# Government (RFx)

# Response Form Optional Extras

Additional information that can be included in Response Form templates.

## Response Form Optional Extras

## Instructions for the Buyer

This document contains tables with additional information that you can add to any of the Government Response Forms.

Use these tables sparingly! Only add a table to a Response Form if there is specific information you need that’s not already in the Response.

Avoid asking Respondents for information that is irrelevant to the procurement.



**BUYER TIP**

Where possible keep the structure and wording of each table as is. If we standardise how we ask Respondents for information, it makes it easier for them to do business with government agencies.

For example, if we ask a Respondent for information about the quality standards of its product, having completed this table once, the Respondent can save it and use the information in this format for future tenders.

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## 1: About the organisation

|  |  |
| --- | --- |
| **Details of the Respondent’s organisation** | |
| **Type of business:** | [A brief description of the type of goods and/or services that your organisation specialises in delivering]. |
| **Year established:** |  |
| **History:** | [A brief history of your organisation, including current operations]. |
| **Summary of experience relevant to this RFP:** |  |
| **Strategic plan:** | [A brief outline of your organisation’s strategic plans for the next one/three/five years]. |
| **Total number of staff in NZ:** |  |
| **Total staff worldwide:** |  |
| **Number of locations in NZ:** |  |
| **Overseas locations:** | [State any other country where your organisation has an operational presence]. |



**BUYER TIP**

Insurance cover can be expressed in many different ways. Allow the Respondent to adjust the table below to state the correct type of insurance language.

|  |  |  |
| --- | --- | --- |
| **Insurances held Describe any insurance cover you hold that is relevant to this procurement. You can adjust this table to suit.** | | |
| **Policy #1** |  | |
| **Name of insurers:** | |  |
| **Type of insurance:** | | [Public liability/professional indemnity product liability/employer’s liability/other (please specify)]. |
| **$ amount of insurance cover (NZ$ unless otherwise specified):** | | [Insert the amount of cover under the policy]. |
| **Limitations:** | | [State any limitations which apply to this policy]. |
| **History:** | | [Summarise your claims history for the last three years] |
| **Policy #2** | |  |
| **Name of insurers:** | |  |
| **Type of insurance:** | | [Public liability/professional indemnity product liability/employer’s liability/other (please specify)]. |
| **$ amount of insurance cover (NZ$ unless otherwise specified):** | | [Insert the amount of cover under the policy]. |
| **Limitations:** | | [State any limitations which apply to this policy]. |
| **History:** | | [Summarise your claims history for the last three years]. |

|  |  |
| --- | --- |
| **Probity check** | |
| **List any pending claims against your organisation:** |  |
| **List any court judgements or other decisions that have been made against your organisation in the last 6 years:** |  |

|  |  |  |
| --- | --- | --- |
| **Finances** | | |
| **Current financial status:** | [Brief description of your organisation’s current financial status and stability]. | |
| **Date of your last audited accounts:** | [Insert date of last audited accounts]. | |
| **Copy of latest annual report attached?** [if applicable] | | [Yes/No] |
| **Is a merger/sale/restructure in contemplation?** | | [Yes/No] |
| **Is your organisation in dispute with workers or a trade union?** | | [Yes/No] |

### 2: Capacity to deliver

|  |  |
| --- | --- |
| **Current business commitments** | |
| **Current work:** | [List your organisation’s current business commitments/projects/contracts]. |
| **Limitations:** | [State any limitations that current work commitments impose on your organisation being able to deliver the Requirements]. |

|  |  |
| --- | --- |
| **Key personnel** | |
| **Key personnel #1:** **Proposed project manager for this contract:** | |
| **Name:** |  |
| **Relevant experience:** |  |
| **Time commitment:** | [State the proposed amount of time this person will spend in the delivery of the Requirements]. |
| **Constraints:** | [State any constraints the person has in participating in delivery]. |
| **Key personnel #2:** | |
| **Name:** |  |
| **Qualification/s:** |  |
| **Specialisation:** | [Briefly describe the area that this person specialises in. Explain how the specialisation is relevant to the delivery of the Requirements]. |
| **Relevant experience:** |  |
| **Time commitment:** | [State the proposed amount of time this person will spend in the delivery of the Requirements]. |
| **Constraints:** | [State any constraints the person has in participating in delivery]. |
| **Key personnel #3:** | |
| **Name:** |  |
| **Qualification/s:** |  |
| **Specialisation:** | [Briefly describe the area that this person specialises in. Explain how the specialisation is relevant to the delivery of the Requirements]. |
| **Relevant experience:** |  |
| **Time commitment:** | [State the proposed amount of time this person will spend in the delivery of the Requirements]. |
| **Constraints:** | [State any constraints the person has in participating in delivery]. |

