

RFQ04April/2024/ASSAf POPIA Framework

SPECIFICATIONS

ASSAf POPIA Framework

ASSAf started a journey of drafting a POPIA Code of Conduct in 2021. The Code was submitted to the Information Regulator but faced challenges regarding its applicability and enforcement, which led to the Code not being accredited. ASSAf decided to convert the Code into a voluntary POPIA Compliance Framework so it gains greater flexibility in structuring guidelines and addressing concerns relating to process and representation to make compliance easier for researchers and institutions while still retaining the substance of the original draft Code.

Deliverables:

- **Framework Documentation:**
 - Prepare comprehensive documentation outlining the voluntary POPIA Compliance Framework in layman's terms. This documentation should include clear guidelines, procedures, and best practices for compliance with POPIA.
 - Update and repackaging of current Code to a Framework understandable for the broader research community.
 - Inclusion of and consideration of comments to date, and decisions on what needs to be included and what not, as well as tracking the reasons.
- **Consultations:** Seek input from various stakeholders through webinar consultations and adjusting the Framework accordingly.
- **Alignment with POPIA Requirements:** Ensure that the voluntary framework aligns with the requirements and principles outlined in the POPIA legislation to maintain legal compliance and credibility.

PHASE ONE

- First Preparation
 - Track all comments, journal articles and other commentary in a spreadsheet and review to see if any suggested changes can be made to the Framework
- Second Preparation
 - Review all comments
 - Move content from footnotes into the main body
 - Include relevant content made by stakeholders, and update where needed
- Ad hoc Stakeholder meetings
 - Consultation meetings with stakeholders
 - Host two stakeholder webinars
- Produce the first draft of the Framework
- Prepare and meet with POPIA Committee to run through the Framework, discuss updates, and receive and consider their input
- Provide an update based on POPIA Committee feedback.
- Send the first draft to ASSAf.
- ASSAf to collate and disseminate comments, separate formatting and style comments

PHASE TWO

- POPIA Committee checks the first draft
- ASSAf to collate comments
- Third update Framework
- Draft stakeholder cover letter
- Draft quality control rubric for stakeholders
- ASSAf to collate and disseminate comments, separate formatting and style comments
- Update Framework based on feedback from stakeholders
- POPIA Committee to review changes
- ASSAf to collate comments
- Finalise the Framework
- Design and layout of the Framework
- Send the final version of the Framework to ASSAf

Deadline for quote: **15 April 2024**

Delivery: **31st May 2024**

All technical queries may be directed to susan@assaf.org.za or mmaphuti@assaf.org.za
Submissions to be directed to scm@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and pricing.

SUPPORTING DOCUMENTATION

- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.
- ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.