

Annexure A

RFP UJ: 01/2025: Appointment of a Psychometric Assessments Service Provider for Three Years

1. Introduction

The University of Johannesburg, a leading higher education institution committed to the professional development of its employees, aims to foster growth, encourage continuous performance feedback, and promote leadership at all levels.

To support its recruitment needs, the University is seeking a qualified psychometric service provider. The selected provider will be responsible for utilizing psychometric tools to enhance decision-making through improved insights, specifically at the executive level. The service will focus on Talent Management ie leveraging psychometric assessments to ensure the selection of high-caliber candidates aligned with the University's leadership and organizational values. The Service Provider will be expected to offer a comprehensive suite of psychometric assessment tools tailored to the University's needs.

2. Technical Specification

The University of Johannesburg seeks to engage a qualified psychometric service provider to implement a robust framework of assessment tools tailored to enhance its recruitment strategy. The following technical specifications outline the requirements for the psychometric assessments:

2.1. Assessment Tools

- **Comprehensive Assessment Battery:** The service provider must offer a variety of validated psychometric assessments that cover essential leadership competencies, including but not limited to:
 - Interpersonal skills and communication style
 - Analytical thinking and problem-solving abilities
 - Emotional intelligence
 - Business acumen and commercial awareness
 - Motivation, strengths, and weaknesses
 - Integrity and ethical decision-making

2.2 Customization and Flexibility

- **Tailored Assessments:** The provider must have the capability to customize assessments based on the specific needs and values of the University, ensuring alignment with the organizational culture and strategic objectives.
- **Adaptability for Different Roles:** Assessment tools should be suitable for various leadership levels, particularly focusing on Executive and Senior Management positions.

2.3. Implementation and Support

- **Training and Resources:** The service provider must offer training for University staff on the interpretation of assessment tools
- **Technical Support:** Ongoing technical support and consultation should be available to address any issues or questions regarding the assessment process.

- The project team must be the same in conducting the assessments
- The bidder must inform the UJ when the relevant project team individuals are replaced
- The replacement must satisfy the qualification, registrations, and experience requirements

2.4. Data Management and Reporting

- **Confidentiality and Compliance:** The service provider must ensure that all assessment data is handled with strict confidentiality, complying with applicable data protection regulations.
- **Comprehensive Reporting:** The provider should deliver detailed reports that present insights and analyses of assessment results, including actionable recommendations for talent management.

2.5. Evaluation Metrics

- **Effectiveness Measurement:** The provider must establish clear metrics to evaluate the effectiveness of the psychometric assessments in contributing to the University's talent management goals, including tracking leadership development outcomes and organizational impact.

2.6. Expertise and Experience

- **Proven Track Record:** The service provider should demonstrate expertise in the field of psychometrics, with a proven track record of successful implementation of similar assessments with preference to the higher education sector.
- **Certifications and Credentials:** Relevant certifications and qualifications of the assessment tools and the professionals conducting the assessments must be provided.

By adhering to these technical specifications, the University of Johannesburg aims to enhance its recruitment, coaching, and talent management initiatives, ultimately fostering a culture of effective leadership across all levels of the institution.

To submit a proposal for the above, Service Providers are required to provide the following:

- South African appropriate Psychometric Instruments to be used;
- timescales and availability for delivery;
- quotation per assessment;
- delivery style of feedback on assessments to the University;
- qualification, experience, and registration with the HPCSA of Individuals that provide the Psychometric Assessments;
- reference letters on company letterheads from companies that have conducted assessments on senior management and executive management preferably in Higher Education.

3. The tender will be evaluated in 3 stages,

- **Stage 1 – Tender Compliance**
- **Stage 2 – Functional / Technical Compliance**
- **Stage 3 – Financial and B-BBEE**

3.1 Stage 2: Functional / Technical Compliance

	Criteria	Maximum Points Obtainable
1	<p>Proposed Approach and Methodology</p> <p>Approach</p> <p>The bidder must provide evidence on how the service will be undertaken, including but not limited to:</p> <ol style="list-style-type: none"> 1. Assessing the candidate against as many of the job competencies as possible according to the job profile and CV as supplied by the UJ. = 5 points 2. Provide objective information to assist in the selection of the most suitable candidate for the position. = 5 points 3. Identify individual strengths and development or risk areas of the candidate. = 5 points <p>Methodology</p> <p>The bidder should have the capacity and capability to use the appropriate assessment tools to evaluate in-basket leadership competencies as recognized by the HPCSA</p> <ol style="list-style-type: none"> 1. Core Leadership Competencies – Objectively measured live simulation and analysis/in-basket leadership exercises. = 5 points 2. Personality Inventory = 5 points 3. Development Survey = 5 points 4. Motives, Values, and Preferences Inventory = 5 points 5. Emotional Intelligence Questionnaire = 5 points 6. Cognitive Processing Profile = 5 points 7. Integrity Assessment = 5 points 	50
2	<p>Time Scale and Availability</p> <p>The service provider should be available when required and able to provide a report for each assessment conducted within one week of turn-around time</p> <p>Score</p> <p>0 points= no clear indication of capacity to provide services and reports as per Service Level Agreement</p> <p>5 points= Can deliver psychometric services and report, but not as per required service level agreement of 1 week</p> <p>10 points = Can deliver psychometric services and report, as per the required service level agreement of 1 week</p>	10

3	Delivery Style of feedback on assessments: The report is confidential; the contents of which are only for the information of the selection panel and relevant senior management within the client organization. The bidder should be available to discuss the report if and when required The report is not to be sent to candidates. Instead, should the candidate request feedback, online focused feedback with more explanations should be provided by the service provider. Score 0 points= for inadequate feedback 5 points = only report is provided with no mention of feedback (online) if required by the client or the candidate 10 points= Delivery Style of feedback meets minimum requirements	10
4	Qualification and Experience of Proposed Bidder: Certificates of qualification and current HPCSA registration must be attached Track Record and Experience The Psychometric Company must be registered with the Health Professional Council of South Africa. (Certification must be provided) Assessment Service Provider should have at least seven (7) years of practical experience in the full scope of psychometric assessments and competency assessments 1. 7 to 8 years = 5 points 2. 9 to 10 years = 10 points 3. 11 or more years = 15 points	15
5	Reference Letters from previous clients The bidder must provide signed and contactable client reference letters for conducting psychometric / competency assessments for senior and executive-level management. The reference letters must be on the client's letterhead and include the contract duration and description of projects completed by the bidder <ul style="list-style-type: none"> 3 reference letters submitted = 5 points 4 references letters submitted = 7 points 5 or more reference letter submitted = 10 points 	10
6	The Service Provider consultants must be currently registered with the Health Professions Council of South Africa (HPCSA) as either Independent Practice Psychometrists, Industrial Psychologist or an accredited Psychologist on the tools we require (Proof of registration to be attached) <ul style="list-style-type: none"> Valid Registration with HPCSA = 5 points No/Not valid Registration with HPCSA = 0 points 	5
Total		100

A bidder is required to obtain a minimum of 70 / 100 points in stage 2 evaluation. All bidders who obtain a minimum of 70 / 100 points will be evaluated further in stage 3 evaluation (Financial and B-BBEE).

3.2 Stage 3: Financial and B-BBEE

Price – 80 points

B-BBEE = 20 points