# Registration of Interest (ROI)

## Instructions for the Buyer

A Registration of Interest (ROI) is often used when you anticipate a large number of responses to a procurement tender. It’s the first step in a multi-step procurement process - only Respondents who are shortlisted after the ROI will be invited to continue in the procurement process.

This is not a Request for Information (RFI).

 The ‘Buyer’ is the government agency using this ROI to determine interest in the procurement contract. The ‘Supplier’ is the recipient, who becomes a ‘Respondent’ once they make a formal submission.

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

**Have you:**

1. **Written a** [**procurement plan**](https://www.procurement.govt.nz/procurement/guide-to-procurement/plan-your-procurement/writing-a-procurement-plan/)**.** [ ]

##### Checked this is the right template to use. [ ]

1. **Reviewed the CUSTOMISABLE sections in this document (the areas shaded YELLOW).** **[ ]**

**Note:**

* + Section 1: Do not change the names and sequence of sub-headings, or paragraph numbering.
	+ Sections 2 and 3: Do not change the Section headings, but you can create your own
	sub-headings within each Section and change the content to suit your requirements.

##### Completed all sections. [ ]

1. **Deleted all Buyer instructions and tips (RED).** **[ ]**

##### Unshaded the customised areas (YELLOW). [ ]

[insert Buyer (agency) name or logo]

# Call for Registrationsof Interest (ROI)

by: [insert name of government agency] to: [insert name of procurement]

ref: [procurement reference number]

ROI released: [DD MM YY]

Deadline for Questions: [TIME DD MM YY] Deadline for Registrations: [TIME 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**: All World Qualifications is a quality assurance process that reviews tertiary qualifications for consistency and quality. The purpose is to provide assurance that all graduates with tertiary qualifications meet a nationally acceptable standard. All World is seeking consistency reviewers to facilitate the process, evaluate evidence, and report on consistency events.]

**What we don’t want**

Include this section if there are outcomes or tasks that you don’t want.

[**Example**: We do not want international theoretical proposals or speculative approaches to improving qualifications.]

**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 and new ways of doing things? Do you want to see evidence of 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 in Section 2 (Our Requirements).

[**Example**: All World is looking for respondents who have the skills, knowledge and expertise to be consistency reviewers of graduates who have tertiary qualifications from All World accredited programmes.

All World are also seeking respondents with expertise in Te Reo and tikanga Māori to perform reviews for programmes approved and accredited through All World’s Te Hono o Te Kaupapa Māori evaluative quality assurance framework. All consistency reviewers will need to have an in-depth understanding of evaluative processes, education organisational self-assessment and the New Zealand tertiary education sector.]

**Why should you register your interest?**

Motivate suppliers to register their interest. Be very clear about what’s in it for them? What difference can they make? Why is your work worthwhile?

[**Example**: This is an opportunity to participate in the process All World has developed to maintain the integrity of the Qualifications Framework by quality assuring the underlying knowledge, skills and attributes that graduates gain.]

**A bit about us**

An overview of what your agency does and how this Registration of Interest fits with your procurement and business or policy objectives.

[**Example**: All World's role in the education sector is to ensure that tertiary qualifications are regarded as credible and robust, in order to help learners succeed in their chosen endeavours and contribute to New Zealand society. The Quality Assurance Division is responsible for the quality assurance of the non-university tertiary education sector. A key function is maintaining the Qualifications Framework (QF), including the quality assurance of standards, qualifications and accreditation and moderation requirements.]

## SECTION 1: Key Information

**Read these instructions and then delete them before publishing the ROI.**

**Do not change the names or sequence of the sub-headings, or the paragraph numbering in this Section.** You can customise the areas highlighted in **YELLOW** according to your requirements.

When you have completed this Section please delete the **RED** instructions and un-shade the **YELLOW**

shaded areas.

### Context

1. This Registration of Interest (ROI) is an invitation to submit a Registration of Interest in the [insert name of procurement] contract opportunity.
2. This ROI is the first step in a multi-step procurement process. After evaluation, shortlisted Respondent/s will be invited to participate in the next step.

