



A STEP-BY-STEP GUIDE TO ENGAGING GTAC'S SERVICES

1 LETTER OF REQUEST

Your Accounting Officer sends a formal letter of request for technical assistance to the Head of GTAC – OfficeHead@gtac.gov.za



SIGNATORIES

Accounting Officer
client department



TEMPLATES

Letter of request
template



TURNAROUND TIME

Determined by
client

2 DECISION TO COLLABORATE

Your request is analysed in terms of its relevance to GTAC's business, and is approved by GTAC Management.



SIGNATORIES

Relevant business
unit head in GTAC



TEMPLATES

Not applicable



TURNAROUND TIME

2 days

3 MEMORANDUM OF AGREEMENT (MOA)

In consultation with you, GTAC prepares a Memorandum of Agreement that outlines the high-level project arrangements and creates the legal basis for cooperation.



SIGNATORIES

Accounting Officer
client department
and Head of GTAC



TEMPLATES

Memorandum of
Agreement



TURNAROUND TIME

4 days

4 PROJECT PLAN

GTAC scopes and costs the project with your officials, and based on a mutual understanding, develops a Project Plan that includes:

- Outputs & outcomes
- Proposed timelines
- Project team of advisors
- Costs & budget
- Risks & mitigation
- Governance structure for project



SIGNATORIES

Project lead in the
client department
&
GTAC senior
manager



TEMPLATES

Project Plan



TURNAROUND TIME

5 days

5 PROJECT IMPLEMENTATION

Project work then proceeds as per Project Plan.

- Communication: there will be weekly communication between the client and GTAC
- Meetings: will take place as agreed in the project charter
- Milestones: signed off by the client



SIGNATORIES

Project lead in the
client department &
GTAC senior manager



TEMPLATES

Not applicable



TURNAROUND TIME

Every Thursday
report back

6 PAYMENT

Short projects: payment is made at the end of project. Payments on longer projects are triggered by milestones achieved.



SIGNATORIES

Invoice generated
by CFO in GTAC



TEMPLATES

Not applicable



TURNAROUND TIME

After submission
of invoice to the
department

7 DEVIATION

Please note that GTAC was promulgated to respond to requests for assistance from departments and therefore does not compete in open tender processes. GTAC utilises intra-governmental contracting and accounting officers are advised to sign a memorandum of deviation that will allow you to contract with GTAC. Given the AG's current standing on intra-governmental contracting and while we are in the process of pursuing intra-governmental regulations to govern these relationships, we have prepared a deviation memo template that you may use to draft your internal deviation.



SIGNATORIES

Accounting Officer
client department



TEMPLATES

Deviation memo
template



TURNAROUND TIME

Not applicable