**Check list for Respondents**

|  |  |
| --- | --- |
| **Task** | **✓** |
| 1. Complete all sections of the Response Form.
 |  |
| 1. Delete all ‘supplier tip’ boxes from the Response Form.
2. Remove all yellow highlight from the Response Form.
 |  |
| 1. Make sure that you have complied with the following instructions:
* Please ensure the files are clearly labeled:
	+ Ensure all **non-pricing** content is in one document clearly labeled non-pricing and
	+ the **pricing information** is in a separate documents–clearly labeled pricing.
 |  |
| 1. Arrange for the declaration to be signed.
 |  |
| 1. Prepare your Proposal for electronic submission by creating final soft copy files.
 |  |
| 1. Arrange for the Proposal to be submitted electronically to Moe.Procurement@education.govt.nz (ATTN: Christopher Henckel) before the Deadline for Proposals.
 |  |

****

Request for Proposals



He kākano ahau i ruia mai i Rangiātea. Ahakoa iti taku iti,
ka tūria e ahau ngā iwi o te ao

I am a seed, sown in Rangiātea. Although I am small,
I will lead my people to the heights of greatness

**In response to Request for Proposals**

Ministry name: The Ministry of Education

Provider name: [insert name]

Procurement name: Te Ahu o te Reo Māori National Delivery

Procurement reference number: MOE09528

Date of this Proposal: [insert date of this document]

|  |  |
| --- | --- |
| **Supplier****tips** | Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means ‘*a person, organisation, business or other entity that submits a Proposal in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Proposal*’. Definitions are at the end RFP Section 6. |

1. **About the Respondent**

|  |  |
| --- | --- |
| **Supplier****tips** | * The section gives the Buyer basic information about your organisation and identifies your Point of Contact for the duration of the RFP process.
* If an item is not applicable e.g. you do not have a registered office complete the box by stating ‘not applicable’.
* If you are submitting a joint or consortium Proposal complete an ‘Our profile’ table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Proposal.
 |

**Our profile**

Choose one of these statements to complete, and delete the others

This is a Proposal by [insert the name of your organisation] (the Respondent) alone to supply the Requirements.

**OR** This is a [joint/consortium] Proposal, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Trading name:  | [insert the name that you do business under] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Postal address: | [e.g. P.O Box address] |
| Registered office: | [if you have a registered office insert the address here] |
| Business website: | [url address] |
| Type of entity (legal status): | [sole trader / partnership / limited liability company / other please specify] |
| [NZBN](https://www.nzbn.govt.nz/) registration number: | [if your organisation has a registration number insert it here e.g. company registration number] |
| Country of residence: | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| GST registration number: | [NZ GST number / if overseas please state] |
| Social Sector Accreditation Standards \* | [does your organisation have MSD Approval; insert level of compliance (Levels 1-5) if applicable] |
| MSD Provider No.\* | [MSD Provider Number] |

\*The Ministry is moving towards using shared information with MSD, while the provision of this information will not be used to inform the evaluation process MSD may be asked to verify the status of your accreditation information.

|  |  |
| --- | --- |
| Privacy Act | Does your organisation have policy and processes in place for any personal information held which meets the requirements of the Privacy Act? Yes / No |
| Health and Safety | Does your organisation have a written policy in place which meets the requirements of the Health and Safety at Work Act 2015?Yes / No  |
| Insurance: | Does your organisation have an appropriate level and type of insurance in place for the nature of work being undertaken? Yes / No

|  |  |
| --- | --- |
| Insurance type | Insurance details |
| Public liability insurance |  |
| Professional indemnity |  |
| Any other relevant insurance |  |

 |

|  |
| --- |
| **Finances**  |
| Current financial status: | brief description of your organisation’s current financial status and stability. |
| State if your company is currently solvent. | Yes |  | No |  |
| Is a merger/sale/restructure in contemplation? | Yes |  | No |  |
| Is your organisation in dispute with workers, a trade union or government agency? | Yes |  | No |  |

|  |
| --- |
| **Health and safety**  |
| **Health and safety management:** |
| Do you have a written and approved health and safety policy?  | Yes |  | No |  |
| Do you maintain the safety records? | Yes |  | No |  |
| **Health and safety procedures:** |
| Are formal health and safety risk / hazard assessments carried out and recorded? | Yes |  | No |  |
| Is there always an investigation into any accident that results in harm, or could have resulted in harm? | Yes |  | No |  |

**Our Point of Contact**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Contact person: | [name of the person responsible for communicating with the Buyer] |
| Position: | [job title or position] |
| Phone number: | [landline] |
| Mobile number: | [mobile] |
| Email address: | [work email] |

