

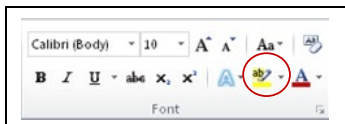
Template: RFP Response Form

Instructions for agencies when deploying this template (delete on deployment)

- This template is part of MBIE's suite of Government Model RFX templates. Its use supports consistent procurement practice across the Public Sector and makes it easy for suppliers and providers to work with government. Government agencies are to use it as their standard RFP Response Form template. It will become an Approved Government Model Template (A-GMT) under Rule 59 of the Government Rules of Sourcing.
- It is important that agencies do not alter the structure (section headings and sequence). This is because a key objective is to provide consistency for suppliers. Consistency makes it easier for them to navigate government documents and respond to opportunities. Agencies should however write the content to align with their procurement practice.
- In launching the Response Form within your agency, it is recommended that you include instructions to your internal users.
- It is also recommended that you include instructions to Respondents on how to use the form. It's a good idea to include a Respondent check list. Below is an example of the type of information that Respondents will need to know.

Suggested instructions for Respondents (amend this to suit)

- Please use this Response Form in responding to our RFP. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this form please make sure that you have read the Request for Proposals (RFP) in full and understand our Requirements (RFP Section 2), our Evaluation Approach (RFP Section 3) and the RFP Process, Terms and Conditions (shortened to RFP-Terms described in Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (RFP Section 1 paragraph 1.3) before the Deadline for Questions (RFP Section 1, paragraph 1.2).
- We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
- Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!



To remove highlight from text: select the text you want to remove the highlight from. In the 'Home' tab in the 'Font' group select the arrow at the right of the 'Text highlight colour' and select 'no colour'.

- For more general information on how to respond to tenders refer to the suppliers' resource centre at: www.procurement.govt.nz/suppliers/.

Check list for Respondents.

	✓
1. Present your Proposal within this Response Form.	
2. Complete all sections of the Response Form.	
3. Limit your Proposal to no more than 25 pages.	
4. Use Calibri font size 11 predominantly.	
5. Delete all 'supplier tip' boxes from the Response Form.	
6. Remove all yellow highlight from the Response Form.	
7. Arrange for the declaration in Section 6 to be signed.	
8. Submit your proposal by email no later than the Deadline.	

[insert your organisation name and logo or branding]

Response Form

In response to Request for Proposals

by: Creative New Zealand

for: Development of a Business Case for a Digital Arts and Cultural Agency

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



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 marketplace that does not submit a Proposal'*. Definitions are at the end RFP Section 6.

1: About us



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]
Business website:	[URL address]
Type of entity (legal status):	[sole trader / partnership / limited liability company / other please specify]
Registration number:	[if your organisation has a registration number insert it here e.g., company registration number]
GST registration number:	[NZ GST number]

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]

2: Pre-conditions



Supplier tips

- You must be able to answer 'yes' to each of these pre-conditions. Make sure you are able to verify that this is the case, if asked.
- If you cannot answer 'yes' to all, your Proposal will not meet the basic Requirements and will be declined.

#	Pre-condition	Meet?
1.	We have submitted this proposal on or before the Deadline	[Yes/No]
2.	Our Proposal is complete in all material respects	[Yes/No]
3.	We have substantial recent experience in the arts and/or creative industries	[Yes/No]
4.	We have substantial knowledge of Te Ao Māori and experience engaging with Māori as tangata whenua	[Yes/No]
5.	We have the capability to develop a Business Case that will reflect that the proposed Agency will be a Treaty-honouring organisation guided by Māori values	[Yes/No]
6.	We have the capability to develop a Business Case that will reflect that the proposed Agency will recognise and give effect to Kaupapa Pasifika	[Yes/No]
7.	We have the human resources available to deliver the Business Case within the available time	[Yes/No]

3: Our Response to the Requirements



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.
- 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.

