

Emerging Partner Programme Funding Guidelines

October 2024

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1 Funding Guidelines

Funding requests will be reviewed subject to budget availability.

Programme Manager to provide **Statement of Work Template and Letter of Intent & Conflict of Interest Declaration Template**.

The following criteria must be met before a Statement of Work (SOW) may be reviewed:

a) Under the respective Solution Area/s that the SOW covers:

- Full SKILLING Partner Capability Score Points (PCS) under **Intermediate Certifications** for Deployments covering **11-300 users/licenses/subscriptions**.
- Full SKILLING PCS Points for **Intermediate AND Advanced Certifications** for Deployments covering **more than 300 users/licenses/subscriptions**.

b) A **Letter of Intent** (Previously the Award Letter) and **Conflict of Interest Declaration** signed by the customer accompanies the SOW.

c) At least two employees in the organisation have completed Adoption and Change Management Training.

d) A **screenshot of your Partner Centre showing your full PCS points** for the respective Solution Area is provided by partners.

e) SOW must also include **Number AND Type of Users/licenses/subscriptions** involved in the Deployment. Confirmation that customer has the necessary licenses/subscriptions for the deployment.

f) Partners have engaged the **Microsoft Account Executive (AE)** for the customer. Programme Manager to assist if partner or the customer do not know who the AE is. **Please note that not all customers will have an AE.**

g) Along with the SOW, partners must provide (upon request):

- o **Latest SARS Tax Pin** (Tax clearance certificate)
- o **BBBEE ICT Affidavit** (templates attached below- please provide the appropriate EME or QSE affidavit)
- o **Latest CIPC registration**

h) SMME has not previously claimed ECIF/business is not ECIF Enabled.

i) SMME has been onboarded as a Microsoft Supplier/Vendor (the team will assist with this).

- j) A Proof of Execution (PoE) Section is now required as part of the SOW. This section is intended for partners to provide a list of the type of PoE that can be expected from each Milestone. The PoE you do provide will be compared against this list. The list may not be exhaustive:

1. Description of Services

Pursuant to and in conformance with any standards, guidelines and/or specifications which may be provided by Microsoft to Supplier from time to time, Supplier will perform or deliver to Microsoft under the Agreement as a work made for hire (collectively, the "Services").

All Services shall be treated as Microsoft Confidential Information unless otherwise designated by Microsoft.

2. Deliverables/Delivery Schedule

- a) Supplier must complete and deliver all Services to Microsoft on or before 2/9/2024. The milestone delivery schedule for the Services, if applicable, shall be as follows:

Milestone	Brief Description of Services for each milestone to be completed by Supplier	Resources	Duration (Hours)	Due on or before [dd/mm/yyyy]	Amount

Resource Hourly Rates

Project Manager

Solution Architect

CE Consultant

Developer etc..

PROOF OF EXECUTION

Milestone Number	PoE to be provided	Delivery date	Amount

2 Funding Request Approved

- Once the funding request is approved, a Purchase Order (PO) will be issued to the SMME.
- Work done before a PO is issued will not be compensated.
- SMMEs may not commence any work/deployment for the customer until they have received a PO.
- SMMEs may not communicate/confirm the receipt of funding to the customer until they have received a PO.

3 Proof of Execution (PoE) and Invoicing

Supplier/Partner is responsible for uploading all invoices, on time, on MSInvoice.

Acceptable PoE:

- **PoE Title must include the Purchase Order Milestone Number to which it corresponds.**
- **Each Milestone must have PoE** signed off by the customer.
- **PoE must not include PII** (Personal Identifiable Information: names, surnames, ID numbers, contact numbers).
- **Start and Completion Dates** of each milestone must be clearly stated.
- **PoE must be dated to match the dates in the Purchase Order AND Invoice** submitted.
- All Meeting Invites (calendar or Teams screenshot) with date and timestamps, Meeting minutes, and Meeting Attendance registers must be included.
- Project progress reports and/or email updates must be included.
- Timesheets showing the hours of work stated in the SOW must be included.
- Screenshot of all work completed must be included: dashboards, apps, the number of records migrated from Customer systems including date/time stamps (for Migration deployments).
- Testing Results indicating the Migration/Deployment has met the Criteria including date/time stamp.
- Screenshot of Azure Marketplace showing the App posting including date/time stamp (if Applicable).
- Documentation/design of the App development as per SOW specifications (if Applicable).
- Technical evaluation confirmation of the App development (if Applicable).
- Testing results indicating the App has met the criteria (if Applicable).
- Windows Store URL and screen capture of app proving general availability including date/time stamp (if Applicable).
- Screenshot of the app in store indicating quality metric requirements have been met as outlined including date/time stamp (if Applicable)