1. **Response to the Requirements**

|  |  |
| --- | --- |
| **Supplier****tips** | * In this section you are asked to provide your response to our Requirements (RFP Section 2) by demonstrating your organisation’s ability to meet our criteria (RFP Section 3: Our Evaluation Approach). Carefully read RFP Sections 2 and 3 before completing this part.
* If there is anything that you do not understand ask our Point of Contact to clarify.
* If any information you provide is commercially sensitive to your business you must let the Buyer know. Please mark the information ‘commercially sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. The Buyer has a duty to protect Confidential Information, subject to the exceptions in the RFP-Terms (Section 6).
* If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into this Proposal. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Proposal.
* You may include information not specifically requested by us in your Proposal. But only if it adds value and is relevant to the Requirements.
 |

**Questions relating to the evaluation criteria**

|  |  |
| --- | --- |
| **Supplier****tips** | * Here you are asked to answer questions relating to the evaluation criteria. Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
* Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.
* There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.
 |

|  |  |
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| **1** | ***Capacity - not weighted****The Ministry has a requirement to provide capacity in each of the ten regions shown in the table.**Note: Your proposal can be for any number or all of these regions where you hold capability, capacity and have the required relationships needed in order to deliver effective service.* |
| Please complete the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Region | Your proposal is to deliver services in the region Yes / No | How many participants can your organisation deliver services annually to in the region | Please identify which specific area(s) within the region you can deliver in |
| Tai Tokerau |  |  |  |
| Auckland |  |  |  |
| Waikato |  |  |  |
| Bay of Plenty-Waiariki |  |  |  |
| Taranaki, Manawatū, Whanganui |  |  |  |
| Hawke's Bay, Tairāwhiti |  |  |  |
| Wellington |  |  |  |
| Nelson, Marlborough, West Coast |  |  |  |
| Canterbury and Chatham Islands |  |  |  |
| Otago, Southland |  |  |  |

 |

|  |  |
| --- | --- |
| **2** | **Collaboration with iwi – weighted 15%**Te Ahu o te Reo Māori provides a unique opportunity to share iwi oral traditions and narratives, as well as iwi specific language features, cultural expressions and oral devices, with local educational centres. It is important that providers have strong existing relationships with iwi to enable open channels of collaboration with iwi within each region you are proposing to deliver services.*Note: This requirement will need to be specifically met within each individual region you are proposing to deliver services.* |
|  | **Question** | **Response** |
| 2a) | Please describe your existing relationships with iwi from within each of the regions that you are applying to deliver services? |  |
| 2b) | Please describe how your delivery model will include collaboration with these iwi to maintain ongoing and effective relationships and to ensure successful delivery. |  |

|  |  |
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| **3** | **Proposed learning solution – weighted 30%**The provider must have an effective model to deliver Ngā Taumata o Te Ahu o te Reo Māori. Delivery must consist of 120 hours per participant of which 100 hours minimum is contact/ directed-learning and 20 hours are self-directed. The learning may be delivered in a variety of ways including, but not exclusive to, a combination of weekly classes, on-line lessons and noho. |
| 3a) | Please provide a high-level summary of the proposed schedule of learning across the period to deliver services. |  |
| 3b) | How will the learning outcomes, across the different levels of Ngā Taumata o Te Ahu o te Reo Māori be achievedwithin the specified directed and self-directed learning hours. |  |
| 3c) | Explain the types of learning activities and learning resources that will be used or developed. |  |
| 3d) | How will you ensure the incorporation of Tikanga Māori guiding principles that will be used to facilitate learning |  |

|  |  |
| --- | --- |
| **4** | **Learning consolidation and enhancement – weighted 10%**A second period of learning delivery will be implemented by providers alongside graduates to embed the practises learnt during the initial in depth phase. This will cover a period of 8 weeks and we anticipate that this will consist of up to 50 hours. |
| 4a) | Please indicate the number of learning hours (and reasoning) that you deem necessary |  |
| 4b) | Describe the provision of ongoing support, advice, resources and activities |  |
| 4c) | For the follow up period, what are your online learning elements? |  |
| 4d) | How will evidence be collected and shared with the Ministry about graduate progress towards embedding the learnings into their learning environments? |  |

|  |  |
| --- | --- |
| **5** | **Online learning requirement – weighted 15%**To support successful delivery and participant accessibility to learning, an online component is required throughout both phases of Te Ahu o te Reo Māori. |
| 5a) | Please provide an overview of your organisation’s online range of delivery. |  |
| 5b) | Explain your maturity and use of any online Learning Management Systems in the delivery of this programme or how you manage content. |  |
| 5c) | Identify any capability and capacity to create or tailor online learning resources. |  |
| 5d) | Explain your approach to learner engagement by use of quizzes, interactive games etc |  |
| 5e) | Describe online collaboration opportunities for learners. |  |
| 5f) | Highlight any security or authorisation the learner engagement tools includes. |  |