1. Core Capabilities (60%)	
1.1. Knowledge and experience in the Arts and/or Creative industries sectors	20%
Please describe two significant recent assignments you have undertaken in the arts sector and/or creative industries in the past 3 years (Client, date, duration, scope, deliverables/outputs, approximate value)	
<p>[insert your answer here]</p> <p><u>Assignment 1:</u></p> <p>Client</p> <p>Title/Nature of assignment</p> <p>Date</p> <p>Duration</p> <p>Scope</p> <p>Deliverables/Outputs</p> <p>Approx. contract value</p> <p>Outcome</p> <p><u>Assignment 2:</u></p> <p>Client</p> <p>Title /Nature of assignment</p> <p>Date</p> <p>Duration</p> <p>Scope</p> <p>Deliverables/Outputs</p> <p>Approx. contract value</p> <p>Outcome</p>	

<p>1. Please provide a one- page CV for each of the three people who would take the leading roles in developing the Business Case.</p> <p>[attach to the back of your Proposal]</p>	
<p>1.2. Knowledge of Te Ao Māori and experience engaging with Māori as tangata whenua</p>	<p>15%</p>
<p>1. Describe how have you applied your knowledge of Te Ao Māori (te reo, tikanga, mātauranga) in your work?</p>	
<p>[insert your answer here]</p>	
<p>2. Please describe your preferred approach to engaging with Māori artists, practitioners, communities, hapū and iwi.</p>	
<p>[insert your answer here]</p>	
<p>1.3. Knowledge of Kaupapa Pasifika</p>	<p>5%</p>
<p>1. How have you applied your knowledge of Kaupapa Pasifika in your work?</p>	
<p>[insert your answer here]</p>	
<p>2. Please describe your approach to engaging with Pasifika communities on a recent Project.</p>	
<p>[insert your answer here]</p>	
<p>1.4. Knowledge and experience of the public sector, in particular government agencies and Te Tiriti o Waitangi</p>	<p>10%</p>
<p>1. Please give recent examples (within the past 3 years) of work you have undertaken within the public sector that demonstrate your understanding of the government sector and Te Tiriti o Waitangi. What are the key learnings that you could apply to this project?</p>	
<p>[insert your answer here]</p>	
<p>1.5. Experience in the development of a relevant/comparable Business Case, including technical skills regarding organisational and business models</p>	<p>10%</p>
<p>Please describe <u>two</u> Business Cases you have developed recently in any sector that you believe are relevant to the Business Case that you understand is required by Creative New Zealand (date, scope, structure of Business Case, why relevant to Creative New Zealand, unique challenges you faced and the outcome of the Business Case)</p>	
<p>[insert your answer here]</p>	

Business Case 1:	
Client	
Title	
Date	
Scope	
Structure	
Relevance	
Challenges	
Outcome	
Business Case 2:	
Client	
Title	
Date	
Scope	
Structure	
Relevance	
Challenges	
Outcome	
<p>What process do you use to assess the suitability and effectiveness of governance and operating models in the context of a Business Case?</p> <p>[insert your answer here]</p>	
<p>How would you ensure that the recommendations in the Business Case were robust and fit for Creative New Zealand’s purpose and intended audience? Please use examples from previous projects that had a similar objective.</p> <p>[insert your answer here]</p>	

