

REQUEST FOR EXPRESSION OF INTEREST

PROJECT NAME: SUPPLY AND IMPLEMENT A LEGAL AND/OR INVESTIGATIVE CASE MANAGEMENT SYSTEM FOR THE AGSA

The Auditor-General of South Africa (AGSA) seeks an expression of interest (EOI) from suitably qualified and experienced vendors to supply and implement a legal and/or investigative case management system (CMS) for the AGSA

The aim of the EOI is to identify vendors with experience and expertise in implementing legal and/or investigative case management systems for organisations of similar size and complexity to the AGSA. We will then be able to identify CMS solutions that meet our requirements.

The following provisions must be included in the CMS solution:

- A standard workflow and format to submit or update information
- Automated notifications to relevant internal and external stakeholders
- A single repository for all cases and supporting documents
- An audit trail of all actions taken on the system
- An automated review process that includes allowing user approvals on the system
- The ability to report, supported by a management information dashboard.

Interested vendors must provide the following information:

- Proposed solution and how it meets the needs of the AGSA
- Proposed pricing for supplying and implementing the solution, including licencing options
- A summary of the implementation plan/approach
- A minimum of three contactable references specific to implementing case management solutions.

A detailed description of the desired system capabilities and submission requirements is available in Annexure A on the AGSA website, www.agsa.co.za.

The submission deadline for EOIs is **14 December 2018 at 15h00**. Submissions may be posted, couriered or hand-delivered. Hand-deliveries may be posted into the tender box at Corporate Legal and Provisioning Services at First floor, East wing, Brooklyn Gardens, 235 Veale Street, corner of Veale and Middel streets, Nieuw Muckleneuk, Pretoria. Submissions may be posted, but must arrive before **the closing date and time**.

Submissions received after the deadline will not be considered.

EOIs received by the deadline of **14 December 2018 at 15:00** will be reviewed by the AGSA, and a shortlist of qualifying vendors will be compiled. Vendors included in the shortlist will be notified by **February 2019** and may be invited to respond to a Request for Proposal (RFP) for the required services.

Only vendors that respond to the request for EOI will be considered for the RFP.

Vendors that have not received a notification from the AGSA by **February 2019** may assume that they have not been invited to respond to the RFP.

All costs incurred in preparing the EOIs are the sole responsibility of the responding party and will not be recoverable in any way from the AGSA.

The AGSA reserves the right to reject or accept any or all submissions relating to this request for EOI. The AGSA also reserves the right to cancel the EOI if necessary.

The date of compulsory information session is **4 December 2018** from **9am to 11am** at Emperors Palace, Romanus Conference Room, 64 Jones Rd, O.R. Tambo, Kempton Park, 1620

Interested vendors may send queries for further information to the email address (MabuselaC@agsa.co.za). Only written enquiries will be attended to.