### Our timeline

Here is our timeline for this ROI (all are New Zealand times and dates):

Deadline for Questions from Respondents: [DD MM YY]

**Deadline for Registrations:** [time] [DD MM YY] Shortlisted Respondents will be notified by: [DD MM YY]

RFP will be released to shortlisted Respondents: week starting [DD MM YY] Contract start date [DD MM YY]

### How to contact us

1. Contact us through our Point of Contact via email or the Government Electronic Tenders Service (GETS).
2. Our Point of Contact:

**Name:** [insert the name of the contact person]

**Title/role:** [insert their title or role and the unit they work in]

**Email address:** [insert email address]. [Delete if not applicable]

### Developing and submitting your Registration

**BUYER TIP:**

Use an open competitive tender process wherever possible. Only go to a closed process if the
Government Procurement Rules allow it. See [Rules 13 and 14](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/getting-started/requirement-to-openly-advertise/)

1. This is an [open/closed], competitive tender process.
2. Take time to read and understand the ROI. In particular:
	1. understand our Requirements. These are in [Section 2](file:///C%3A%5CUsers%5COConnoC%5CAppData%5CLocal%5CTemp%5C7zO8D4898B0%5Cl%20%22bookmark%3Did.z337ya%22%20%5Ch) of this document
	2. understand how your Registration will be evaluated. See our Evaluation Approach in [Section 3](#bookmark=id.1y810tw)

of this document.

1. For resources on submitting a Registration: [www.procurement.govt.nz](http://www.procurement.govt.nz/suppliers-2.).
2. If you have any questions, contact our Point of Contact before the Deadline for Questions (see 1.2 above).
3. Use the Response Form [insert hyperlink] to submit your Registration.
4. Complete and sign the [declaration](#bookmark=id.23ckvvd) at the end of theResponse Form.
5. Check you have provided all the necessary information in the correct format and order.
6. Submit your Registration before the [Deadline](file:///C%3A%5CUsers%5COConnoC%5CAppData%5CLocal%5CTemp%5C7zO8D4898B0%5Cl%20%22bookmark%3Did.ihv636%22%20%5C) for Registrations.

### Address for submitting your Registration

### Submit your Registration by email/electronically to the following address: [insert agency email address or GETS in-box address].

##### We will not accept Registrations sent by post or delivered to our office.

### Our ROI Process, Terms and Conditions

The ROI is subject to the ROI Process, Terms and Conditions (shortened to ROI-Terms) described in the ROI Process, Terms and Conditions.

### Later changes to the ROI or ROI process

### After publishing the ROI, if we need to change anything or provide additional information we will let all Respondents know by [placing a notice on the Government Electronic Tenders Service (GETS) at [www. gets.govt.nz](http://www.gets.govt.nz/) or contacting Respondents by email.]

1. If you have subscribed through GETS for the ROI you will automatically receive notifications of any changes through GETS.

### Delivery locations [Delete if not applicable]

We anticipate the Respondent will need to deliver the goods or services to these locations:

Location 1:

Location 2:

Location 3:

Please state in full where the Contract will need to be delivered. If this is multiple locations, list them all.

### Define terms

These are shown by the use of capitals. You can find all definitions at the back of the ROI Process, Terms and Conditions.

## SECTION 2: Our Requirements

##### Read these instructions and then delete them before publishing the ROI.

Describe what you want to purchase.

This is the first stage in a multi-stage procurement process so your requirements will be high level. More detailed requirements are usually applied at the RFx stage.

Engaging with the market before planning your approach to market is particularly important for incorporating broader economic, environmental, social and cultural outcomes into your procurement.

Summarise the Requirements from your procurement plan. Make sure you align your Requirements, Evaluation Approach and Response Form questions, e.g. if the supplier must have a particular accreditation make sure this is made clear to the Respondent in your evaluation approach, and there is a question in the Response Form asking for details.

Avoid describing goods or services by their design characteristics or brand names. See [Rule 27](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/planning-your-procurement/technical-specifications/) Technical Specifications.

Include any specific legislation or standards which apply to this procurement e.g. Corrections Act, Health and Safety standards, Treaty of Waitangi. State whether the standard is required or preferred. Mention any security clearance requirements that the Successful Respondent must meet.

##### Broader Outcomes

Broader Outcomes are the secondary benefits generated from a procurement. They can be social, environmental, cultural or economic and should be considered and incorporated where appropriate ([Rule 16](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/planning-your-procurement/broader-outcomes/)). Including Broader Outcomes is important for delivering Public Value through procurement. The [Government Procurement Rules 17 to 20](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/planning-your-procurement/) set out priority outcomes for which there are explicit requirements for agencies to incorporate or consider in designated contracts.

