

**CHECKLIST FOR IMPLEMENTING CONTRACTOR DEVELOPMENT PROGRAMMES**

The assessment checklist has been designed to evaluate and guide clients through the key elements of implementing Contractor Development Programmes.

Programme Phases	Item	Number	Guideline Item	Assessor: D.J.Dolinshek	Institution: Overberg Municipality	Signature:	Sep-15	Mandatory	Non-Compliant	Partially Compliant	Fully Compliant		
Programme initiation phase	Programme Business Case; Needs, Programme Goals and Strategy	1.1	Has the need for Contractor Development been established and documented					M	0	1	1		
		1.2	Is the planned CDP aligned to the Municipal/Departmental infrastructure goals						0				
		1.3	Does the municipality/department have an approved Contractor Development Policy / SCM Policy supporting Contractor Development?								1		
		1.4	Have projects been identified and allocated to be used to support the CDP, or is a mechanism in place to do so								1		
		1.5	Have an operational budget been allocated for the CDP								1		
		1.6	Has a programme Business Case been developed and documented							0			
		1.7	Have programme goals been established and in accordance with the "SMART" principle							0			
		1.8	Have implementation timelines been assigned for the CDP							0			
		<b>TOTAL PHASE SCORE</b>											
		<b>4</b>											
Programme resource phase	Resources Planning	2.1	Have the organisational and institutional resources been assigned/dedicated to support the CDP								1		
		2.2	Have the required role players been identified and a stakeholder forum been established or are there plans in place to do so								1		
		2.3	Has a Contractor Development Implementation Personnel been identified and member's roles & responsibilities been documented									1	
		2.4	Have the number of identified opportunities been matched to the number of contractors within the CDP								0		
		2.5	Has a contractor targeting strategy been developed and documented that is aligned to the needs of the Municipal/Departmental infrastructure goals or mechanisms in place to do so								0		
		2.6	Has the institution adopted procurement methods to support the CDP in line with the cdd Practice Note 29									1	
<b>TOTAL PHASE SCORE</b>													
<b>4</b>													
Contractor recruitment & support initiatives	Contractor Targeting, Selection & Appointment	3.1	Has marketing and awareness mechanisms been put in place to alert targeted contractors								0		
		3.2	Is a fair and transparent contractor selection method based on predetermined criteria (i.e. Competence and Financial Upgrading Factor) been developed and documented								0		
		3.3	Have contractors signed Contractor Development Agreement Contracts outlining performance standards or are mechanisms in place to do so									0	
		4.1	Has a mechanism been documented for assessing a contractor's development needs, including the cdd's Assessment of Prior Learning (APL), or are mechanisms in place to do so.									0	
		4.2	Have training programmes been identified and documented that lead to NQF qualifications in line with the (draft) cdd Competence Standard for Contractors, or are mechanisms in place to do so.									0	
Contractor recruitment & support initiatives	Support initiatives	4.3	Has a Mentorship Programme been developed and documented, or are mechanisms in place to do so.								0		
		<b>TOTAL PHASE SCORE</b>											
<b>0</b>													

Yes, IDP will show developmental goals etc. Copy of IDP to be provided

No, at this stage there is an alignment: process being developed

Yes, but the SCM policy is being developed and should be drafted by end September 2015. Copy of the CD policy

They have identified one project so far to test the process and are busy getting commitment from technical managers for projects to be added to the programme. Copy of relevant pages in the tender showing some participation

IDP shows LED budget and CD is part of that

NO, this is in progress

NO, this is in progress

NO, this is in progress

LED unit is running with it, but technical and SCM need to be incorporated

Similar to above, a template is being designed to show individual's role and responsibilities around CDP

It is seen as part of LED but CDP needs to be properly identified as part of the various role players. Again this should become clear once the templates have been designed

No, they are busy with setting this up

No - busy getting this done

Yes, it is an attachment to their policy

Busy preparing an advert to alert local contractors of the proposed programme

CD no, but they did have one and used it with their Vukuphile programme

No, Vukuphile have

No

No - the Vukuphile programme has had training and this may be used if suitable but needs investigation

