



## Request for Proposal

### Updating the History of the Post Primary Teachers' Association Te Wehengarua

The PPTA Te Wehengarua (PPTA) is the union and professional association for secondary and area school teachers and principals.

PPTA seeks to update *Those Who Can Teach – the Union's History* - in 2022, being our 70<sup>th</sup> year in existence.

#### 1. Purpose

The PPTA has developed this request for proposal.

Not only has there been change in the Education sector but there has been significant change in our Association. We have had several Presidents, a new General Secretary, several Deputy General Secretaries, and an historic joining with NZEI for the 2019 Mega Strike since the initial publication.

There is also a case to be made that the current version of *Those Who Can Teach* has some areas that would benefit from a refresh from a new set of eyes and with the benefit of more time having passed since the recorded events took place.

If you would like a copy of the current version of *Those Who Can Teach (2002)* please e-mail Christine McNicol on [cmcnicol@ppta.org.nz](mailto:cmcnicol@ppta.org.nz) and one will be couriered to you.

Ideally, we would like a 2022 publication.

#### 2. Key dates

The project will begin as soon as possible in 2022 and end with the presentation of a book for our 70<sup>th</sup> Anniversary in 2022.

Submitters are asked to be as specific as possible on their timeframe for project delivery.

#### 3. Participants

PPTA will give you access to our records, taonga and people. You may wish to interview non-PPTA people and those who have left our ranks.

## 4. Infrastructure and Administration

The provider will need to show the ability to undertake the project and to produce a high-quality book. We can provide you with a desk at PPTA national office and some limited administration support (not a PA, but someone who can assist with office systems and point you in the right direction).

## 5. Responsibilities

### 5.1 PPTA responsibilities

PPTA will:

- Seek expressions of interest
- Work with the provider to facilitate the project
- Meet with the provider for an update once every two months

### 5.2 Provider responsibilities

The provider will:

- Interview key participants in significant events in PPTA's recent history
- Review the 2002 edition of *Those Who Can Teach*
- Write draft chapters
- Research material, documents and records held by PPTA
- Attend PPTA events and speak with attendees
- Speak at no less than two launch events and offer *PPTA News* interviews

### 5.3 Participants' responsibilities

Participants selected will need to:

- Make a commitment to the provider to be accurate and factual
- Make available documents to show the provider
- Be available for interview and follow-up discussions

## 6. Evaluation Criteria

The evaluation model that will be used is simple weighted attribute. The proposal that scores the highest will likely be selected as the successful provider. Proposals will be evaluated on their merits according to the following evaluation criteria, which are equally weighted.

- Evidence of the capacity to complete the project successfully
- Experience in research and manuscript writing
- Knowledge of the New Zealand union movement, education sector and resources and writing experience

The following scoring will be used in evaluating Proposals.

#### EXCELLENT 18-20

Significantly exceeds the criterion. Exceptional demonstration by the provider of the relevant ability, understanding, skills, resource and quality measures required to meet the criteria. Proposal identifies factors that will offer potential added value, with supporting evidence.

#### GOOD 14-16

Exceeds the criterion in some aspects. Satisfies the criterion with minor additional benefits. Above average demonstration by the provider of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.

#### ACCEPTABLE 10-12

Meets the criterion in full, but at a minimal level. Satisfies the criterion. Demonstration by the provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.

#### MINOR RESERVATIONS 6-8

Marginally deficient. Satisfies the criterion with minor reservations. Some minor reservations of the respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.

#### SERIOUS RESERVATIONS 2-4

Significant issues that need to be addressed. Satisfies the criterion with major reservations. Considerable reservations of the respondent's relevant ability, understanding, experience, skills resource and quality measures required to meet the criterion, with little or no supporting evidence.

#### UNACCEPTABLE 0-1

Does not meet the criterion. Does not comply and/or insufficient information provided demonstrate that the provider has the ability, understanding, experience, skills resource and quality measures required to meet the criterion. Significant issues not capable of being resolved. Little or no supporting evidence.

