

**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) users  System administrative duties, capturing.  budgets, adding tariffs, reviewing.  transactions submitted by internal business.  cost centres (Finance and Human Capital  Management personnel)  2. Cost centre administrators, 66 (sixty-six) users  Responsible for capturing claims and other.  business cost centre transactions, namely  purchase requisitions, contractor claims,  other transaction initiated by a cost centre.  (semi-skilled to skilled personnel)  3. Workflow end users, 83 (eighty-three) users  Responsible for approving and authorising |
| 1. What is the site code? | More information is required for this question. |