|  |  |
| --- | --- |
| **Proposed sub-contractors** | |
| **Disclosure:** | Respondents must indicate if they intend any person or organisation, who is not an employee, to sub-contract any part of the deliverables. The sub-contractor’s details must be provided below. |
| **Sub-contractor #1** | |
| **Sub-contractor’s name:** |  |
| **Address:** |  |
| **Specialisation:** |  |
| **This sub-contractor’s deliverables:** |  |
| **Sub-contractor #2** | |
| **Sub-contractor’s name:** |  |
| **Address:** |  |
| **Specialisation:** |  |
| **This sub-contractor’s deliverables:** |  |

### 3: Capability to deliver

|  |  |
| --- | --- |
| **Quality standards** | |
| **Certificates held:** | [List any ISO or AS/NZ certificates held]. |
| **Quality assurance systems:** | [List any QA systems/software/standards in operation]. |
| **Internal audit:** | [List any internal audit systems/software/standards in operation]. |
| **Contract management:** | [List any contract management systems/software/standards in operation]. |
| **Monitoring and evaluation:** | [List any M&E systems/software/standards in operation]. |
| **Reporting:** | [List any reporting systems/software/standards in operation]. |
| **Financial management:** | [List any financial management systems/software/standards in operation]. |
| **Risk management:** | [List any risk management systems/software/standards in operation]. |
| **Records management:** | [List any records management systems/software/standards in operation]. |
| **Staff training:** | [List routine staff training supplied]. |
| **Codes of conduct** | [List any codes of conduct which apply to the organisation/staff]. |

### Policy and compliance records

### For designated contracts, your agency must also ensure the statements suppliers make about their compliance with employment standards are supported by evidence. This should include checking if new and existing suppliers and their supply chains have been found to have breached employment standards. If they have, you’ll need to find out what action has been taken to resolve the issues that resulted in the breach.

### 

|  |  |
| --- | --- |
| **Policy and compliance records** | |
| **Do you have policies in place detailing your commitment to employment standards? If yes, provide a copy of the policies.** | [Yes/No] |
| **Do you provide information about your employment standards policies and requirements to your sub-contractors and franchisees?** | [Yes/No] |
| **Has the Labour Inspectorate, Employment Relations Authority (ERA), or the Employment Court ever found you, your sub-contractors or franchisees, in breach of employment standards? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |
| **Has the Labour Inspectorate, Employment Relations Authority (ERA), or the Employment Court ever found you, your sub-contractors or franchisees, in breach of employment standards? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |
| **Have you, or any of your sub-contractors or franchisees, engaged workers who do not have the right to work in New Zealand? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |

### Sub-contracting arrangements

|  |  |
| --- | --- |
| **Sub-contracting arrangements** | |
| **Will you be using any domestic sub-contractors, independent contractors and/or franchisees?**  **If yes:**   * **Explain what each of them will deliver** * **Provide details or a diagram that explains your contracting model** * **Explain why you are not supplying the services directly** | [Yes/No] |
| [Provide details] |  |

### Monitoring and reporting

### For designated contracts your agency must monitor suppliers and their domestic supply chain to ensure they continue to comply with employment standards.

### Asking the following questions can help to establish if suppliers have systems and processes in place to monitor their own and their supply chain’s compliance with employment standards for the duration of the contract.

|  |  |  |
| --- | --- | --- |
| **Policy and compliance records** | | |
| **What processes do you have in place to monitor your continuing compliance with employment standards?** |  | |
| **Does your business take part in internal and/or third-party audits for assurance it continues to comply with employment standards?**  **If yes, provide details.** | | [Yes/No] |
| [Provide details] | |  |
| **Do you require your sub-contractors to report on their compliance with employment standards, or to take part in third-party audits? If yes, provide details.** | | [Yes/No] |
| [Provide details] | |  |
| **Does your business have a person whose role it is to actively work with and monitor worker rights issues, including for suppliers and sub-contractors?** | | [Yes/No] |

### 4: Health and safety

Unless specifically excluded, every person conducting a business or undertaking (PCBU) in New Zealand must meet their obligations under the Health and Safety at Work Act, 2015 (HSWA), its supporting regulations, and any codes of practice that apply to their industry.

