Request for Proposal (RFP) Response Form

Two sections of this response form are **mandatory: section one, the Respondent Profile, and section 4, the Respondent Declaration.** Use of the other sections of this response form is **optional – you may provide the remaining information in a format of your choice.**

You remain responsible for providing all information requested in the RFP.

An abbreviated checklist for all responses, including those that do not make use of all sections of the response form, is:

|  |  |
| --- | --- |
| **Have you:** |  |
| 1. Provided the name and postal address of your TEO (if a consortium, postal address for the lead TEO)
 | [ ]  |
| 1. Provided the name and contact information of your designated Contact Person for this proposal (the person who will receive responses or questions from TEC)
 | [ ]  |
| 1. Arranged for the proposal to be signed. If this is a consortium proposal, ensure all consortium members sign separate declarations.
 | [ ]  |
| 1. Arranged for the Proposal to be submitted electronically before the Deadline for Proposals.
 | [ ]  |

# Instructions for Respondents

1. Check that you have all the relevant documents, including:
* The Request for Proposals (RFP) which outlines the procurement.
* The Response Form (this one) to fill out your response.
1. Before filling out this form, read the RFP carefully, particularly Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). This helps you quickly decide if you are the right fit for the requirements.
2. Everything highlighted in **PURPLE** in this document is information for the Respondent (you). Delete these **PURPLE** parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas please un-shade them.

The purple boxes are Supplier Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions.

# Checklist for Respondents

|  |  |
| --- | --- |
| **Have you:** |  |
| 1. Filled out all sections of the Response Form.
 | [ ]  |
| 1. Removed all the purple ‘Supplier Tip’ boxes from this Form.
 | [ ]  |
| 1. Deleted the PURPLE instructions from this Form.
 | [ ]  |
| 1. Un-shaded the **BLUE** highlighting where you fill out your answer.
 | [ ]  |
| 1. Arranged for the declaration to be signed. If this is a joint or consortium Proposal make sure all the consortium members sign separate declarations.
 | [ ]  |
| 1. Arranged for the Proposal to be submitted electronically before the Deadline for Proposals.
 | [ ]  |

[insert your (Respondent’s) name and logo]

# Proposal for Hosting the National Centre for Tertiary Teaching Excellence

In response to the Request for Proposals

By: Tertiary Education Commission

For: NCTTE fund

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

## About the Respondent

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFP process.
* If an item is not applicable, complete the box by stating 'not applicable'.
* If you are submitting a joint or consortium Proposal complete an 'Our profile' table for each member of the consortium. 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 other**

* **[**This is a Proposal by [insert the name of your organisation] (the Respondent) to supply the Requirements.**]**
* **OR [**This is a 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:** | [insert the name that you do business under] |
| **Trading name (if different):** | [if applicable] |
| **Physical address:** | [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):** | [Wānanga / University / Te Pūkenga / Private Training Establishment / other please specify] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |

### Our Point of Contact

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Contact person:** | [name of the person representing the Respondent and responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Primary phone number:** | [mobile or landline] |
| **Alternate phone number:** | [mobile, landline, or assistant’s contact] |
| **Email address:** | [work email] |

## Response to the Requirements

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Carefully read RFP Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). Then provide your response by demonstrating your organisation's ability to meet the criteria.
* Please mark any information that is 'commercially sensitive' or 'Confidential Information' to your business so that the Buyer knows. You cannot make the whole document confidential unless this is truly the case. Refer to the RFP-Terms for more information.
* Keep it simple. If an answer is in another document e.g. a marketing brochure, just cut and paste the relevant part into this form. Do not show the whole document unless necessary - the Buyer may not read it all.
* Any video or separate document should be uploaded and the link inserted into this form.
* You may include extra information in your Proposal if it adds value and is relevant.
 |  |

### Pre-conditions

| **#** | **Pre-condition** | **Meets** |
| --- | --- | --- |
|  | The host must be a TEO or a consortium of TEOs | [Yes/No] |
|  | The host must have effective governance and management | [Yes / see below] |
|  | If there are now or have recently been concerns about the governance and management at the host TEO or any member of the consortium, explain briefly how these concerns have been addressed: |  |
|  | The host must be efficient and provide value for money. This refers to the TEOs’ use of time and resources. Have they demonstrated consistent delivery of expected activities within timeframes and within budget? Do their activities, when delivered to time and budget, have comparable (or better) impact than those of similar TEOs? | [Yes / see below] |
|  | If there are now or have recently been concerns about the efficiency and value for money at the host TEO or any member of the consortium, explain briefly how these have been addressed: |  |

### Overview of your solution

Please provide an overview of your solution.

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** This should summarise your entire response in a few pages. Keep it simple.
* Your competitors may all have similar skills and methods. Know what sets you apart, and clearly communicate it in your response.
 |  |

#### Write your overview here

### Requirements

Requirements are designated as items that **must** be addressed, and several that **should** be addressed. We have included a column describing how proposals can demonstrate they meet these requirements.

