# Advance Notice

## Instructions for the Buyer

This Advance Notice is designed to give the market early notice of a contract opportunity. It should be published as early as possible, before your notice of procurement is published on GETS.

An Advance Notice is optional, but it’s a good idea where suppliers will need extra time to prepare a response. Such as where:

* the procurement presents an opportunity for innovation and new ideas
* your requirements are more complex
* the procurement presents an opportunity for suppliers to collaborate
* suppliers need time to explore sub-contractors in the supply chain.

**Important to note:** The Advance Notice template is used to give the market a heads up ideally a month or two before the procurement opportunity is posted on GETS. Advanced Notices are for procurements that are in their final stage of approval and will go ahead. It does not replace a Future Procurement Opportunity (FPO).

Everything highlighted in **RED** is information for the Buyer (that’s you). Delete these **RED** parts prior to publishing the Advance Notice. Anything shaded in **YELLOW** is customisable. When you have completed these areas please un-shade them using the highlight pen tool.

If you need some help with your Advance Notice, contact your agency’s procurement team first.

[insert Buyer (agency) logo]

# Advance Notice of a contract opportunity

by: [insert name of the Buyer]

for: [insert name of procurement]

ref: [procurement reference number]

Advance Notice released: [DD MM YY]

[Name of Buyer]

[Website]

[Street address]

[City]

## The opportunity

**This should be a short, concise summary to help suppliers decide if they are the right fit for the contract. Keep this summary to one page (or two pages maximum).**

### What we need

Summarise what you are looking to procure in one or two paragraphs. Make it succinct. Avoid jargon and acronyms. You can include a little bit of background, if relevant.

[**Example**: Wholesome Life is a new initiative that aims to improve people’s wellbeing where they live, learn, work and play. The Buyer wishes to appoint lead providers in priority regions who will be responsible for the day-to-day oversight of multiple programmes and delivery within their local community. The Buyer will provide leadership and coordination at a national level.]

### What’s important to us?

Explain what will influence your Supplier selection. What are the key outcomes? Describe what’s important to you. Are you interested in public value or new ways of doing things? Do you want to see evidence of public value such as Broader Outcomes in the course of delivering the contract? Are there any pre-conditions or other expectations? Provide key points here, you can include more details later.

[**Example**: The Buyer is looking for providers who have the capability, experience and infrastructure to deliver Wholesome Life in their community. They need to have a good track record in the management and implementation of community-based programmes. The Buyer is interested in a service that may also deliver broader outcomes such as employment opportunities. It is expected that the providers will have effective networks and strong relationships (socio - cultural) within their local community.]

### Why should you bid?

Motivate Respondents to bid. Be very clear about what’s in it for them. What difference can they make? Why is your work worthwhile? Make a clear statement that shows what you are looking for, for example local community providers; suppliers with a large regional reach; providers who have particular interest or expertise in…

[**Example**: This is a unique opportunity to be part of a major New Zealand wellbeing initiative. Lead providers will support local leaders to implement voluntary initiatives that encourage families to live healthy, active lives. Through investment in community partnerships and a skilled intervention workforce, you will empower these communities to find local solutions to local needs.]

### Interested? What’s next?

Let the supplier know the next stages. Will you hold supplier briefings? Who can they contact to keep up to date about this opportunity?

We intend to go to market in [the quarter / month / specific date]. The opportunity will be advertised on the Government Electronic Tenders Service (GETS).

If you are interested you can register to attend our supplier briefing/s on [date]. These will be held in [city / town] on [month or specific date/s].

To register email [name of contact person] [their title/role and the unit they work in], [email address or GETS inbox address and hyperlink].

OR

If you are interested get in touch with our contact person [name of contact person] [their title/role and the unit they work in], [email address or GETS inbox address and hyperlink].