Suppliers, sub-contractors and government agencies are all PCBUs.

When we talk about meeting health and safety requirements, we mean that suppliers and their sub-contractors are meeting their obligations under the HSWA. These include:

**Health and safety requirements – primary duty of care**

To meet their obligations under HSWA, PCBUs have a primary duty of care, to ensure, as far as is reasonably practicable, the health of safety of:

* everyone who works for, at or with their organisation, such as employees, contractors and consultants
* everyone whose work they influence or direct, such as suppliers or sub-contractors, and
* no other person is put at risk from their work, such as the general public, customers, visitors and children.

**Health and safety requirements – workplaces**

PBCUs must, so far as is reasonably practicable, ensure that:

* its workplaces are free from health and safety risks
* its structures and equipment are safe
* it has safe work systems
* it uses, handles and stores its work equipment safely.

**Health and safety requirements – supply chains**

When PCBUs work together as part of a supply chain, for example a government agency, a supplier and a sub-contractor, they are required by law to consult, cooperate and coordinate their activities with each other to make sure they meet health and safety requirements.

**Health and safety requirements in contracts**

It doesn’t matter what industry they’re in, all PCBUs are required by law to meet health and safety requirements. PCBUs can’t contract out of them, and they can’t offer or receive indemnities for fines for failing to meet them.

**Health and safety requirements in designated contract areas**

Some industries have a higher risk of being harmed at work, and the government has designated those industries as a priority area for lifting health and safety performance.

For more information on health and safety, visit: <https://www.procurement.govt.nz/assets/procurement-property/documents/broader-outcomes/improving-conditions-for-new-zealand-workers-health-and-safety.pdf>

**Mandatory requirements**

|  |  |
| --- | --- |
| **Health and safety – mandatory requirements** | |
| **Does your company agree to comply with the Supplier Code of Conduct and make your sub-contractors aware of it?** | [Yes/No] |
| **Is your company complying with health and safety requirements, including:** | |
| **Does your company provide health and safety training to all of its employees?** | [Yes/No] |
| **Does your company record all health and safety events and near misses?** | [Yes/No] |
| **Does your company instruct your employees to report their health and safety concerns?** | [Yes/No] |
| **Does your company provide your employees with the health and safety equipment they need to do their jobs safely?** | [Yes/No] |
| **Do your employees understand their health and safety responsibilities?** | [Yes/No] |
| **Do you provide health and safety training that is accessible to all of your employees, taking into account their language proficiency and literacy?** | [Yes/No] |

**Supplier due diligence**

|  |  |
| --- | --- |
| **Health and safety – due diligence** | |
| **Do you have policies in place detailing your commitment to health and safety? If yes, provide an overview of the policies.** | [Yes/No] |
| [Provide details] |  |
| **Do you provide your employees information about their health and safety responsibilities, and the procedures for ensuring they meet them? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |
| **Do you communicate your health and safety policies and requirements with your sub-contractors and franchisees?** | [Yes/No] |
| **Has WorkSafe ever found you or one of your sub-contractors or franchisees to be in breach of the Health and Safety at Work Act 2015 or its regulations, and/or issues any one of you with a notice or direction? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |
| **Have any of your workers or those engaged be your sub-contractors or franchisees suffered from serious harm or illness as a result of their work (a notifiable event) in the last 5 years? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |
| **Are you or any of the employers within your supply chain currently under investigation by WorkSafe? If yes, provide details.** | [Yes/No] |
| [Provide details] |  |

**Supplier Sub-contracting arrangements**

|  |  |
| --- | --- |
| **Health and safety – sub-contracting arrangements** | |
| **Will you be using any sub-contractors, independent contractors and/or franchisees? If yes:**   * **Explain what work each of them will do** * **Explain the risk sharing arrangements you have agreed between you to manage health and safety risks** | [Yes/No] |
| [Provide details] |  |

**Supplier Monitoring and reporting**

|  |  |  |
| --- | --- | --- |
| **Health and safety – monitoring and reporting** | | |
| **What steps do you have in place to monitor your own and your sub-contractors and franchisees’ health and safety compliance, for example, internal or third-party audits, certifications, industry memberships and so on?** |  | |
| **Do you require sub-contractors to provide reporting to you about their health and safety compliance?** | | [Yes/No] |
| **Does your company have a person whose role it is to actively work with and monitor health and safety issues, including for suppliers and sub-contractors?** | | [Yes/No] |