Explain clearly and concisely what you need and the outcome/s you expect. Think about [Public Value.](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-principles/) Include Broader Outcomes details, and how your procurement will incorporate these secondary benefits

For more information and resources to help you prepare your ROI visit [www.procurement.govt.nz/](http://www.procurement.govt.nz/procurement/) [procurement/](http://www.procurement.govt.nz/procurement/)

**From here, you can tailor this section as you wish, and change sub-headings and content to suit.
The following sub-headings are suggestions; you can delete any that are not relevant.**

When you have completed this Section please un-shade the **YELLOW** shaded areas.

* 1. **Background**

This ROI relates to [insert procurement and/or policy or business outcome that it relates to]. Previously these have been provided by [summarise how the goods or services have been delivered in the past]. Going forward we wish to [insert your strategy for future delivery].

### Key outcomes

Key outcomes are about what we are buying and why. This ROI relates to the purchase of [describe the specific goods or services]. The outcomes we want to achieve are [insert key outcomes in the table below, including expectations of Broader Outcomes].

| #1 | [describe first key outcome] |
| --- | --- |
| #2 | [describe next key outcome |
| #3 | [describe next key outcome] |
| #4 | [describe next key outcome] |

### Contract term

We expect that the Contract will commence [insert month and year]. The anticipated Contract term is [insert number] years.

### Contract Value

We estimate the value of this Contract to be [insert estimated value of the Contract].

### Key deliverables

| Description | Indicative date for delivery |
| --- | --- |
| [Describe first key deliverable / milestone / outcome] | [insert delivery date] |
| [Describe next key deliverable / milestone / outcome] | [insert delivery date] |

## SECTION 3: Our Evaluation Approach

**Read these instructions and then delete them before publishing the ROI.**

Describe here how you will evaluate Registrations.

This is the first stage in a multi-stage procurement process so your evaluation criteria will be high level. More detailed evaluation criteria are usually applied at the next stage.

Make sure your Evaluation Approach aligns with your Requirements and Response Form questions, e.g. if the supplier must have a particular accreditation make sure this is made clear to the Respondent in your evaluation approach, and there is a question in the Response Form asking for details.

Your evaluation criteria is the set of standards or tests that you’ll judge Registrations against, including preconditions, Public Value (i.e. Broader Outcomes), capability and capacity. Your Evaluation Approach must be able to assess Registrations on these factors.

For more information on sourcing the right suppliers: <https://www.procurement.govt.nz/procurement/guide-to-procurement/source-your-suppliers/>

**From here, you can tailor this section as you wish, and change sub-headings and content to suit.**

**The following sub-headings are suggestions; you can delete any that are not relevant.**

When you have completed this Section please delete the **RED** instructions and un-shade the **YELLOW** shaded areas.

**BUYER TIP:**

Public Value means the best available result for New Zealand for the money spent, using resources effectively, economically and responsibly.

The principle of Public Value when procuring goods, services or works does not mean selecting the
lowest price, but rather the best possible outcome for the total cost of ownership (over the whole-of-life of the goods, services or works).

This section sets out the Evaluation Approach that will be used to assess and shortlist Registrations.

* 1. **Evaluation model**

**Choose which evaluation model you wish to use and delete the other.**

The evaluation model is “Simple Score”. Use when criteria have equal importance.

The evaluation model is “Weighted Attribute”. Use when the criteria have different levels of importance. Registrations that meet the Requirements are scored according to the evaluation criteria weightings (see table below), and the Successful Respondent will most likely be the one whose Registration scores the highest.

* 1. **Pre-conditions** (See [Rule 28](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/planning-your-procurement/pre-conditions/): Pre-conditions for more information). [Delete if not applicable]

Each Registration must meet the following pre-conditions. [Buyer name] will not consider Registrations which fail to meet these conditions.

