



Request for Proposal (RFP)

24 July 2013

PROPOSALS FOR REGIONAL AND NATIONAL SERVICES TO PREVENT AND MINIMISE GAMBLING HARM¹

1. The Ministry of Health (“the Ministry”) is seeking Proposals from service providers wishing to deliver community based services to prevent and minimise gambling harm. Services may include one or both of psychosocial clinical intervention and primary prevention public health that focuses on preventing harm caused by problem gambling and reduces health inequalities associated with gambling harm. The term of the contracts will be 30 months commencing 1 January 2014 and concluding 30 June 2016.
2. This RFP sets out the Ministry’s procedures and requirements for Proposals, which all potential providers must follow in formulation of their Proposals. Additional technical and descriptive information may be included where you wish to do so. If you are in doubt about the relevance of providing information, we advise that the information should be included rather than omitted.
3. The Ministry is open to your suggestions as to approaches that demonstrate the effective delivery of the required Services in the most cost-effective way.
4. The Ministry will select the preferred Proposal(s) based on its evaluation of the Proposals against the evaluation criteria specified in Part D. The Ministry and the preferred provider will then enter into negotiations with a view to entering a contract on the basis of this request for proposal (RFP) and the indicative contract terms attached to this RFP (see Appendix A).
5. This RFP and any other information related to this RFP are available on the Government Electronic Tendering System (GETS), www.gets.govt.nz

¹ “Gambling Harm” has the meaning set out in the Gambling Act 2003 and:

- “(a) means harm or distress of any kind arising from, or caused or exacerbated by, a person’s gambling and
- (b) includes personal, social or economic harm suffered –
 - (i) by the person, or
 - (ii) by the person’s spouse, civil union partner, defacto partner, family, whānau, or wider community; or
 - (iii) in the workplace; or
 - (iv) by society at large.

PART A – INTRODUCTION and BACKGROUND

Request for Proposal format

6. The format of this RFP is as follows:

Part A – Introduction and Background

Outlines the structure of the RFP and background information.

Part B – Procedure and Timetable

Details the procedures and timelines for the RFP process including response and enquiry contact information, response format, ownership of RFP documents and the intended contract negotiation process.

Part C – The Services

Provides information on the service requirements and scope.

Part D – Proposal Evaluation Criteria

An overview of the RFP evaluation criteria is included to assist Potential providers to understand the relative importance of the price and non-price attributes.

Part E – Format and Information Required

Sets out the information to be provided by Potential providers in their Proposals.

Appendix A: Indicative Contract Terms

Sets out the Indicative Contract Terms to inform Potential providers of the Ministry's terms and conditions and to assist Potential providers in planning their Proposal.

Appendix B: Statement of Compliance

Provides the form for advising the Ministry whether the Indicative Contract Terms are accepted, suggested changes, and any reasons for non-acceptance.

Appendix C: Indicative Service Specifications

Sets out the indicative Service Specifications relating to the Services desired.

Appendix D: Indicative Service Requirements by Region

Sets out the indicative minimum clinical intervention and public health fulltime equivalent staff required to deliver Services by region.

Appendix E: Request for Proposal Declaration

Provides the form for declaring that true and correct information is provided by Potential providers in their response to this RFP.

Appendix F: Conflict of Interest Declaration for Potential Providers

Provides the form for advising the Ministry of any conflicts of interest.

Disclaimer

7. Whilst all reasonable care has been taken in compiling this RFP document and the figures, documents and details are presented in good faith, no warranty or guarantee (expressed or implied) is given by the Ministry as to the completeness or accuracy of the document or any information provided in connection with it.

