



Evaluation Pack
National and Regional
Minimising Gambling Harm Service Providers
Assessment Panel

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OFFICIAL INFORMATION ACT

Contents

1.0	Introduction	3
2.0	Time Commitment	3
3.0	Contact Person for Questions	3
4.0	Background	3
5.0	Evaluation of Proposals	4
6.0	Agenda	7

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1.0 Introduction

Thank you for agreeing to participate in the Ministry of Health's contestable process to select preferred National and Regional Service Providers to support the Ministry of Health's "Preventing and Minimising Gambling Harm Strategy". Your participation in this process is valued and appreciated.

This evaluation pack contains the information you need to evaluate the proposals the Ministry has received. Once the selection process has been completed, please return this pack to the contact person named below for record keeping. All information in relation to the process, including the outcome and discussions are to be treated in the strictest confidence.

2.0 Time Commitment

Assessment panel members are asked to familiarise yourself with these instructions and the process and set aside a dedicated period of time to review each proposal.

3.0 Contact Person for Questions

If you have any questions about the selection process or any document in this pack:

Contact	Natu Levy
Role	Panel Chair
Cellphone	021 413 087
DDI	04 816 4467
Email	natu_levy@moh.govt.nz

4.0 Background

There is one Request for Proposal (RFP) numbered 39726 that is being assessed. The RFP relates to services across 13 defined regions across New Zealand.

The RFP will support the Ministry to deliver the Preventing and Minimising Gambling Harm strategy. The RFP was circulated on 24 July 2013 via the Government Electronic Tendering System (www.gets.govt.nz).

A copy of the RFP, relevant appendices and a draft indicative contract for services are included in your pack. Please ensure you have read these documents thoroughly before you proceed with your proposal assessment.

4.1 Proposals received

On Wednesday 11 September 2013 by 12pm, the due date and time, the Ministry received 32 different proposals.

4.2 Assessment panel meeting

The Assessment panel will meet on:

Date: Monday 30 September and Tuesday 1 October 2013
Location: TBC
Wellington

The purpose is to select a preferred provider(s) who can best deliver, to the highest quality standard, the required services as set out in the RFP that are being assessed.

In attendance:

Natu Levy	Minimising Gambling Harm, SCI	Chair
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The assessment panel members are:

Ministry of Health		
Dion Williams	Minimising Gambling Harm, SCI	Panel
Chas McCarthy	Māori Health Service Improvement, SCI	Panel
Ben Everist	Public Health Group, NHB	Panel

External		
Fa'amatuainu Pereira	Expert Pacific Health Consultant	Panel
Jude West	Health Promotion Agency	Panel
Kirsty Pleace	Department of Internal Affairs	Panel

Reminder to bring	
a	Signed Conflict of Interest form
b	All your copies of the proposals (confidential) and any comments you may have made in relation to your assessments

5.0 Evaluation of Proposals

5.1 Contents

In your pack you will find the following:

- i. a copy of the RFP including the questions that were asked and answered as posted on GETS
 - ii. a summary log of the proposals received
 - iii. a Summary of Individual Question Weightings
 - iv. a Scoring System sheet
 - v. an example Score Summary sheet
(NB: electronic pre-scoring sheets will be sent to you by email to be completed)
 - vi. a copy of each proposals and all supporting documentation to be assessed
 - vii. a Conflict of Interest Declaration form to be completed.
- a. If any of the information listed in the table above is missing then please notify Natu Levy immediately (see section 3.0 for contact details).
 - b. The panel will be assessing proposals by **region**.
 - c. The 13 regions are outlined in Appendix A – along with the list of submitters to be considered by region.
 - d. Please note that a number of providers have submitted proposals that cover more than one region. This means that the same provider / proposal will need to be considered under each region for which they have submitted their proposal.
 - e. Panel members will be provided with a **separate** excel electronic assessment spreadsheet for each of the 13 regions.
 - f. Each electronic assessment spreadsheet needs to be fully completed for each region.

