

**COMPULSORY BRIEFING SESSION**

**UMALUSI (23-24) T0002 APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN ENTERPRISE RESOURCE PLANNING SOLUTION TO UMALUSI**

**DATE : 08 NOVEMBER 2023**

**TIME : 10H00-11H00**

**VENUE : MS TEAMS**

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| **QUESTIONS** | **ANSWERS** |
| 1. Does the organisation intend to keep SAGE Payroll or upgrade to the latest version?
 | Yes, the appointed service provider will be required to integrate with Sage 300 People |
| 1. Is it possible to share integration points (3rd party systems and internal systems that are being retained)
 | Sage 300 People is the only integration point identified. There are not other current systems in use that required information from the solution.  |
| 1. What version of SAGE is the organisation currently using?
 | Sage 300 People 23.2.3.0 |
| 1. Will the organisation share the number of users per module?
 | It’s based on the total number of Umalusi employees as per the specification. See specification for further details. |
| 1. The organisation intends a data - Migration - Transactional Data for 3 Years to be migrated? Is this correct?
 | Yes, take on balances are permitted. Suppliers should not focus on migrating all transactional data and must consider trail balance take on balances  |
| 1. Will Trial Balance take on not suffice?
 | Yes, Suppliers may take this approach. |
| 1. How many employees are on Payroll?
 | 150 Full time employees, temps, and pensioner records. Excluding seasonal workers. |
| 1. What is the number of employees?
 | Umalusi maintains the following post establishment:* + 1. Executive Management 4
		2. Senior Management 10
		3. Middle Management 26
		4. Junior Management 43
		5. Skilled 19
		6. Semi-skilled 47
		7. Unskilled 5
		8. Temporary staff 10

The following defines the roles and responsibilities.for the proposed solution:1. Process administrators, 15 (fifteen) usersSystem administrative duties, capturing.budgets, adding tariffs, reviewing.transactions submitted by internal business.cost centres (Finance and Human CapitalManagement personnel)2. Cost centre administrators, 66 (sixty-six) usersResponsible for capturing claims and other.business cost centre transactions, namelypurchase requisitions, contractor claims,other transaction initiated by a cost centre.(semi-skilled to skilled personnel)3. Workflow end users, 83 (eighty-three) usersResponsible for approving and authorising |
| 1. What is the site code?
 | More information is required for this question. |