Ministry of Social Development

Supplier Response Form

Disability Abuse Prevention and Response (DAPAR)

RFP Released: 27/01/2025

Deadline for Questions: 21/02/2025

Deadline for Proposals: 05/03/2025

Supplier Guidance

**Instructions for Respondents**

* Check that you have all the relevant documents, including:
  + The Request for Disability Abuse Prevention and Response (RFP) which outlines the requirements, evaluation criteria, and process.
  + The Supplier Response Form to fill out your response.
  + The RFP-Terms.
* Before filling out this form, read the RFP carefully, particularly Section 3 (Requirements) and Section 4 (Evaluation Methodology). This helps you quickly decide if you are the right fit for the requirements.
* Take note of the % weighting for each criterion in your responses. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
* Make sure you have noted any word or page limits (30 pages) that apply to your response.
* Please follow the layout of the Supplier Response Form. Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
* Insert any extra images or graphs either as part of your answer or in a separate attachment (make it clear in the Supplier Response Form that you have done so and note that appendices and attachments form part of any word or page limit).
* Please return the Response form as a Microsoft word document.
* Do not insert links to long documents unless requested as part of the response.
* Please submit questions regarding this RFP using the Q&A function on GETS / via email to dss\_commissioning@msd.govt.nz.
* Questions must be submitted by the Deadline for Questions

**Checklist for Respondents**

|  |  |
| --- | --- |
| **Have you:** | |
| Filled out all sections of the Supplier Response Form. | ​​☐​ |
| Clearly communicated what sets you apart from competitors throughout your response. | ​​☐​ |
| Marked all information that is commercially sensitive or confidential to your business (you cannot mark the whole document as confidential). | ☐ |
| Submitted all financial information relating to price, expenses and costs in the separate Supplier Pricing Template, ensuring no commercial information is contained in the Supplier Response Form. | ​​☐​ |
| Provided the correct number of referees (these must be work related referees, preferably not a friend or family member) as well as their up-to-date contact information. | ​​☐​ |
| Signed all declarations. If this is a joint or consortium Proposal make sure all the consortium members sign separate declarations. | ​​☐​ |
| Arranged for the Proposal to be submitted electronically OR delivered before the deadline for submission. | ​​☐​ |

**GETS Assistance**

For assistance with GETS, please contact the GETS Helpdesk:

* Monday to Thursday - 8:30am-5:00pm,
* Friday - 9:00am-5:00pm Friday.
* Closed on New Zealand public holidays.

Free Phone: 0508 GETS HELP (0508 438 743)

International: +64 4 901 3188

Email: info@gets.govt.nz

# Company 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) 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** |
| **Full legal name** |  |
| **Trading name (if different)** |  |
| **Physical address** |  |
| **Postal address** |  |
| **Registered office** |  |
| **Business website** |  |
| **Type of entity (legal status)** |  |
| **NZBN number** |  |
| **Country of residence** |  |
| **GST registration number** |  |
| **Are you considered a Māori business?** | Yes   No  *\*Definition of a Māori Business: if you are a registered business with a minimum 50% Māori ownership or a Māori authority (as classified by the* [*Inland Revenue Department*](https://www.ird.govt.nz/roles/maori-authorities/maori-authority-eligibility)*)* |

# Our Point of Contact

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Contact person:** | Nick Edmond |
| **Position:** | Procurement and Commercial Lead |
| **Email address:** | DSS\_commissioning@msd.govt.nz |

# Pre-Conditions

Please confirm you meet the below Pre-Conditions.

| **#** | **Pre-Condition** | **Yes or No** |
| --- | --- | --- |
| 1 | NZ Based operations. |  |
| 2 | Respondent must comply with the [Supplier Code of Conduct](https://www.procurement.govt.nz/broader-outcomes/supplier-code-of-conduct/) |  |

# Evaluation Criteria

Respondents are to provide answers to the questions in the template below. In providing answers Respondents must ensure they detail any assumptions or dependencies.

Please clearly identify which of the three components you are seeking to deliver and in what parts of the country.

We are looking for your proposal to describe how you will deliver the service, illustrating evidence and experience of the following criteria.