## 7. Due Diligence

In addition to scoring against the evaluation criteria we may undertake the following process and due diligence in relation to shortlisted providers. The findings will be considered in the evaluation process:

- Reference-check the provider and named personnel.
- Interview the provider.
- Request the provider to make a presentation.
- Undertake a police check for all named personnel.

We may also contact you at any time to request clarification of your proposal as well as additional information about any aspect of your proposal.

## **8. Shortlisting, Negotiations and Notification of Outcome**

We will advise you if you have been shortlisted. Being shortlisted does not imply or create any obligation on us to enter into negotiations with, or award a contract for delivery of the services to any shortlisted providers. We will not make public the names of the shortlisted providers.

We may invite you to enter into negotiations with a view to a contract for the services. Where the outcome is unsatisfactory, we may discontinue negotiations with a provider and may initiate negotiations with another provider.

If we enter into concurrent negotiations with more than one provider, we will advise the providers that concurrent negotiations will be carried out.

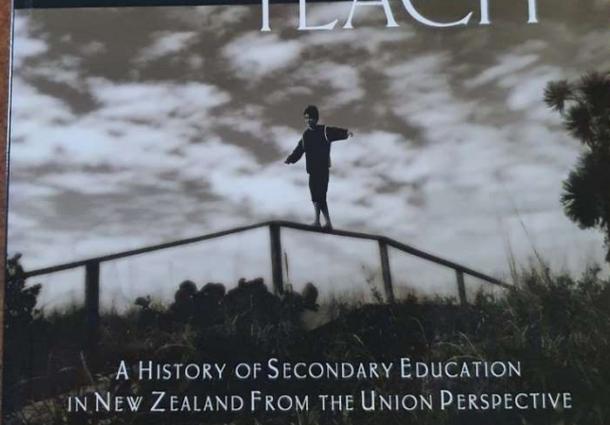
At any point after the conclusion of negotiations, but no later than 30 business days after the date a contract for services is signed, we will inform all unsuccessful providers of the name of the successful provider, if any.

Proposals will not be returned to providers at the end of the RFP process.

## **9. Submitting a Proposal and PPTA Point of Contact**

This is an open, competitive tender process. Please submit your proposal on the Response Form Provided.

Those who can  
TEACH



A HISTORY OF SECONDARY EDUCATION  
IN NEW ZEALAND FROM THE UNION PERSPECTIVE

DAVID GRANT

# Response Form

## In response to Request for Proposals

### By: The PPTA Te Wehengarua (PPTA)

Response forms should be submitted by email to [cmcnicol@ppta.org.nz](mailto:cmcnicol@ppta.org.nz) by 5pm Friday 26 November 2021.

The PPTA Point of Contact for Questions and queries is Melanie Webber and Michael Stevenson on [mwebber@ppta.org.nz](mailto:mwebber@ppta.org.nz) and [mstevenson@ppta.org.nz](mailto:mstevenson@ppta.org.nz).

*Notes in red italics are instructions and should be deleted from your final proposal.*

### About the Provider

- The section gives us basic information about your organisation and identifies your Point of Contact for the duration of the RFP process.*
- If an item is not applicable e.g. you do not have a registered office complete the box by stating 'not applicable'.*
- If you are submitting a joint or consortium Proposal complete a 'Your profile' table for each provider. Cut and paste the table as appropriate.*
- Provide only one Point of Contact for your joint/consortium Proposal.*

### Profile

This is a Proposal by [insert the name of your organisation] (the provider) alone to supply the Services.

**OR** This is a [joint/consortium] Proposal, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the provider) to supply the Services.

Item	Detail
Trading name:	
Full legal name (if different):	
Physical address:	
Postal address:	
Registered office:	
Business website:	
Type of entity (legal status):	
Registration number:	
Country of residence:	
GST registration number:	

Policies	
Privacy Act	Does your organisation have policy and processes in place for any personal information held which meets the requirements of the Privacy Act? Yes / No
Insurance	Does your organisation have an appropriate level and type of insurance in place for the nature of work being undertaken?