Background

8. The Ministry of Health (“the Ministry”) is responsible for developing and implementing the integrated problem gambling strategy focused on public health as set out in section 317 of the Gambling Act (“the Act”) 2003.
9. A “problem gambler” is defined in the Act simply as ‘a person whose gambling causes harm or may cause harm’. Accordingly the Ministry’s focus is on preventing and minimising the harm or likely harm from gambling.
10. This RFP is guided by the Cabinet approved “Preventing and Minimising Gambling Harm six-year strategic plan 2010-2016”² (“the Strategy”). The Ministry gives effect to the Strategy through three-year service plans (“the Plan”) covering the period 2010-2013³ and 2013-2016⁴.
11. The 2013-2016 Plan provides for the procurement of a range of related services to prevent and minimise gambling harm that includes the following seven components of service delivery. These components combine into a continuum of harm prevention:
 - i. Population Health Approaches – local, regional and national
 - ii. Screening in primary care and social service settings
 - iii. Psychosocial interventions – both secondary and tertiary
 - iv. Facilitation services (e.g. budgeting advice, AOD, WINZ, Housing)
 - v. Follow-up services and motivational support.
 - vi. National Co-ordination services
 - vii. National Helpline services
12. These components relate to Objectives 1 – 5 and 7 – 10 of the Strategy. The Ministry wish to contract providers to deliver components as described in paragraph 11 (i) to (v) above of this RFP. The Ministry will, wherever practicable, seek to ensure a comprehensive range and mix of services within any given region of New Zealand. Regardless of the range of services delivered by an individual provider, it is expected that providers will work together collaboratively to co-ordinate services within their region and ensure access for the populations they serve.
13. The Ministry seeks potential providers to have the ability to support the delivery of contracted services in a manner that:
 - i. ensures the provision of service coverage nationwide
 - ii. can support the appropriate delivery of a comprehensive range of public health services based on the Ottawa Charter and recognised New Zealand models of Health i.e. Te Whare Tapa Whā, Te Pae Mahutonga, Te Wheke
 - iii. targets priority populations
 - iv. strengthens communities
 - v. reduces health inequalities
 - vi. improves Māori health gain
 - vii. applies an intersectoral approach that addresses the broader social determinants of health

²<http://www.health.govt.nz/publication/preventing-and-minimising-gambling-harm-six-year-strategic-plan-2010-11-2015-16>

³<http://www.health.govt.nz/publication/preventing-and-minimising-gambling-harm-three-year-service-plan-2010-11-2012-13>

⁴<http://www.health.govt.nz/publication/preventing-and-minimising-gambling-harm-three-year-service-plan-and-levy-rates-2013-14-2015-16>

viii. ensures links between public health and intervention/addiction services.

PART B - PROCEDURE AND TIMETABLE

Submission of Proposal

Closing Date and timetable

14. Proposals must be received by **12pm on Wednesday 11 September 2013** (“the Closing Date”) by the Ministry’s Contact Person(s) specified in paragraph 24 below.
15. The proposed key milestones associated with the issue of the RFP are expected to be as follows (note that this timetable may be subject to change):

Date	Milestone
Wednesday 24 July 2013	RFP released on GETS
Wednesday 11 September 2013 at 12pm	Closing Date for Proposals
Thursday 12 September to Friday 18 October 2013	Review and consideration of Proposals, including presentations if required
Monday 4 November 2013	Preferred provider(s) identified and notified
By Friday 29 November 2013	Contract(s) signed and unsuccessful Potential providers notified

Format of Proposals

16. Proposals must be delivered by hand or courier to the Ministry’s Contact Person, by the Closing Date, in a sealed envelope marked “**Regional and National Services to Prevent and Minimise Gambling Harm RFP**” in the following format:
 - Ten printed copies (one unbound); and
 - One electronic copy in Microsoft Word format.
17. You must not submit your Proposal by facsimile or email.
18. Proposals must follow the format of the response template in Part E of this RFP.
19. When questions within the response template are not considered relevant, Potential providers must specifically record N/A in the template.
20. Potential providers may amend or withdraw Proposals at any time prior to the Closing Date specified above by providing written notice delivered by hand or courier to the Ministry’s Contact Person.
21. The Ministry will acknowledge the receipt of Proposals and the withdrawal of any Proposal.
22. All notices in regards to this RFP will be forwarded to the address provided by Potential providers in their Proposal.