|  |  |
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| **6** | **Key Personnel – weighted 20%**The Ministry requires that in the delivery of the learning experience providers must use appropriately skilled staff who have both a track record of delivery and recognition of te reo Māori expertise from their peers. |
| 6a) | Provide concise profiles highlighting skills and experience of the specific named persons for each of the regions that you are proposing services. For each:* Mātanga Reo Māori (Māori language experts) who will teach the proposed kaupapa, provide oversight and ensure the quality of course content and delivery.
* Kaiako to assist with course delivery planning, developing resources and assessment of learning outcomes.
 |  |

|  |  |
| --- | --- |
| **7** | **Management Support and Administration – weighted 10%**In order to co-ordinate and organise the delivery of the total learning experience and report on progress and activity you must have a sufficient management and support services. |
| 7a) | Provide details on your processes (and/or systems) to deliver effective management of the kaupapa, ability to make payment of allowances to participants (funded by the Ministry) and report on progress. |  |

**Assumptions**

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

|  |
| --- |
| Assumptions: |

1. **Price**

|  |  |
| --- | --- |
| **Supplier****tips** | * In the RFP Section 4 we have outlined the pricing information that we are seeking. This should inform you how to present your proposed price. Where we have provided a template you must use this for your pricing information.
* In preparing your pricing information you must consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them. You must also document any assumptions that you have made in costing the full delivery of the Requirements.
* If asked for a ‘whole-of-life’ cost this is the total cost to the Buyer over the whole of the life of the Contract. [See Guide to Total Cost of Ownership and TCO calculator on our website](https://www.procurement.govt.nz/procurement/guide-to-procurement/plan-your-procurement/review-previous-procurements/).
* If we have asked for a two envelope response you must put all financial and pricing information in a separate sealed envelope or separate soft copy document.
 |

**Pricing schedule**

Please submit your financial information and pricing using the **Pricing Schedule**. The pricing schedule is a separate document.

**Assumptions**

Please state any assumptions you have made in relation to the cost and pricing information.

1. **Proposed Contract**

|  |  |
| --- | --- |
| **Supplier****tips** | * In the RFP Section 5 we have detailed the terms and conditions of our Proposed Contract. We need to know whether or not you are prepared to do business based on the Proposed Contract.
* If you have any points that you wish to make about the Proposed Contract this is where you tell us. Note below any suggestions or changes you wish to propose.
* It is important that, if asked, you are able to explain why your changes are important to you.
* In deciding which Respondent/s to shortlist the Buyer will take into account each Respondent’s willingness to meet the Proposed Contract terms and conditions.
 |

Choose one and delete the other:

Having read and understood the Proposed Contract, in the RFP Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Buyer following negotiations. OR

Having read and understood the Proposed Contract, in the RFP Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

|  |  |  |
| --- | --- | --- |
| **Clause**  | **Concern** | **Proposed solution** |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |

1. **Referees**

|  |  |
| --- | --- |
| **Supplier****tips** | * Here you are asked to provide the names and contact details of your referees. These must be work related referees i.e. not a friend or family member.
* The best referees are those for whom you have recently delivered similar goods or services.
* Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.
 |

Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be confidential to us.

|  |
| --- |
| **First referee**  |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

|  |
| --- |
| **Second referee**  |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

|  |  |
| --- | --- |
| Please contact me before you approach a referee for a reference | Yes/Not required |

1. **Our declaration**

|  |  |
| --- | --- |
| **Supplier****tips** | * Here you are asked to answer questions and make a formal declaration.
* Remember to select ‘agree’ or ‘disagree’ at the end of each row. If you don’t you will be deemed to have agreed.
* Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Proposal each Respondent (supplier involved in the joint or consortium Proposal) must complete a separate declaration.
 |

|  |
| --- |
| **Respondent’s declaration**  |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFP Process, Terms and Conditions:** | I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions (shortened to RFP-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **Collection of further information:** | The Respondent/s authorises the Buyer to:1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client
2. use such information in the evaluation of this Proposal.

The Respondent/s agrees that all such information will be confidential to the Buyer. | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of the Buyer’s Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | **[agree / disagree]** |
| **Ethics:** | In submitting this Proposal the Respondent/s warrants that it: 1. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor
2. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP
3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
 | **[agree / disagree]** |
| **Offer Validity Period:** | I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.  | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | **[agree / disagree]** |
| **Details of conflict of interest:** [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. |
| **DECLARATION****I/we declare that in submitting the Proposal and this declaration:**1. **the information provided is true, accurate and complete and not misleading in any material respect**
2. **the Proposal does not contain intellectual property that will breach a third party’s rights**
3. **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.****By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Name of organisation:** |  |
| **Date:** |  |