	Yes / No
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Insurances held	
<b>Policy #1</b>	
Name of insurers:	
Type of insurance:	public liability/professional indemnity product liability/employer's liability/other please specify
\$ amount of insurance cover:	insert the amount of cover under the policy
Limitations:	state any limitations which apply to this policy
History:	summarise your claims history for last three years

Finances				
State if your company is currently solvent.	Yes		No	
Is a merger/sale/restructure in contemplation?	Yes		No	
Is your organisation in dispute with workers, a trade union or government agency?	Yes		No	

### Point of Contact

Item	Detail
Contact person:	
Position:	
Phone number:	
Mobile number:	
Email address:	

### Proposal for Service Delivery

- *In this section you are asked to provide detail of how you would provide the services outlined in the Request for Proposal document.*
- *If there is anything that you do not understand ask our Point of Contact to clarify.*
- *If any information you provide is commercially sensitive to your business, please let us know by marking the information 'commercially sensitive' or 'Confidential Information'.*
- *Please do not include any advertising brochures or similar material in your Proposal.*
- *You may include information not specifically requested by us in your Proposal. But only if it adds value and is relevant to the services being requested.*
- *Please state any assumptions you have made in relation to the provision of services.*

### Details of your proposal

[Outline how you propose to establish and deliver the services here.]

### Timing

[Provide a proposal timetable for the establishment period and beginning of services from the point that the contract is awarded]

### Costing

[Provide details of the costing for the services described in this request for proposal. Use this table as a guide, you may add or delete items as you see necessary to give a total costing for your

proposal. Please also state any assumptions you have made in relation to the costing information you have provided.]

Item	Description	Quantity (e.g. Hours)	Costing
<i>Provision of Service</i>	Set up processes and documentation. Selection process for interviewees. Writing.		
<i>Administration</i>	Communication, record keeping and reporting.		
<i>Travel and accommodation</i>	Anticipated costs of meeting with interviewees, carrying out research.		
<i>Total</i>			

### Referees

Please supply the details of two referees for your organisation. Include a brief description of the services that your organisation provided and when.

Please note: in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. We will keep any information gathered from referees confidential and for use only in this tender process.

First referee	
Name of referee:	
Name of organisation:	
Goods/services provided:	
Date of provision:	
Address:	
Telephone:	
Email:	

Second referee	
Name of referee:	
Name of organisation:	
Goods/services provided:	
Date of provision:	
Address:	
Telephone:	
Email:	

Please contact me before you approach a referee for a reference	Yes/Not required
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## Declaration

- *Select 'agree' or 'disagree' at the end of each row. If you don't, you will be deemed to have agreed.*
- *If you are submitting a joint or consortium Proposal, each Respondent (supplier involved in the joint or consortium Proposal) must complete a separate declaration.*

Provider's declaration		
Topic	Declaration	Provider's declaration
<b>Collection of further information:</b>	<p>The Provider authorises the PPTA to:</p> <ul style="list-style-type: none"><li>a) collect any information about the Provider, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client;</li><li>b) use such information in the evaluation of this Proposal.</li></ul> <p>The Provider/s agrees that all such information will be confidential to the PPTA.</p>	<b>[agree / disagree]</b>
<b>Conflict of Interest declaration:</b>	<p>The Provider warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Services. Where a Conflict of Interest arises during the RFP process the Provider will report it immediately to the PPTA's Point of Contact.</p>	<b>[agree / disagree]</b>
<b>Details of conflict of interest:</b> [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write 'not applicable'].		

### DECLARATION

I/we declare that in submitting the Proposal and this declaration:

- a) the information provided is true, accurate and complete and not misleading in any material respect;
- b) the Proposal does not contain intellectual property that will breach a third party's rights;
- c) I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the services.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.

By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Provider/s to make this declaration on its/their behalf.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Title / position:** \_\_\_\_\_

**Name of organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

FRESH

## PPTA TREASURES

**NOT TO BE DESTROYED**

- Research into PPTA
- PPTA publications
- PPTA commissioned research
- Integration/State Aid PPTA publications
- Tech Teachers Journal 1927
- PPTA diary 1952

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