- g. The summary of individual question weightings provides panel members with an overview of the weighting given to each criteria grouping being assessed, including weighting per question(s).
- h. There are 8 key criteria groupings:
- Requirements
 - Delivery
 - Experience
 - Capability
 - Alignment
 - Outputs and Outcomes
 - Purchase Units
 - Price
- i. The sum of the 8 criteria groupings total 100%.
- j. Within each criteria grouping there are between 1 and 10 questions. Each question under a criteria group has a sub-weighting. Sub-weightings for each criteria group total 100%.
- k. The weighting information is provided for your reference. It cannot be adjusted.
- l. The summary of individual question weightings lists the relevant question(s) to be considered within each proposal to assess a score. Please refer to this sheet to assist your assessment.
- m. Please also refer to the Scoring System sheet when completing your assessments. Scores are to be completed out of 10. A description of how questions should be assessed is provided on this sheet. (Note that odd numbers and half marks are not acceptable).
- n. Panel members are only required to complete the first tab in the electronic assessment spreadsheet. This tab is labelled 'Quality Scores'.
- o. Each provider who has submitted proposals relevant to a region are pre-listed in your spreadsheet. Please refer to the Summary Log of Proposal received by region to confirm providers listed in the electronic assessment spreadsheet.
- p. As scores are entered they will be auto calculated to provide a total weighted score. At the completion of an assessment the score summary can be viewed in the Score Summary tab of the spreadsheet. No data or text entry should be made to the Score Summary sheet.
- q. Panel members will also be able to view a summary of all assessments per region in graphical form in the Graphs tab.
- r. Please complete the Quality Scores tab on all 13 regional spreadsheets and submit your **completed electronic scoring sheet** to the Chair **by email** no later than close of play on Wednesday 25 September 2013 – see paragraph 3.0 for details.

- s. Where possible, it is strongly recommended that panel members assess all proposals per region in a single sitting to increase consistency of scoring without any external third party influence.
- t. Please read through ALL proposals as this will assist with the evaluation process and to take note of any particular:
 - relative strengths and weaknesses
 - any further questions you would like to ask the proposer
 - do not discuss your opinions with other panel members before the meeting

5.2 Evaluation Note

The proposal submitted by Arai Te Uru Whare Hauora from Otago was initially submitted by email. The email was received prior to the closing date however the hard copy was not received until the morning after the closing date. The RFP did not allow for email submissions. However the Ministry of Health has chosen to accept this proposal.

The proposal submitted by Ngā Kete Mātauranga Pounamu Trust from Invercargill was delivered with only one completed copy of the RFP template. The RFP requested 10 bound copies and 1 unbound copy.

The proposal from Te Utuhina Manaakitanga Trust from Rotorua was received before the closing date however was misdirected internally. This proposal has been accepted.

5.3 Notes of Confidentiality, and Conflicts of Interest

You are required to treat all information that comes into your possession as a result of being on the evaluation panel as strictly confidential. This includes the selection process and the results.

Please refer any enquiries you receive about the services or the process or result to Natu Levy.

You are required to declare any conflicts of interest that you might have with regard to the evaluation process. A conflict of interest is any interest that you may have in a potential provider(s), which could prevent you, or could have the appearance of preventing you, from making an unbiased and fair assessment of any proposal.

Conflicts of interest may arise in the following situations if you have:

- a financial interest in any participating organisation eg: you may be on its Board
- a personal interest in any participating organisation eg: you may be a past employee
- a personal relationship with a participating organisation, or any staff member
- any other relationship or interest that may have an impact on your assessment of the proposals.

Not all conflicts of interest necessarily exclude the panel member affected from participating in the assessment and decision making process. However, in some situations the panel member may have to be excused from the panel.

All conflicts, either actual or potential, must be made known to the panel for its consideration before it makes any assessment of the proposal. If you are not sure whether or not a conflict arises, raise the matter for the panel to consider.

6 Agenda

Note: the following is an indicative agenda for the two days and may be subject to change

Day One

Time (approx)	Activity
9:30am	Start: Welcome and Introductions "Working" morning tea*
9:35am	Procedural matters <ul style="list-style-type: none"> • Conflict of interest declaration forms • Late proposals – decide how these will be treated • Meeting process • Log of Proposals
9:45am to 12pm	Northland and Auckland
12pm**	Lunch
12.30pm to 2.30pm	Waikato, Bay of Plenty, Gisborne, Hawkes Bay
2.30pm to 4.30pm***	Manawatu, Whānganui, Wellington
4.30pm	Close of Day One

Day Two

Time (approx)	Activity
9:30am*	<i>Review of Day One</i>
9:40am to 12pm	South Island: Nelson-Marlborough, West Coast, Canterbury, Otago and Southland
12pm**	Lunch
12.30pm to 3pm	Overview of National Coverage
3pm to 4pm***	Full review of process to date
	Close

If you have any special dietary requirements before 10am, Wednesday 25 September 2013

* *working morning tea provided*

** *lunch provided*

** *working afternoon tea provided*