No - Again the Vukuphile programme has a mentor and this may be extended

No
No
No
No
No

Dispute Resolution	7.1	5.3	Has a Dispute Resolution Procedure been developed and documented that is applicable to the CDP, or are mechanisms in place to do so.	0
Monitoring, Evaluation and Reporting	6.1	9	Has an assessment programme being developed and documented detailing how and when contractor performance assessments are to be conducted	0
Reporting	6.2	6	Does evidence exist that reporting is being done, timeously, to all participating stakeholders as documented	0
	6.3	6	Does evidence exist that assessment findings are followed-up and corrective measures taken or are measures in place to do so	0
Exiting	7.1		Has the exit criteria from the programme been clearly defined	0
<b>TOTAL PHASE SCORE</b>				<b>0</b>
Item No.	Analysis Comments			
	This programme was originally discussed and in principle approved by the Municipal Manager and Mayor two years ago, but did not gain real momentum. It has now been given some impetus through the Municipalities PPPFA programme where Local Economic Development is included in planning, and contractor development is part of that process. At this stage all the right intentions are there, and implementation in 2016 seems to be the probable outcome.			
<b>TOTAL PHASES SCORE SUMMARY</b>				
Phase 1	Programme Initiation Phase			16
Phase 2	Programme Resourcing Phase			12
Phase 3	Recruitment and Support Planning Phase			12
Phase 4	Implementation and Completion Phase			10
Audit scoring regime				
There are 25 checklist items, which, if fully compliant give a score of: 50 points = 100%				
Each checklist item is only scored during the assessment where the assessor determines from the evidence gathered whether it is a MAJOR nonconformity (unacceptable), MINOR nonconformity (borderline) or COMPLIANT respectively.				
<b>TOTAL SCORE</b>				<b>8</b>
<b>TOTAL SCORE %</b>				<b>15.00%</b>

NON-CONFORMITY LEVEL	ACCEPTABILITY	ALIGNMENT	SCORE RANGE
MAJOR	UNACCEPTABLE	Programme not aligned to the NCDP	0 - 20
MINOR	BORDERLINE	Programme meets basic elements and has potential for successful implementation	21 - 89
COMPLIANT	ACCEPTABLE	Programme aligned to the NCDP	90 - 100