|  |  |
| --- | --- |
| **Requirement** | **How demonstrated to TEC** |
| Governance and management: The Centre **must** |
| 1. Have effective governance and management *[note: this is required of the Centre; the similar pre-condition asks about the host’s track record]*
 | Identify key challenges in these areas and how the challenges will be addressed |
| 1. Demonstrate a commitment to Treaty of Waitangi principles and obligations, and to addressing equity for Māori ākonga
 | Both the host track record and proposal details will be considered |
| 1. Be efficient and provide value for money *[note: this is required of the Centre; the similar pre-condition asks about the host]*
 | Provide budget planning information (see Section 4 below) and identify how challenges will be addressed |
| 1. Avoid unnecessary duplication of existing work, research, and resources
 | Describe processes the Centre will use to identify and avoid potential duplication |
| 1. Develop performance measures that track progress on achieving the fund’s policy goals
 | List the performance measures, or provide a plan for how these will be developed |
| Strategy and outcomes: The Centre **must** |
| 1. Develop and maintain a 3-year strategic plan aligned with the TES and TEC strategy
 | Describe how this will be achieved |
| 1. Drive learner success in the tertiary education system by improving teaching capability of TEOs and educators
 | Describe how the centre strategy, proposed actions and performance measures will achieve this outcome |
| 1. Improve TEO capability to support learner success by focusing on equity, priority learners, and learner pathways
 | Describe how the centre strategy will achieve this outcome |
| 1. Serve the interests of all New Zealand TEOs; work and engage across the sector
 | Describe how the Centre’s actions and strategy address the full range of NZ TEOs |
| Activities and outputs: The Centre **must** |
| 1. Produce and share with the sector monitoring, evaluation and research about effective teaching and learning in New Zealand
 | Describe the strategy for each output and identify specific actions to be taken |
| 1. Advise TEOs and agencies regarding teaching capability
 |
| 1. Incentivise quality and innovation in tertiary teaching
 |
| 1. Forge and maintain global linkages to learn from, share with and benchmark against comparable international organisations
 |
| 1. Undertake a system stewardship role with all TEOs, with particular emphasis on those who have their own in-house centres of teaching and learning, helping them to coordinate their offerings and adopt best-practice approaches.
 |
| 1. Administer the Tertiary Teaching Awards *(note: TEC provides the prize money for these awards separately from the NCTTE fund)*
 | Acknowledge the Centre’s responsibility for this work. |
| **Considerations** – The proposal **should**  |
| 1. In its financial planning, the proposal should maintain good awareness of the level of funding the NCTTE fund provides, and how the Centre would adapt to pressures from inflation
 | Identify likely financial challenges and how these would be addressed |
| 1. In its strategy, have a clear logic for how the activities specified in the proposal will deliver progress on the fund’s policy goals and the TES.
 | Develop an intervention logic or logic map that both justifies proposed activities and shows how they will contribute to the desired outcomes |
| 1. Address how best to transition to the new version of the Centre
 | Identify key challenges in this area and how the challenges will be addressed. Provide a well-considered high-level plan that will be efficient and effective |

#### Write your explanation of how your proposal meets these requirements here.

## Evaluation Criteria

### Detailed or supplementary response to Requirements

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** These are questions relating to the evaluation criteria (see Section 3 of the RFP). Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.
 |  |

These evaluation criteria relate to material you have already provided in section 2. Use the answer sections here if you wish to supplement or highlight that material.

|  |  |
| --- | --- |
| 1. **Fit for purpose criteria Weighting 50%**
 |  |
| * 1. Does the proposal address all the elements of what’s wanted?
 |  |
| [insert answer here] |  |
| * 1. Would this host’s National Centre be high quality?
 |  |
| [insert answer here] |  |
| * 1. How innovative is the proposal?
 |  |
| [insert answer here] |  |
| * 1. Are plans for governance and management sufficient?
 |  |
| [insert answer here] |  |
| * 1. To what extent would this host’s National Centre be a whole-of-sector resource?
 |  |
| [insert answer here] |  |
| 1. **Capability and capacity criteria Weighting 50%**
 |  |
| * 1. How well does the provider understand the requirements?
 |  |
| [insert answer here] |  |
| * 1. What is their track record of delivery on similar contracts?
 |  |
| [insert answer here] |  |
| * 1. Do they have the cultural competency to improve teacher delivery to priority learners?
 |  |
| [insert answer here] |  |
| * 1. How realistic is the budget, given both the scope of the intended work and the funding envelope?
 |  |
| [insert answer here] |  |
| * 1. To what extent do they have the relevant expertise needed?
 |  |
| [insert answer here] |  |

### Budget planning information

1. Complete the table below. Include a figure for each category, even where the estimate is zero. You may add categories as needed.
2. Respondents should describe how they will manage risks and contingencies related to the delivery of the Requirements.
3. If a consortium submits a proposal, the estimated costs must include all NCTTE-related charges by all consortium members.

|  |  |  |
| --- | --- | --- |
| Category | Estimated Cost (NZ$000, ex-GST) | Notes |
| Staff costs |  |  |
| Overheads/administration  |  |  |
| Research project funding |  |  |
| Scholarships and prizes |  |  |
| Contracted services |  |  |
| Other direct costs |  |  |
| TOTAL |  |  |

### Assumptions

|  |  |
| --- | --- |
| **Assumptions** |  |
| Please state any assumptions you have made in relation to the budget planning information. |  |
| [insert answer here] |  |

## Our declaration

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Here you are asked to make a formal declaration. Select 'agree' or 'disagree' at the end of each row. If you don't, you will be deemed to have agreed.
* Have the declaration signed by someone who is authorised to sign and able to verify the declaration, e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Proposal each party involved in the joint or consortium Proposal must complete a separate 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 2. 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 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] |
| 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’]. |
| Conflict of Interest declaration: | The Respondent warrants that other than the conflict(s) detailed above, 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] |

#### 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/position**:

**Name of organisation**:

**Date**: