



MINUTES

Meeting	COMPULSORY BRIEFING SESSION: DEVELOPMENT OF A BANK OF INSTRUMENTS, MODEL ANSWERS AND COMPILATION OF SUITABLE EXTERNAL EXAMINATION QUESTION PAPERS AND MODEL ANSWERS ON SHORT-TERM, RISK, LONG-TERM AND HEALTH INSURANCE QUALIFICATIONS		
Date	27 February 2019		
Time	11H10-12H10		
Venue	Oasis Boardroom		
Attendees			Specialist:
			Acting Quality Assurance Manager
			ETQA Monitoring Specialist
			ETQA Specialist Consultant
			SCM Specialist
Item No	Agenda Items		
1	Opening PG welcomed everyone present at the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register.		
2	Matters discussed PG stated that the briefing was compulsory meaning that only those bidders who attended will be considered for evaluation and that those who failed to attend will be disqualified from the process. The verification will be based on the attendance register. SM took all attendees through the requirements of the bid and provided the project background as follows: <ul style="list-style-type: none">- INSETA is soliciting bids for a service provider that will develop a bank of question papers and qualifications. This bank will then be a		

P.M.

- combination of an examination ready paper for learners to write at the end of a study session. Complying with the Quality Council for Trades and Occupations (QCTO), all learners that are going through what used to be known as a learnership programme are required to write an exit exam which is managed by the Assessment Quality Partner (AQP) which is INSETA in this instance. Therefore INSETA needs to develop question papers through an appointed service provider that will be used for those exams. The papers will then be owned by INSETA and the service provider will be required to sign a non-disclosure agreement.
- In the bid document, assessment instruments refer to question papers, tools refer to model answers and assessment banks refer to question banks.
 - INSETA will require questions and model answers in the banks. The sets that are compiled will be quality assured by INSETA to check if they comply with QCTO criteria.
 - Several qualifications have been listed in the clusters, hence bidders must bid for all qualifications within a cluster, however bidders must bid separately per each cluster.
 - Bidders must clearly indicate which clusters they are bidding for. If a bidder is bidding for all the 3 clusters, the expectation is that there will be 3 separate proposals for each cluster.
 - The number of questions that sit in a bank which INSETA must receive must be in a form of soft and hard copies and they must be enough for a combination of 10 unique question papers.
 - Service providers will have to go through the curriculum per qualification, understand what is in them and formulate several questions.
 - In terms of INSETA's question paper layout, there is a section that consists of multiple-choice questions, short answer questions and case studies, however should the appointed service provider want to negotiate a different layout, it will be negotiated at contracting stage.
 - There must be enough questions to make 10 different question papers per qualification, each paper needs to be out of 10 unique questions. Page 11 shows the table that is being alluded and has a format on how INSETA wants the questions to be compiled. INSETA wants banks with at least 100 questions consisting of multiple choice, short answers and case studies.
 - There is a standard criterion that INSETA must comply with the QCTO.
 - There are resources that INSETA must receive from providers, combining question papers. Those are resources INSETA will interrogate if it needs to be reviewed. Those resources are necessary so that the question papers are of acceptable standard when the QCTO is monitoring the level or quality of the question papers that are out.
 - The question papers must be such that at the end of the marking and moderation process, a student has been tested adequately to be certified as qualifying for the occupation.
 - Bidders must include an assessment strategy in their bid, that will guide the teaching process as well as assessment matrices.

Basically, what is required is a mapping of when questions are set, what is addressing in terms of measurement.

- INSETA is working under the delegated authority of the QCTO as an examining body but are still subject to them. scrutinizing every bit of the process to see the logic of what is being measured with multiple choice question or case study and the level of evaluation and how it talks back to the qualification. Hence the mapping between the actual qualification requirements and what providers have produced is important.
- The requirement is for development of banks and compilation of question papers for Final Integrated Examinations (FISAs). These FISAs are based on the list of qualifications that are contained in the clusters.
- It is critical that bidders also provide proof that they have previously developed question papers, that they are accredited for the qualifications bidding for and they have the expertise in the qualification that they are bidding for.
- Bidders must provide profiles of the developers of the questions. Bidders must also ensure that if bidding for a qualification at NQF level 4, the team members that are going to develop the questions are at a level higher than the qualifications bidding for.

NR stated that:

- There are tight timelines within which INSETA needs to produce the FISAs, hence INSETA reserves the right to prioritize the qualifications.
- INSETA also requires alignment between the actual curriculum, what learners will be developed on and what bidders what the providers have developed as the exit tool.
- As an examining body, INSETA wants a high throughput rate, meaning there must be good alignment between what has been trained versus what is going to be measured.
- Bidders must take note that there could be requests for adjustments in cases where the QCTO has not approved. hence bidders must include it in their proposals.

SCM Requirements:

PG stated that:

- Each proposal per cluster will be evaluated separately.
- The minimum threshold for functionality is 70%. The evaluators will be looking at the bidder's ability and capability to carryout what INSETA requires which will be linked to the project deliverables.

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- Bidders have until 05 March 2019 to ask further questions.
- Closing date for submission of bids is 12 March 209 at 11H00. Proposals received after the closing time will not be accepted or considered for evaluation.
- Only bidders who attended the briefing session will be considered.
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PG further highlighted that Standard Bidding Documents (SBD) that must be completed, signed and submitted together with the proposals. Failure to do so may lead to a bid being disqualified from the process.

1. SBD1: contains the details of the service provider. The important point is that on submission of the bid, bidders must be registered on National Treasury’s Central Supplier Database (CSD) and the CSD number must be indicated on SBD 1. INSETA will also be verifying the tax compliance status of the bidders on the CSD and SARS eFiling. Hard copy tax clearance certificates are no longer a requirement.
2. SBD 4: Mainly focuses on the potential conflict of interest, hence the important part is that the director’s names and ID numbers must be indicated. There must also be a declaration of whether the bidder or any of its directors have any relation to any of INSETA employees.
3. SBD 6.1: Highlights the evaluation method to be applied. The bid is not estimated to exceed R 50 million hence the 80/20 principle will apply. Sworn affidavits are acceptable if the bidder is a Qualifying Small Enterprise or Exempted Micro Enterprise.
4. SBD 8: Refers to past practices of the bidder. I.e. where a bidder was contracted to carry out work and failed to do so or has been prohibited to do business with the state, it must be declared upfront in SBD 8.
5. SBD 9: is intended for competition purposes, hence it highlights all instances that are prohibited to be undertaken by the bidders i.e collusion.

Questions and Answers

Question/comment	Answers
1. The unit standards to be tendered for have not been identified	<p>In terms of the qualification, the focus is on ELOs for the qualifications because INSETA is looking at an exit level, hence the assumption is that the curricula are covered.</p> <p>The idea is that the unit standards will be looked at post award but want to focus as far as possible on ELOs to measure generically if someone is getting through a qualification as opposed to creating too</p>

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	<p>2. How do you envisage the delivery system of the examinations?</p>	<p>many streams. At this point the requirement is for paper based.</p>
<p>3</p>	<p>Closure PG thanked everyone for attending and declared the briefing session closed.</p>	



Phiwokuhle Gawulana
Specialist: Demand, Compliance and Contract Management

Date: 07/04/19