

Collaborative procurement review criteria – Stage 2: Sourcing

Anticipated documentation

Agencies can submit their sourcing documents (for example, ROI, RFI, RFP etc) and draft contract **prior** to releasing them to the market. Agencies should use the Government Model RFx templates where appropriate.

If you have any queries, contact us at procurementplanning@mbie.govt.nz

Review criteria	Guidance
1. RFx scope and objective <ul style="list-style-type: none"> Key procurement objective. Clear in-scope and out-of-scope statements for the procurement. Alignment of scope and objective with Planning phase (stage one). Clear statement of contract type (Common Capability, Open Syndicated). Governance structure. Specific economic benefits targeted. Overarching strategies relevant to the procurement. Sustainability, including “future-proofing” aspects. Health & Safety and/or other regulatory or legislative requirements. ICT Strategy and Action Plan. 	<p>What is the procurement attempting to achieve or overcome? What is the vision?</p> <p>Does the RFx document detail whether it will be a single or multi-stage procurement?</p> <p>Identify the Lead Agency and any initial Participating Agencies.</p> <p>Outline the Secondary Procurement process, if any.</p> <p>Describe any over-arching strategies that may be relevant (for example, related to the long-term goals of the agency or cluster).</p> <p>Describe any specific economic benefits targeted.</p>
2. RFx timelines <p>Suppliers need to have sufficient time to respond to an RFx (Rule 16).</p>	<p>Ensure sufficient time for questions, response, evaluation, and transition; ensure timeline meets Government Procurement Rules.</p> <p>RFx document outlines when and how suppliers should respond (for example, notification of intent; questions; negotiations; demonstrations / presentations etc.</p>
3. Assessment criteria <ul style="list-style-type: none"> The RFx includes the evaluation criteria that will be used to assess responses. Relative importance of each criterion is detailed. 	<p>Ensure the evaluation criteria aligns to the questions asked in the RFx and relates to the outcomes the agency is seeking from the RFx; criteria are weighted or ranked.</p>

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<ul style="list-style-type: none"> A clear statement of pre-conditions, if any, ensuring the RFx document lists the pre-conditions that apply (Rule 14). 	<p>An outline of the planned evaluation process is included in the RFx.</p> <p>Ensure there is a statement as to what happens if a respondent fails to meet the pre-conditions; and ensure pre-conditions do not unnecessarily exclude respondents.</p>
<p>4. Requirements fit</p> <ul style="list-style-type: none"> The requirements align with the scope of the RFx and the business objectives stated in the planning phase (part one), and are clearly articulated for the services and/or products required. Indicate the level of capability and capacity required. Consideration of economic benefits, sustainability, health and safety, other relevant legislation / standards / regulations have been articulated. Key performance indicators / service levels are indicated, and are relevant, achievable and succinct. Reporting requirements are indicated, and include consideration for collaborative aspects. The RFx outlines how conflicts of interest will be managed – both agency and supplier. Where relevant to do so, the RFx states process aspects related to probity – for example how due process will be followed, confidentiality maintained, and the six principles of government procurement supported. If it is a complex, risky, or strategic procurement, agencies may want to consider an independent probity advisor. 	<p>Have the overall requirements of the procurement been fully considered and aligned to the desired outcomes?</p>
<p>5. Historic consumption analysis</p> <ul style="list-style-type: none"> The RFx states required volume, usage and other statistical and technical information (by agency, if known), and volume/value ranges are realistic. Scope and scale elements are considered (how much the contract is intended to be allowed to grow in participating agency numbers, spend or volume) and whether a cap is necessary. 	<p>Is there the potential for distortion of the market to occur over the life of the contract? If so, some type of capping mechanism should be considered.</p> <p>A background strategy could also be stated if this is considered useful for suppliers.</p>

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<p>6. Price</p> <ul style="list-style-type: none"> • A price / statement of work (SOW) or similar template is provided for suppliers to populate as applicable. • Consideration has been given to a sliding scale for volume (or similar model) to encourage suppliers to consider incentives for collaboration. 	<p>If a price template is difficult to construct, given the nature of the category/product/service, consider a case study and have respondents' price in relation to the case study, to compare like with like.</p>
<p>7. Draft contract</p> <ul style="list-style-type: none"> • A draft contract is included that aligns with the services / products and includes relevant clauses: <ul style="list-style-type: none"> ◦ Delivery, Payment, Warranties, Indemnity, Liability, Reporting, KPIs, Secondary Procurement Process, Termination etc. • Clear clauses pertaining to the planned contract type (Common Capability, Open Syndicated) are evident, including: <ul style="list-style-type: none"> ◦ Volume-based pricing structure (if applicable) ◦ Termination clauses that accommodate: <ul style="list-style-type: none"> ▪ Termination by Lead Agency ▪ Termination by Participating Agency ◦ Scope and scale aspects/capping mechanism, if applicable – at what point the contract will reach an upper limit in terms number of participating agencies, or whole-of-life value, or term ◦ Governance and escalation of issues. 	<p>Include common use provision clauses and/or common capability clauses; and collaborative aspects around reporting, contract management, termination etc.</p> <p>Does the contract contain provisions for the syndicated data collection reporting requirement to NZGP? – Refer reporting template.</p> <p>Does the contract contain clauses and reporting relevant to Economic Benefit delivery (including reporting to NZGP)?</p>