



NEW ZEALAND
GOVERNMENT PROCUREMENT

Online Panel Directory - Agency Guide

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Introduction

This guide is designed for agencies who are participating in contracts that use the Online Panel Directory to store and share panel provider information. It provides a brief overview of the online tool and guides agencies through the process of how to use it.

<p>Scope</p>	<p>The Online Panel Directory is currently used for the following contracts:</p> <ul style="list-style-type: none"> • AoG Consultancy Services – Business and Finance (including the GCIO Assurance sub-panel) • Property Consultancy Services • AoG External Recruitment Services • Security and Related Services • Web Services <p>It is anticipated that other service related contracts will be added in the future.</p> <p>The directory allows participating agencies to search for and shortlist providers. It does not include e-tendering functionality.</p>
<p>Purpose</p>	<p>The Online Panel Directory makes it easier for government agencies to find a provider that meets their engagement requirements. Participating agencies can search, filter, compare and shortlist panel providers based on their needs without having to refer to multiple places.</p>
<p>Features & benefits</p>	<p>Benefits</p> <ul style="list-style-type: none"> • Providers are able to maintain their own general company information making it easier to keep the directory up-to-date. • Improves transparency and allows agencies to easily compare providers and create a shortlist. • Promotes a level playing field for panel providers promoting themselves to government. • A ‘one source of the truth’ for participating agencies, containing the latest provider information. <p>Features</p> <ul style="list-style-type: none"> • Displays provider information such as contact details, services provided under the contract, and pricing. • Participating agencies are able to search, filter, compare and shortlist providers based on their needs without having to refer to multiple places. • Ability to export shortlisted providers to Excel, as well as export individual provider profiles. • Clean and intuitive layout. • Provider information is displayed in random order to ensure a level playing field for providers. • Security is maintained through an authorisation process for agencies.
<p>Contacts</p>	<p>An MBIE Helpdesk is available to provide technical support for the Online Panel Directory:</p> <ul style="list-style-type: none"> • Phone: 0508 438 743 • Email: info.nzgp@mbie.govt.nz

Queries related to the management of each contract, should be directed to the relevant Centre of Expertise (CoE). Contact details can be found in the Online Panel Directory or through [inSource](#) (for NZGP or GPG managed contracts).

Accessing the Online Panel Directory

Due to the commercially sensitive nature of the information within the Online Panel Directory, access is only granted to Participating Agencies. This is done through a two-part process:

- 1) Participating Agency 'IP whitelisting' which is a process of approving certain IP addresses for website access
- 2) Participating Agency common password

This set up is completed at the time of your agency joining the contract. Your agency representative (as stated in the Letter of Accession (LoA)) was provided with a common password for your agency by the CoE.

Using the Online Panel Directory

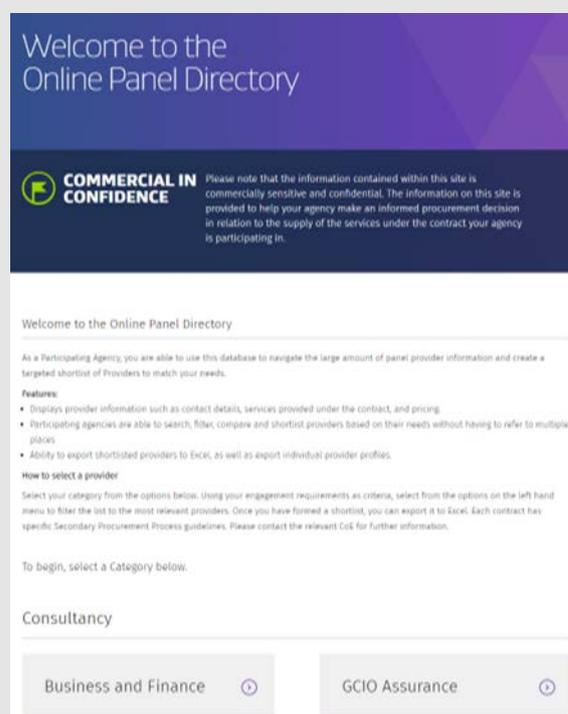
Step 1 Logging In

- Contact your procurement team or agency representative for your password. Note: There is one password for your agency - not per user. This password will be updated periodically.
- Log on to <https://directory.procurement.govt.nz>
- If your agency shares an IP address with another agency (e.g. works from a shared location), you will need to select your agency name from a dropdown field.
- Enter your agency password.

If you have checked your agency password is correct but cannot connect to the site, please contact the MBIE Helpdesk.

Step 2 Select a Category

- From the landing page, select the relevant category (contract) for your business needs.