|  |  |
| --- | --- |
| 1. **Capability** | **Total Weighting – 65%** |
| **Question 1.1** | **Weighting – 15%** |
| Describe and provide evidence of your experience in safeguarding and working alongside disabled people, tāngata whaikaha Māori, families and whānau, particularly when they are at risk of, or experiencing abuse, neglect and/or harm. This work may include an individual intensive response, assisting people to develop their voice and build their good life free from abuse and harm. | |
| [insert your answer here] | |
| **Question 1.2** | Weighting – 15% |
| Detail how your activities and services are either:   * led and staffed by disabled people and/or tāngata whaikaha Māori, and include family and/or whānau perspectives, or * outline a plan for how you will develop this leadership structure or work with organisation(s) who have this. | |
| [insert your answer here] | |
| **Question 1.3** | Weighting – 15% |
| Describe and provide examples of how you have previously incorporated Te Tiriti o Waitangi, the UNCRPD and EGL principles, values and approaches in your work and how these will be applied in your proposed approach. | |
| [insert your answer here] | |
| **Question 1.4** | **Weighting – 10%** |
| Describe how you will respond equitably to the needs of tāngata whaikaha Māori and whānau. | |
| [insert your answer here] | |
| **Question 1.5** | **Weighting – 10%** |
| Describe how you will provide equitable responses for rural and provincial communities, Pacific communities, and other diverse groups such as rainbow and migrant communities? | |
| [insert your answer here] | |
| 1. **Capacity** | **Total Weighting – 35%** |
| **Question 2.1** | **Weighting – 20%** |
| Describe the experience, skills, and proven capability in safeguarding; and the ability to deliver the DAPAR component/s your current and proposed personnel have. Please include an outline of how you will implement the component(s) and your current staff skill set in relation to the component/s you are proposing to deliver, subcontract and/or identify where you need to develop and how this will occur. | |
| [insert your answer here] | |
| **Question 2.2** | **Weighting – 10%** |
| Describe and provide evidence of your organisational capability in terms of information security, privacy, policy and operational processes and systems (e.g. governance, leadership, practice development, quality management, HR, financial, data management). | |
| [insert your answer here] | |
| **Question 2.3** | **Weighting – 5%** |
| Provide detail of your existing networks and/or partnerships with the disability community; Family Violence and Sexual Violence sector; local communities; Māori communities and networks; the disability support system. | |
| [insert your answer here] | |

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| --- |
| **NON-WEIGHTED CRITERIA** |
| **Broader Outcomes:** Ability to support DSS achieve broader social, economic, and cultural outcomes and participants wellbeing including specifically: |
| Do you have an employee diversity policy and has this resulted in the engagement of any disabled people? If yes, please provide details |
| [insert your answer here] |
| Do you support any community initiatives? If yes, please provide details |
| [insert your answer here] |
| Do you have an environmental sustainability policy? If yes, please provide details. |
| [insert your answer here] |

|  |  |
| --- | --- |
| **Value for Money** | |
| * Please complete the price appendix and attach as a separate file in your response. * Please provide costings over a two-year term.   Clearly identify the costs associated with both the transition and ongoing service delivery including detail of any assumptions made. |

# Assumptions

[Please state any assumptions that you have made in relation to your response here. Where an assumption may influence the Price, state how the assumption will impact on the Price within the Pricing Template.]

# Proposed Contract

|  |  |  |
| --- | --- | --- |
|  | **RESPONDENT TIP**  **i**   * The terms and conditions of the Proposed Contract are in Section 5 of the RFP. The Buyer needs to know whether or not you are prepared to do business based on the Proposed Contract. * If you have any suggestions or changes that you wish to alter in the Proposed Contract, please note below (and you may be asked why it is important). * In deciding which Respondents to shortlist the Buyer will take into account each Respondent's willingness to meet the Contract terms and conditions. |  |

**Choose one and delete the other:**

Having read and understood the Proposed Contract, 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 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] |

# References

|  |  |
| --- | --- |
| **First Referee** |  |
| **Name of referee** |  |
| **Name of organisation** |  |
| **Goods/services provided** |  |
| **Date of provision** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Second Referee** |  |
| **Name of referee** |  |
| **Name of organisation** |  |
| **Goods/services provided** |  |
| **Date of provision** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Third Referee** |  |
| **Name of referee** |  |
| **Name of organisation** |  |
| **Goods/services provided** |  |
| **Date of provision** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

# Respondents Declaration

|  |  |  |
| --- | --- | --- |
| **Respondent’s Declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| RFP-Terms | I/we have read and fully understand this RFP, including the RFP -Terms, as amended by Section 1.6 of the RFP (if applicable). I/we confirm that the Respondent agrees to be bound by them. | [agree / disagree] |
| Collection of further information | The Respondent authorises the Buyer to:   * 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. The Respondent 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 3. I/we confirm that the Respondent 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 | By submitting this Proposal the Respondent warrants that it:   * has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor * 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 * 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 of the RFP. | [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 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 BY THE RESPONDENT**

I/we declare that in submitting the Proposal and this declaration:

* The information provided is true, accurate and complete and not misleading in any material respect.
* The Proposal does not contain any material that will infringe a third party’s intellectual property rights.
* 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 they have been authorised by the Respondent to make this declaration on its/their behalf.

|  |  |
| --- | --- |
| **Signature** |  |
| **Full Name** |  |
| **Title** |  |
| **Name of Organisation** |  |
| **Date** |  |