**BUYER TIPS:**

* Pre-conditions are requirement/s that must be met, either at the time of submitting the Registration, or within a certain (designated) timeframe. If you intend to allow Respondents to meet a requirement at a later date, then it is not a pre-condition and should not be included here.
* Pre-conditions allow you to immediately eliminate any supplier who doesn’t have the minimum capacity or capability to deliver the Contract. Pre-conditions are usually answered by a ‘yes / no’ or ‘meets / does not meet’.
* Be careful not to limit market competition by including unnecessary pre-conditions. Only use them if they are essential to the delivery of the Contract.
* Be explicit e.g. it is not sufficient to require that the supplier is ‘fully accredited’. You should specify what accreditation/s you require e.g. ‘is registered builder accredited for solar installations.’
* Some examples of pre-conditions are included below. Customise the table to your requirements, but remember to use them sparingly.
* Suppliers who meet all the pre-conditions are then eligible to be assessed against the scored evaluation criteria. See [Rule 28.](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/planning-your-procurement/pre-conditions/)

##### These are examples only, insert your own pre-conditions here.

|  |  |  |
| --- | --- | --- |
| **#** | **Pre-conditions** | **Meets** |
| 1. | [Example: All drivers of a vehicle being operated in a small passenger service must hold apassenger (P) endorsement on their driver licence and have a current ID card.] | [Yes/No] |
| 2. | [Example: Laptop must have a minimum of 8GB data storage.] | [Yes/No] |
| 3. | [Example: Supplier must hold current New Zealand Law Society practicing certificate.] | [Yes/No] |
| 4. | [Example: Supplier must have current professional indemnity insurance up to NZ$5M.] | [Yes/No] |
| 5. | [Example: Supplier must hold current ISO 9001 Certification.] | [Yes/No] |

* 1. **Broader Outcomes** (see [Rule 16](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/planning-your-procurement/broader-outcomes/): Broader Outcomes for more information)
	[Delete if not applicable]

[Buyer name] will evaluate Registrations which promote Broader Outcomes. These may be social, environmental, cultural or economic.

**BUYER TIPS:**

* For certain, designated, contracts, you should carry out due diligence to make sure your suppliers are promoting Broader Outcomes within their operations and output.
* A good way to do this is to include Broader Outcomes questions in your ROI.
* Not every Broader Outcome can be included within every procurement opportunity, so you should assess what, if any, Broader Outcomes apply to your specific procurement.
* There’s a Broader Outcomes table in Section 2.4 of the ROI Response Form which you can include or delete, as appropriate.
* For more information on Broader Outcomes visit [https://www.procurement.govt.nz/broader- outcomes/](https://www.procurement.govt.nz/broader-outcomes/)

### Evaluation criteria

[Buyer name] evaluates Registrations [which meet all pre-conditions] [delete if no pre-conditions] according to the following criteria and weightings.

Note: If you intend to apply weightings include them here.

**Weighting**

**Criteria**

|

| Track record [add description]. |  xx% |
| --- | --- |
|  2. Capability of the Respondent to deliver [add description]. |  xx% |
|  3. Capacity of the Respondent to deliver [add description]. |  xx% |
|  4. Proposed solution [add details].  |  xx% |
|  5. Broader Outcomes [customise this section and weighting to the Broader Outcomes that have been identified in the Requirements]. [Delete if not applicable] |  xx% |
|  **6. Price** |  xx% |
|  **Total weightings** |  100% |

 |

### Scoring

|  |  |  |
| --- | --- | --- |
| **Rating** | **Definition** | **Score** |
| **EXCELLENT** | Respondent demonstrates exceptional ability, understanding, experience and skills. Quote identifies factors that will offer potential added value, with supporting evidence. | **9-10** |
| **GOOD** | Respondent demonstrates above average ability, understanding, experience and skills. Quote identifies minor additional benefits, with supporting evidence. | **7-8** |
| **ACCEPTABLE** | Respondent demonstrates the ability to meet the criteria, with supporting evidence. | **5-6** |
| **RESERVATIONS** | Satisfies a minimum of the criteria but not all. Reservations about the Respondent to adequately meet the criteria. Little supporting evidence. | **3-4** |
| **SERIOUS RESERVATIONS** | Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria. | **1-2** |
| **UNACCEPTABLE** | Does not comply or meet the criteria at all. Insufficient information to demonstrate the criteria. | **0** |

## SECTION 4: View the ROI Process, Terms and Conditions [here](https://www.procurement.govt.nz/assets/procurement-property/documents/templates/terms-and-conditions-roi-government-model.pdf)