

MINUTES Request for Proposal Assessment Panel		
to procure	Regional and National Services to Prevent and Minimise Gambling Harm	
held	Part 1: North Island and National Providers	Monday 30 September 2013
	Mowbray Room, Bolton Hotel	Tuesday 1 October 2013
	Part 2: South Island and National Providers	Tuesday 15 October 2013
	Medsafe Boardroom, 10 Brandon Street	
with	Chair: Natu Levy (<i>non-scoring</i>) and 6 panel members (3 internal and 3 external to Ministry)	

GETS
REF
39726

Procedure	<p>Introduction</p> <ul style="list-style-type: none"> Conflict of Interest forms were submitted to the Chair prior to the meeting. All identified conflicts were assessed with actions to mitigate and manage agreed to by the Chair and the affected panel member(s). Process: <ul style="list-style-type: none"> discuss each category and question for each proposal abide by the consensus or majority score by panel members
------------------	--

Assessment process of proposals	<p>Evaluation tool, category weightings</p> <ul style="list-style-type: none"> the panel were introduced to the evaluation tool combining all panel pre-scores category weightings and sub-weightings were already disclosed in the RFP proposals were, then in turn, assessed by region proposals were classified as single, co-region or as national providers general statements and panel observations were noted in the form of minutes.
--	---

Scoring	<ul style="list-style-type: none"> Independent pre-scores (out of 10, even numbers only) were noted. Panel to agree on a consensus score and recorded in the evaluation tool. Each proposal to be independently scored using the following:
----------------	--

Score	Response	Description
10	Fully answers the question, exceeds requirements and tangible benefits achievable	Excellent
8	Fully answers the question, meets requirements	Superior
6	Mostly meets requirements; or will meet requirements with some further work	Good
4	Will only meet requirements with extensive further work	Poor
2	General assertions without substance, or is too vague to be meaningfully interpreted	Very poor
0	No response or extremely poor	Unacceptable

#	Single region		#	Co-Region	
2	Ngāti Hine	23	Tui Ora	5	Inspiring Limited
3	Ngā Manga Pūiri	24	Ngā Tai O Te Awa	10	Raukura Hauora (Māori)
4	FAM	25	Best Care	17	Te Utuhina Manaakitanga
6	Transitioning Out Aotearoa	26	Taeaomanino Trust	18	Anglican Care
7	Odyssey House Trust	27	Te Paepae Trust	32	Addiction Advice and Assessment Service
8	Tupu Services	28	Toa Rangatira	#	National
9	Raukura Hauora (Pacific)	33	Te Hauora o Ngāti Rarua		
19	Te Kahui Hauora	34	Rata Te Awhina	11	Woodlands Trust
20	Tuhoe Hauora	35	Arai Te Uru Whare Hauora	12	Hapai Te Hauora Tapui
21	Te Aratika	36	Te Roopū Tautoko ki Tonga	13	Salvation Army / Oasis
22	Te Rangihaeata Oranga	37	Ngā Kete Matauranga Pounamu	14	PGF / Standalone
				15	PGF / Lead agency

PART 1: North Island providers

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Reminder to all in relation to confidentiality responsibilities: *In accordance with the Conflict of Interest and Confidentiality Agreement signed at the commencement of the RFP process, all panel members will keep all discussions, meetings and material (written and electronic) in relation to this RFP strictly confidential and will keep this information safe. Information to anyone outside the immediate tender team may not be released without prior approval from the Panel Chair.*

Part 2: South Island providers

RELEASED UNDER THE
OFFICIAL INFORMATION ACT