Proposal Costs

23. Potential providers must pay their own costs incurred in submitting their Proposal, including any costs relating to:
 - i. preparation of the Proposal;
 - ii. any communications or negotiations with the Ministry;
 - iii. any presentation to the Ministry; and
 - iv. preparation and agreement of any contract that may result from this RFP process.

Enquiries

24. General enquiries about this Proposal must be made during business hours to the Ministry's Contact Person(s):
- Natu Levy or Dion Williams
Senior Contract Manager
Minimising Gambling Harm
Ministry of Health
- by email: gamblingharm@moh.govt.nz
- by delivery:
street address: Ministry of Health
Level 2
1 The Terrace
Wellington 6145
25. Note that your Proposal must be delivered by the closing date and time and may only be delivered to the Ministry's Contact Person(s) to the street address stated above.
26. Potential providers must not:
- i. contact any other person at the Ministry regarding this RFP without the express authorisation of the Ministry's Contact Person(s).
 - ii. approach or directly or indirectly lobby, attempt to influence or provide any form of incentive to, any representative of the Ministry concerning any aspect of this Proposal process. Any Potential providers who either directly or indirectly makes any such approach may be disqualified.
 - iii. make any public statement in relation to this RFP, the RFP process, your Proposal or participation in the RFP process, without the Ministry's prior written consent.
27. All questions are to be submitted in writing to one or both of the Ministry's Contact Persons as listed above in paragraph 24. Potential providers may submit written questions to clarify issues relating to the RFP up to 12.00pm Friday 6 September 2013. Any questions received after this time and date may not be responded to.
28. The Ministry will post a copy of all properly authorised written questions, without indicating the source of the query, along with the answers on the GETS website. All potential providers who have downloaded the document from the GETS website will be notified by GETS that there is additional information available in relation to this RFP.
29. If any question relates only to an individual Proposal, any matters raised will not be discussed with other potential providers.
30. The Ministry may also issue clarifications or changes to this RFP through GETS. All notices issued on GETS will become part of this RFP.

Confidentiality

31. Information provided in this RFP is for the sole purpose of allowing the potential provider to prepare and submit a Proposal. Receipt of this RFP by actual or potential Providers indicates acceptance of the obligations relating to confidentiality set out in this RFP.
32. If your Proposal contains information that you consider should be held confidential you are advised to clearly identify such information and indicate the reason(s) why you consider the information should be held confidential.
33. Please note that information held by the Ministry is subject to request(s) under the Official Information Act 1982. The Ministry also has other obligations in relation to information, such as reporting to Parliament and a duty to consult other interested parties at any time during the process. Potential providers should mark their Proposals "Commercial: In Confidence" if they wish to consider specific information should be considered provided in confidence. The Ministry cannot, however, guarantee that information marked as such can be protected if such information is required to be released.
34. The Ministry is required to publish on GETS the name, address and approximate value of the successful provider(s) and Proposal(s).

Ownership of Proposal documents

35. All Proposals will become the property of the Ministry on lodgement.
36. Ownership of the intellectual property rights in a Proposal does not pass to the Ministry with the lodgement of the Proposal. However in submitting a Proposal, the Potential provider acknowledges that the Ministry will retain, use, disclose and copy the information contained in any Proposal document for the purposes of:
 - i. evaluating or clarifying the Proposal;
 - ii. evaluating any subsequent Proposal;
 - iii. negotiating any resultant contract;
 - iv. managing a contract with the successful provider (if any);
 - v. responding to any challenge to the RFP process, audit and complying with governmental and parliamentary reporting requirements or request for information; and
 - vi. any other purpose related to the RFP process or above purposes.

Proposal selection process

37. The Ministry must be satisfied that the Proposal meets certain eligibility criteria before your Proposal may be selected and consideration given to entering into a contract with you.
38. The criteria for your Proposal to be an eligible Proposal are that the Ministry is satisfied that:
 - i. your Proposal complies with the requirements of this RFP;
 - ii. you have the ability to provide the Services specified in Part C;