2. Approach and Methodology to Business Case Development (40%)	40 %
2.1. Understanding of our Requirements	10 %

1. Please explain and comment on your understanding of the context in which we are considering establishing the Agency and our requirements for the development of the Business Case.	
[insert your answer here]	
2.2. Understanding of Opportunities, Threats and Risks	10%
1. Please explain and comment on your understanding of the Opportunities offered (nationally and internationally) to the artistic and cultural communities by the digital world/technology.	
[insert your answer here]	
2. Please explain your understanding of the key Threats (nationally and internationally) to the artistic and cultural communities by the digital world/technology, including how they are organised and operate and what you will need to explore when developing the Business Case.	
[insert your answer here]	
3. Please explain and comment on your understanding of the Risks and potential mitigations that Creative New Zealand and other investors would face in establishing a sustainable and financially- viable Agency.	
[insert your answer here]	
2.3. Approach to Engagement	5%
1. Please explain how you would go about identifying and engaging with the key stakeholders (including Māori early in the process) from whom you would expect to gain essential input to the Business Case, and your expectation as to who those stakeholders may be.	
[insert your answer here]	
2. Please explain the techniques or processes you use to ensure that you accurately reflect a diversity of views on subject matter or content that you may be unfamiliar with?	
[insert your answer here]	
2.4. Approach to market research/environmental scan	5%
1. Please explain how you would undertake the research required for the business case e.g., the process you would use to identify, analyse, and compile the key information and data and how you would go about addressing any gaps.	

[insert your answer here]	
2. How would you ensure this information was current given the changing nature of the digital world/environment?	
[insert your answer here]	
2.5. Development Plan and Timeline	10%
1. Please provide a Project Plan that sets out at a high level the process and timing, including the key deliverables, by which you would develop and deliver the Business Case.	
[insert your answer here]	
2. What is your approach to feedback and how do you manage multiple viewpoints within the constraints of a project plan?	
[insert your answer here]	

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. [insert your assumptions here]
2. [insert your assumptions here]
3.

4: Our 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.
- 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.

Pricing schedule

Please submit your proposed pricing using the following pricing schedule

You may relate payments to either:

- the achievement of project milestones
- the month in which services were delivered.

Note that your price should include the cost of you presenting in the Business Case to Council and other Key stakeholders on up to 4 separate occasions, if required, in Wellington between October and December 2021.

Price and payment profile	Payment Amount excl. GST
Payment 1: (insert Date or Milestone at which you propose to invoice Creative NZ)	[\$ X]
Payment 2 (insert Date or Milestone at which you propose to invoice Creative NZ)	[\$ X]
Payment 3: (insert Date or Milestone at which you propose to invoice Creative NZ)	[\$ X]
(Insert additional Payments, Date or Milestone as required)	[\$ X]
Total Price	[\$ X]

Pricing assumptions

Please state any assumptions you have made in relation to your price and underlying costs.

Assumptions
1.
2.

5: The 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]

6: Our 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 four referees for your organisation.

Include a brief description of the 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.

We expect that:

- your first referee will be asked to describe your knowledge and experience in the arts and/or creative industries sectors.
- your second referee will be asked to describe your knowledge of Te Ao Māori and experience engaging with Māori as tangata whenua.
- your third referee will be asked to describe your knowledge Kaupapa Pasifika your fourth referee will be asked to confirm your capability to develop a Business Case that is relevant/comparable, including your technical skills.

First referee – regarding your knowledge and experience in the Arts and/or Creative industries sectors

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

Second referee - regarding your knowledge of Te Ao Māori and experience engaging with Māori as tangata whenua

Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Services provided:	[brief description of the services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Third referee – regarding your knowledge of Kaupapa Pasifika

Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Services provided:	[brief description of the services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Fourth referee – regarding your in capability to develop a Business Case that is relevant/comparable, including your technical skills.

Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Services provided:	[brief description of the services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Telephone:	[insert mobile or landline]

Email:	[insert email address]
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Please contact me before you approach a referee for a reference	Yes/Not required
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7: 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:	<p>The Respondent/s authorises the Buyer to:</p> <ol style="list-style-type: none"> collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client. use such information in the evaluation of this Proposal. <p>The Respondent/s agrees that all such information will be confidential to the Buyer.</p>	[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:	[agree / disagree]

- a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor.
- b. 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.
- c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

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]
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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]
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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:

- a. the information provided is true, accurate and complete and not misleading in any material respect.
- b. the Proposal does not contain intellectual property that will breach a third party’s rights.
- c. 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: _____

ATTACHMENTS

CV One

(insert)

CV Two

(insert)

CV Three

(insert)