**PROGRAMME ALIGNED / NOT ALIGNED TO THE CDP GUIDELINES**  
 Programme is not aligned to the NCDP

3/4

CHECKLIST FOR IMPLEMENTING CONTRACTOR DEVELOPMENT PROGRAMMES						
The assessment checklist has been designed to evaluate and guide clients through the key elements of implementing Contractor Development Programmes.						
Programme Implementation Phase	Item	Number	Criteria/Item	Compliance		
			Requirements	Compliance		
			Mar-16			
Assessor:	D.J. Dolinschek					
Institution:	cibb					
Signature:						
Compliance	Mandatory	Non-Compliance	Partially Compliant	Totally Compliant		
	0	1	2	2		
Programme Introduction Phase	Programme Business Case; Needs, Programme Goals and Strategy	1.1	Has the need for Contractor Development been established and documented	2		
		1.2	Is the planned CDP aligned to the Municipal/Departmental Infrastructure goals	2		
		1.3	Does the municipality/department have an approved Contractor Development Policy/ SCM Policy supporting Contractor Development?	1		
		1.4	Have projects been identified and allocated to be used to support the CDP, or is a mechanism in place to do so	2		
		1.5	Have an operational budget been allocated for the CDP	2		
		1.6	Has a programme Business Case been developed and documented	1		
		1.7	Have programme goals been established and in accordance with the "SMART" principle	1		
		1.8	Have implementation timelines been assigned for the CDP	1		
		<b>TOTAL PHASE SCORE</b>				<b>12</b>
		Programme Resourcing Phase	Resources Planning	2.1	Have the organisational and institutional resources been assigned/dedicated to support the CDP	2
2.2	Have the required role players been identified and a stakeholder forum been established or are there plans in place to do so			1		
2.3	Has a Contractor Development Implementation Personnel been identified and member's roles & responsibilities been documented			1		
2.4	Have the number of identified opportunities been matched to the number of contractors within the CDP			1		
2.5	Has a contractor targeting strategy been developed and documented that is aligned to the needs of the Municipal/Departmental Infrastructure goals or mechanisms in place to do so			1		
2.6	Has the institution adopted procurement methods to support the CDP in line with the cibb Practice Note 29			2		
<b>TOTAL PHASE SCORE</b>				<b>8</b>		
Contractor Recruitment & Appointment Phase	Contractor Targeting, Selection & Appointment			3.1	Has marketing and awareness mechanisms been put in place to alert targeted contractors	2
				3.2	Is a fair and transparent contractor selection method based on predetermined criteria (i.e. Competence and Financial Upgrading Factor) been developed and documented	1
				3.3	Have contractors signed Contractor Development Agreement Contracts outlining performance standards or are mechanisms in place to do so	0
		3.4	Has a mechanism been documented for assessing a contractor's development needs, including the cibb's Assessment of Prior Learning (APL), or are mechanisms in place to do so.	0		
		3.5	Have training programmes been identified and documented that lead to NCF qualifications in line with the (draft) cibb Competence Standard for Contractors, or are mechanisms in place to do so.	1		
3.6	Has a Mentorship Programme been developed and documented, or are mechanisms in place to do so.	0				
<b>TOTAL PHASE SCORE</b>				<b>4</b>		

Yes, IDP will show developmental goals etc.

18% of all construction work will be subcontracted to CDP

Yes, but the SCM policy is being drafted in line with the PPPFA policy that is being crafted to colate the whole process.

Three projects have been identified so far, and it is now policy that all construction projects will now be included in CDP if suitable. This is ongoing as projects are approved for construction.

IDP shows LED budget and CD is part of that

Municipal LED policy has been developed, the construction specific details are presently being drafted

At this stage 18% of work is being allocated to CDP, and specifics in terms of measurable goals are being drafted and guided by projects presently under construction.

Plan phase in progress and timelines will be finalised once projects are allocated.

LED unit is driving the programme with technical and SCM support

A CDP forum has been formed, however it still needs work

It is seen as part of LED but CDP roles need to be formally identified for the various role players.

At present all construction projects are being targeted, but the available work will not be enough to accommodate everyone. A compromise will be reached and subcontract selection will be used to determine who gets what

18% of construction work will be subcontracted to the CDP

Yes, it is an attachment to their policy

EDPs are communicating the CDP on an ongoing basis in all areas covered by the Municipality

Indirect targeting is being used and the main contractor conducts assessments to select the preferred subcontractors

No, this is being developed and Prov office will be included in crafting a suitable agreement

No, this is being developed and Prov office will be included in crafting a suitable agreement

No, some contractors have attended Vukuphile training and a training programme is being developed. Funding is an issue and training will be in house and not NCF due to lack of funding

No - Again the Vukuphile programme has a mentor and this may be extended

Assessor: D.J. Dolinschek

Institution: cibb

Signature:

Compliance

Mandatory

Non-Compliance

Partially Compliant

Totally Compliant

Programme Introduction Phase

Programme Business Case; Needs, Programme Goals and Strategy

Resources Planning

Contractor Recruitment & Appointment Phase

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

2.1

2.2

2.3

2.4

2.5

2.6

3.1

3.2

3.3

3.4

3.5

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2

2

1

2

2

1

1

1

2

1

2

2

1

0

0

1

0

12

8

4

4/4

No
No
A. Municipal database has been designed that will monitor progress, and once contractors have been formally accepted they will be captured on the city CDP reporting programme.
No
No

