.

3.2.1 Background screening, verification and criminal checks

- a) Qualification Checks.
- b) Membership Verification;
- c) National Qualifications Register.
- d) Academic Transcripts.
- e) Institution Accreditation.
- f) Criminal record check,
- g) Identity Verification.
- h) Adverse Financial History.

- i) Driver's License.
- j) Employment History.
- k) Fraud check.
- l) Directorship search and social medial screening

3.4 The service provider is required to submit all check conducted within 5 working days to the HDA.

3.4. Psychometric assessments

- a) Provide a list of suitable psychometrics assessments and/or tools that will cater for a comprehensive psychometrics assessment solution.
- b) Provide feedback to job incumbent/ candidate on assessment outcomes.
- c) Provide the HDA with a compressive psychometric assessment and analysis report of the assessment outcomes.

4. EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all Service Providers, the HDA has a policy for the appointment of Service Providers that will adhere to the criteria set out above. Quotes will be evaluated in terms of the prevailing SCM Policy applicable to the HDA.

A three-phase approach will be used for the evaluation of proposals received as follows:

Stage one- Adherence to Compliance checklist requirements. (Mandatory Requirements)

1. The company must be registered with the credit bureau and should be a member of both the National Association of Professional Background Screeners (NAPBS) and the Southern African Fraud Prevention Service (SAFPS). The company must have access to the National Qualifications Register (NQR®).
2. The service provider should have offices across all provinces in South Africa as the HDA operates in Johannesburg, Port Elizabeth, East London, Cape Town, Kimberley, Bloemfontein, Durban, Limpopo, Mahikeng and possibly expand to other provinces, inclusive of all regions. The service provider must demonstrate that they have offices / support nationally and provide proof that they are operation in all nine provinces across South Africa. A valid lease agreement/ contracts of operational work in all Provinces is required to confirm that this services can be provided nationally.
3. Should the service provider have joint venture with other companies providing the same vetting and screening services, all companies must submit a signed joint venture agreement indicating the Lead company.
4. Completion of All Standard Bidding Document (SBD1, SBD 4 and 6.1)
5. CSD supplier registration number for verification checks

Stage two- Evaluation: Proposals will be evaluated on their technical ability to perform the task as per the technical response/proposal.

Any proposals below 70% of the points in the table below will be disqualified for the second evaluation.

Table 1- Technical Evaluation Criteria

TECHNICAL EVALUATION CRITERIA		
CRITERIA	SUB-CRITERIA	POINTS
The Company's Profile	<ul style="list-style-type: none"> ▪ Provide a detailed company's profile related to the requirements (scope of work), including the company structure indicating capabilities to meet the required services (in case of a joint venture all companies must provide separate profiles also indicating the Lead company). (20 points) 	20
Capacity and Capability	<ul style="list-style-type: none"> ▪ Demonstrate financial capability to execute the required services. The service provider is expected to submit the latest audited financial statements (last two (2) years) (10) 	10
Organisational Experience	<ul style="list-style-type: none"> ▪ Demonstrate experience of similar projects by submitting relevant written, signed and contactable references within the last 2 years (15) <ul style="list-style-type: none"> ○ <i>More than 3 written references - (15 points)</i> ○ <i>3 reference letters - (10 points)</i> ○ <i>2 – 1 reference letter (s) - (5 points)</i> ▪ Provide appointment letters within the last 2 years from previous companies worked with relating to this scope of work including range of recruitment services provided (25) <ul style="list-style-type: none"> ○ <i>3 or more - (25 points)</i> ○ <i>2 letters - (15 points)</i> ○ <i>1 letter - (5 points)</i> ○ <i>0 letter - (0 points)</i> ▪ Provide at least 5 CV's of team composition confirming the relevant experience, knowledge and qualifications (10) 	50

	<ul style="list-style-type: none"> ○ CV's to include 5 – 10 years relevant and proven experience (5 points) ○ CV's to include 10 years and more relevant and proven experience (10 points) 	
Methodology and approach	<ul style="list-style-type: none"> ▪ Provide detailed approach, methodology and process to conduct checks and assessments. Project plan per assignment to be included aligned to the project deliverables and outputs (20 points) 	20
Total Points		100

Stage three evaluation: Those that qualify will be assessed using the **80:20** formula for Price and **specific goals** as per the PPR 2022

The following criteria will be used for point's allocation for price and specific goals compliance on **80/20** point system:-

Table 2 - Price and specific goals

Evaluation criteria	Weighting
Specific Goals	20
Price	80
TOTAL	100

5. COST ESTIMATE

5.1. Provide cost estimates for the following services:

Table 3 - Pricing Schedule

Product/ Services Per Candidate/ Per Check	Price incl. VAT
Qualification Checks	
Membership Verification	
National Qualification Register	
Academic Transcripts	
Institution Accreditation	
Criminal record check	
Identity Verification	
Adverse Financial History	
Driver's License	

Employment History	
Fraud check	
Directorship search and social medial screening	
Psychometric Assessment: <ul style="list-style-type: none"> • Competency based assessments. • Linked Psychometric Assessment • Personality and Behavioral assessment 	

5.2 All prices must be VAT inclusive and remain unchanged for the duration of the contract.

5.3. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.