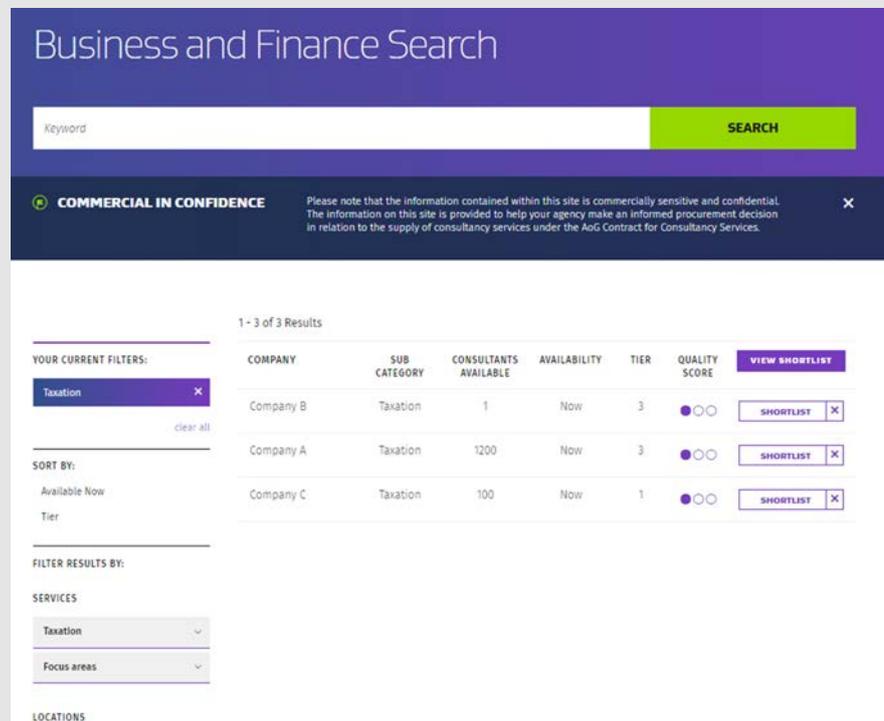


The screenshot shows the landing page of the Online Panel Directory. At the top, it says "Welcome to the Online Panel Directory". Below this is a "COMMERCIAL IN CONFIDENCE" warning icon and text: "Please note that the information contained within this site is commercially sensitive and confidential. The information on this site is provided to help your agency make an informed procurement decision in relation to the supply of the services under the contract your agency is participating in." The main heading is "Welcome to the Online Panel Directory". Below this, it says "As a Participating Agency, you are able to use this database to navigate the large amount of panel provider information and create a targeted shortlist of Providers to match your needs." There are three bullet points under "Features": "Displays provider information such as contact details, services provided under the contract, and pricing.", "Participating agencies are able to search, filter, compare and shortlist providers based on their needs without having to refer to multiple pages.", and "Ability to export shortlisted providers to Excel, as well as export individual provider profiles." Under "How to select a provider", it says "Select your category from the options below. Using your engagement requirements as criteria, select from the options on the left hand menu to filter the list to the most relevant providers. Once you have formed a shortlist, you can export it to Excel. Each contract has specific Secondary Procurement Process guidelines. Please contact the relevant CoE for further information." Below this, it says "To begin, select a Category below." There are two buttons: "Consultancy" and "Business and Finance" (with a dropdown arrow) and "GCIO Assurance" (with a dropdown arrow).

Step 3

Refine your search

- You will then be presented with a search page where all panel providers for that category will be displayed (the search results are displayed in a random order).
- Each contract has specific Secondary Procurement Process guidelines. Please contact the relevant CoE for guidance.
- Using your engagement requirements as criteria, select from the options on the left hand menu to filter the list to the most relevant providers.
- To further refine these search results, you can use the key word search functionality. For example – search within the results for a specific focus area.
- If you want more details about a specific provider, clicking on their name will take you to their details page specific for that sub category.
- You can export the provider details page into an Excel format.



Business and Finance Search

Keyword **SEARCH**

COMMERCIAL IN CONFIDENCE Please note that the information contained within this site is commercially sensitive and confidential. The information on this site is provided to help your agency make an informed procurement decision in relation to the supply of consultancy services under the AoG Contract for Consultancy Services. ✕

1 - 3 of 3 Results

YOUR CURRENT FILTERS:

Taxation ✕
clear all

SORT BY:

Available Now
Tier

FILTER RESULTS BY:

SERVICES

Taxation ▾
Focus areas ▾

LOCATIONS

COMPANY	SUB CATEGORY	CONSULTANTS AVAILABLE	AVAILABILITY	TIER	QUALITY SCORE	VIEW SHORTLIST
Company B	Taxation	1	Now	3	●○○	SHORTLIST ✕
Company A	Taxation	1200	Now	3	●○○	SHORTLIST ✕
Company C	Taxation	100	Now	1	●○○	SHORTLIST ✕

Step 4
Create a shortlist

- Select the providers (maximum of 5) that you wish to shortlist and receive more information on.
- Select 'View Shortlist' to view the providers you have selected to shortlist and compare (scroll across to see all five).
- You can also export the shortlist into an Excel format. Please note the shortlist cannot be saved between sessions.

SUPPLIER	Company C	COMPANY B	Company A
AVAILABILITY	Now	Now	Now
TIER	1	3	3
QUALITY SCORE	●○○	●○○	●○○
CONSULTANTS AVAILABLE	100	1	1200
MAX DAILY RATE PER JOB LEVEL	1 \$3,000.00	\$1,000.00	\$1,000.00
	2 \$3,500.00	\$3,000.00	\$2,000.00
	3 \$4,000.00	\$5,000.00	\$5,000.00
	4 \$5,000.00	\$5,700.00	\$5,700.00
	5 \$6,200.00	\$6,200.00	\$6,200.00
CONTACT DETAILS			

Step 5
Engagement of your preferred provider/s

- The Online Panel Directory exists to help you with the selection of your preferred providers. The next step is to request a quote from your chosen Provider/s.
- Your agency procurement contact will be able to advise on the best approach based on your agency's purchasing procedures and supply you with the necessary documentation.
- If required, Service Order templates specific to contracts are available through the relevant CoE.