Dispute Resolution	Has a Dispute Resolution Procedure been developed and documented that is applicable to the CDP, or are mechanisms in place to do so.	0
Monitoring, Evaluation and Reporting	Has an assessment programme being developed and documented detailing how and when contractor performance assessments are to be conducted Does evidence exist that reporting is being done, timeously, to all participating stakeholders as documented Does evidence exist that assessment findings are followed-up and corrective measures taken or are measures in place to do so Has the exit criteria from the programme been clearly defined	0 1 0 0
Exiting		0
<b>TOTAL PHASE SCORE</b>		<b>1</b>
Item No.	Analysis Comments	
	The programme is moving forward in line with the Municipalities projects and capacity to develop all the various components of the programme. The size of the Municipality and lack of funding will always be a factor, but in terms of the resources they have they have progressed from the last assessment and will continue to do so.	
<b>TOTAL PHASES SCORE SUMMARY</b>		
Phase 1	Programme Initiation Phase	15
Phase 2	Programme Resourcing Phase	8
Phase 3	Recruitment and Support Planning Phase	12
Phase 4	Implementation and Completion Phase	4
Audit scoring regime		10
There are 25 checklist items, which, if fully compliant give a score of: 50 points = 100%		
Each checklist item is only scored during the assessment where the assessor determines from the evidence gathered whether it is a MAJOR nonconformity (unacceptable), MINOR nonconformity (borderline) or COMPLIANT respectively.		
<b>TOTAL SCORE</b>		<b>50.00%</b>

NON-COMPLIANCE LEVEL	ACCEPTABILITY	ALIGNMENT	SCORE RANGE
MAJOR	UNACCEPTABLE	Programme not aligned to the NCDP	0-70
MINOR	BORDERLINE	Programme meets basic elements and has potential for successful implementation	71 - 89
COMPLIANT	ACCEPTABLE	Programme aligned to the NCDP	90-100

**PROGRAMME ALIGNED / NOT ALIGNED TO THE CDP GUIDELINES**  
 Programme is not aligned to the NCDP

**PORTFOLIO COMMITTEE :**  
**FINANCE & ECONOMIC DEVELOPMENT**

**Chairperson :**

**Cllr D Coetzee**

**Committee Members :**

**Ald P May, Cllrs L Krige,  
R de Coning, S Gxamesi**

**PORTEFEULJEKOMITEE :**  
**FINANSIES & EKONOMIESE ONTWIKKELING**

**Voorsitter :**

**Rdl D Coetzee**

**Komiteelede :**

**Rdh P May, Rdle L Krige,  
R de Coning, S Gxamesi**

**AGENDA of the  
Portfolio Committee : Finance & Economic Development  
19 April 2016  
(Also the agenda for the Mayoral Committee Meeting : 28 April 2016)**

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**1.  
ECONOMIC DEVELOPMENT AND TOURISM SERVICE DELIVERY AND ACTIVITY  
REPORT: JANUARY TO MARCH 2016**

**9/1/2/2**

**Solomzi Madikane  
28 April 2016**

**(028) 3138066**

**Corporate Head Office**

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON  
19 APRIL 2016, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

**RESPONSIBLE OFFICIAL :**

**X KOSI**

**TARGET DATE FOR IMPLEMENTATION :**

**31 MARCH 2016**

**AGENDA of the**  
**Portfolio Committee : Finance & Local Economic**  
**Portfolio Committee : Management Services**  
**Portfolio Committee : Protection Services**  
**Portfolio Committee : Community Services**  
**Portfolio Committee : Infrastructure & Planning**  
**19 April 2016**  
**(Also the agenda for the Mayoral Committee Meeting: 28 April 2016)**

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**2.**  
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**  
**THIRD QUARTERLY REPORT: JANUARY- MARCH 2016**

**9/1/2/5**  
**R Louw** (028) 313 8071 **Hermanus Administration**  
**23 March 2016**

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**REMARK :**

**THIS ITEM WAS CONSIDERED AS ITEM 3 AT THE MANAGEMENT SERVICES PORTFOLIO COMMITTEE MEETING.**