

# Request for Proposals Response Form 1: Questions relating to evaluation criteria

In response to the Request for Proposals

By: Te Whatu Ora - Health New Zealand

For: Gender-Affirming Primary Care – Update to Guidelines for  
Gender-Affirming Care

Reference: 30535

Respondent Name: [Insert Respondent name]

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## 1: About you

This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFP process.

### 1.1 Your organisation

Item	Please complete
Full legal name:	
Physical address:	
Please confirm if your organisation is a Māori or Pacific Business or organisation:	

### 1.2 Your Point of Contact

Item	Please complete:
Contact person:	
Position:	
Mobile number:	
Email address:	

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## 2: Your Response to the Requirements

### 2.1 Overview of your solution

Please provide an overview of your proposed initiative/solution (**maximum of 150 words**)

[insert answer here]

### 2.2 The Evaluation Criteria

Please provide a summary of how your proposed solution meets the evaluation criteria by answering the questions below. Please note the weightings applied to each question.

#### 1. Capacity of your organisation

**Weighting 15%**

1a. Provide a brief overview of your organisation. Include a brief description of the number of years your organisation has been operating, its organisational structure, a description of services the organisation currently delivers and a summary of any current contracts it holds with Government Agencies (5% overall).

[insert answer here]

1b. Describe details of what resource will be provided to the update of gender-affirming care guidelines including the team of people/person delivering an update of the guidelines, cultural support and stakeholder consultation. Outline any significant risks associated with resourcing capability and mitigation of these risks (10% overall).

[insert answer here]

#### 2. Solution fit for purpose: Clinical safety and international best practice approach

**Weighting 30%**

2a. Provide an overview of your proposed solution to update gender-affirming care guidelines, and a brief outline of the changes to be made, including updating the guidelines to bring them in line with the World Professional Association for Transgender Health Standards of Care (15% overall).

[insert answer here]

2b. Provide a description of how you will ensure that the updated guidelines will be applicable to primary and community care providers, with clear guidance on commencing hormone therapy in primary care (10% overall).

[insert answer here]

2c. Provide a brief description of your organisation's experience in developing clinical or other guidelines for professionals (5% overall).

[insert answer here]

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### 3. Addressing Equity and Māori health and wellbeing

Weighting 35%

We are seeking respondents that have demonstrated a commitment to improving Māori Health outcomes and addressing inequities in access to gender-affirming healthcare in Aotearoa New Zealand.

3a. Describe the following (15% overall):

- i. how your organisation will incorporate Te Ao Māori principles and perspectives into updated Guidelines,
- ii. how your organisation will ensure Māori representation in decision making at all levels of the Guidelines development,
- iii. how your organisation will ensure that your Guidelines are appropriate for and address the differing needs of Māori from and living in different regions,
- iv. how your organisation will ensure your stakeholder engagement processes are appropriate for and address the needs of Māori stakeholders and whānau.

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[insert answer here]

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3b. Describe how your organisation will ensure that the updated Guidelines are appropriate for and address the needs of Pacific peoples, youth and tāngata whaikaha (15% overall).

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[insert answer here]

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3c. Describe how your organisation and the proposed solution will embed Te Tiriti o Waitangi principles into the design and delivery of Guidelines (5% overall)

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[insert answer here]

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### 4. Capability of the Organisation to carry out consultation with the relevant stakeholders on gender-affirming health care

Weighting 20%

4a. Provide a brief overview of your proposed plan for developing guidelines in partnership with and for transgender and non-binary patients, including the multiplicity of trans, non-binary, Takatāpui, and MVPFAFF+ perspectives - encompassing those with a variety of clinical, cultural and regional needs.

Please include a summary of your experience working this way (10% overall).

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[insert answer here]

4b. Describe your organisation’s plan for how guidelines will be developed in partnership with clinical and medical perspectives, ensuring that guidelines will be applicable for health professionals across the health system and meet requirements to deliver clinical and medical services safely (5% overall).

[insert answer here]

4c. Please provide a brief description of your organisation’s previous work with health and/or education organisation(s). Provide a brief description illustrating how your organisation has worked together with health and/or education organisations to successfully deliver a project or service within the last three years (5% overall).

[insert answer here]

## 5. Proposed Contract

Choose one and delete the other:

Having read and understood the Proposed Contract, referred to in the RFP Section 4 and provided to me as an accompanying document to the RFP, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Buyer following negotiations.

OR

Having read and understood the Proposed Contract, referred to in the RFP Section 5 and provided to me as an accompanying document to the RFP, I have made suggestions below. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the clauses described below.

[insert answer here]

## 6. Your declaration

Here you are asked to make a formal declaration. Select ‘agree’ or ‘disagree’ at the end of each row. If you don’t, you will be deemed to have agreed. Have the declaration signed by someone who is authorised to sign and able to verify the declaration (eg, chief executive or a senior manager).

Respondent’s declaration		
Topic	Declaration	Respondent’s declaration
<b>RFP Process, Terms and Conditions:</b>	I/we have read and fully understand this RFP, including the RPF Process, Terms and Conditions. I/we confirm that the Respondent agrees to be bound by them.	[agree/disagree]

<b>Collection of further information:</b>	<p>I/we authorise the Buyer to:</p> <ul style="list-style-type: none"> <li>a. collect any information about the Respondent, 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 Registration.</li> </ul> <p>I/we agree that all such information will be confidential to the Buyer.</p>	[agree/disagree]
<b>Requirements:</b>	<p>I/we have read and fully understand the nature and extent of the Buyer's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.</p>	[agree/disagree]
<b>Ethics:</b>	<p>By submitting this Response, the Respondent/s warrants that it:</p> <ul style="list-style-type: none"> <li>a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor,</li> <li>b. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP,</li> <li>c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.</li> </ul>	[agree/disagree]
<b>Conflict of Interest declaration:</b>	<p>The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Registration or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the procurement process the Respondent/s will report it immediately to the Buyer's Point of Contact.</p>	[agree/disagree]
<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']	
<b>Conflict of Interest Management</b>	<p>I understand that proposals have been sought from both Gender Minorities Aotearoa and PATHA and that individuals who are part of Gender Minorities Aotearoa are also members of PATHA. I can confirm that if I am submitting from either of these organisations, there will be no collusion or discussion regarding the proposals, and I agree not to talk to any other organisation about any aspect of this procurement process.</p>	

**DECLARATION**

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

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

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Response may result in the Response 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 Respondent/s to make this declaration on its/their behalf.**

**Signature:**

**Full Name:**

**Title/position:**

**Name of organisation:**

**Date:**

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