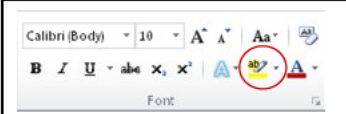


Template: RFP Response Form

Instructions for Respondents

- Please use this Response Form in responding to our RFP. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this form please make sure that you have read the Request for Proposals (RFP) in full and understand our Requirements (RFP Section 2), our Evaluation Approach (RFP Section 3) and the RFP Process, Terms and Conditions (shortened to RFP-Terms described in Section 6). If anything is unclear or you have any questions please get in touch with our Point of Contact (RFP Section 1 paragraph 1.3) before the Deadline for Questions (RFP Section 1, paragraph 1.2).
- We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response.
- Remember to delete the supplier tip boxes and remove the highlight from your answers before sending us your response – they are for your use only!

	<p>To remove highlight from text: select the text you want to remove the highlight from. In the 'Home' tab in the 'Font' group select the arrow at the right of the 'Text highlight colour' and select 'no colour'.</p>
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- For more general information on how to respond to tenders refer to the suppliers' resource centre at: [www.procurement.govt.nz/for suppliers](http://www.procurement.govt.nz/for-suppliers).

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Check list for Respondents

Task	✓
1. Complete all sections of the Response Form.	Yes
2. Delete all 'supplier tip' boxes from the Response Form.	Yes
3. Remove all yellow highlight from the Response Form.	
4. Make sure that you have complied with the following instructions: <ul style="list-style-type: none"> • 'two envelope system': provide all financial information relating to price, expenses and costs in a separate soft copy folder. • the font used is Calibri font size 11. 	Yes
5. Arrange for the declaration to be signed.	Yes
6. Prepare your Proposal for electronic submission by creating a final soft copy file.	Yes
7. Arrange for the Proposal to be submitted electronically before the Deadline for Proposals.	Yes

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**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

RFP Response Form

Community Law Centres o Aotearoa

Legal support for New Zealand Claims Resolution

Service homeowners

48182

Date of this Proposal: 18 March 2024

Ministry of Business, Innovation and Employment
15 Stout Street
PO Box 1473
Wellington 6140

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1. About the Respondent

Our profile

This is a joint/consortium Proposal, by Community Law Centres o Aotearoa and Community Law Canterbury/Te Ture Whānui o Waitaha (together the Respondents) to supply the Requirements.

Item	Detail
Trading name:	Community Law Centres o Aotearoa
Full legal name (if different):	Community Law Centres o Aotearoa Incorporated (as per NZBN Register) AND Community Law Canterbury / Te Ture Whānui O Waitaha Incorporated
Physical address:	Level 2, 15 Dixon Street, Wellington 6142
Postal address:	P O Box 24005, Wellington 142
Registered office:	Level 2, 15 Dixon Street, Wellington 6142
Business website:	www.communitylaw.org.nz and www.canlaw.org.nz
Type of entity (legal status):	Community Law Centres o Aotearoa Incorporated: Incorporated Society Community Law Canterbury / Te Ture Whānui O Waitaha Incorporated: Incorporated Society
New Zealand Business Number:	Community Law Centres o Aotearoa 9429043222506 For Community Law Canterbury / Te Ture Whānui O Waitaha Incorporated: 9429042610601
Country of residence:	New Zealand
GST registration number:	For Community Law Centres o Aotearoa: s 9(2)(a)

Our Point of Contact

Item	Detail
Contact person:	Lawrence Kimberley
Position:	Chief Executive: Community Law Canterbury / Te Ture Whānui o Waitaha
Phone number:	s 9(2)(a)
Mobile number:	
Email address:	

2. Response to the Requirements

Pre-conditions

#	Pre-condition	Meets
1.	Respondents' staff must hold a current practicing certificate from the New Zealand Law Society	Yes
2.	Respondent must hold current professional indemnity insurance for its staff valued at no less than \$5 million.	Yes
3.	Respondent has the resources and capacity to scale up in the event of a large event	Yes

Overview of our solution

Please provide an overview of your solution. For example, describe the technical aspects of the product and/or elements of the service offering.

Overview of your solution
<p>s 9(2)(ba)(i)</p> <p>We have the skill and experience to meet the needs of NZCRS and the communities we serve. We are excited to submit our tender to be the provider of these legal services, and we are up for the challenge.</p>

Questions relating to the evaluation criteria

1. Fit for purpose / proposed solution	Weighting 10%
<p>1.1 Demonstrate how your operations are effective and efficient and comply with the service NZCRS is seeking.</p> <p>s 9(2)(ba)(i)</p>	5%

s 9(2)(ba)(i)		
1.2	Explain how you will be able to provide a cost-effective service for remote areas of the country who require assistance and whom may be isolated and vulnerable.	5%
<p>CLCA has a national network of 24 Community Law Centres covering every geographical area of the country, staffed by lawyers, legal educators, and community liaison workers, who know their local communities well</p> <p>s 9(2)(ba)(i)</p>		

2. Capability of the Respondent to deliver		Weighting 10%
2.1	Describe your previous experience in dealing with homeowners impacted by natural disasters.	5%
<p>s 9(2)(ba)(i)</p> <p>CLC has been on the ground supporting the people of Canterbury, those impacted by the Kaikoura earthquake, flooding events in Auckland, Hawkes Bay and Tairāwhiti, Nelson, Westport, Edgcombe, and the Matatā Managed Retreat in 2022.</p>		
2.3	Describe the operational, administrative, and reporting systems you will use to manage delivery.	5%
<p>s 9(2)(ba)(i)</p>		

3. Capacity of the Respondent to deliver		Weighting 30%
3.1	Explain how you will manage and upscale capacity to meet the demand to meet the number of referrals that may be referred to you.	25%

Within the Community Law network, CLCA is offering a structured solution to ensure there is reach throughout the country. Together as a network, CLCA has teams of lawyers in 24 locations who are able to respond to major and minor events and ensure that the volume of work contracted for can be met. s 9(2)(ba)(i)

3.2 Explain how you will ensure timeframes for delivery are realistic and factor in the various complexities involved, such as but not limited to, other commitments?

5%

CLC's core team are specialists in this area of legal practice. They are dedicated to this area of work and are well aware of the complexities that arise following natural disasters. s 9(2)(ba)(i)

4. Broader Outcomes

Weighting 15%

4.1 Provide an overview of your organisation's experience in the engagement of and working with Māori and/or Pasifika. What were the main outcomes you found through engaging these people?

5%

s 9(2)(ba)(i)

[Redacted content]

CLC staff have recently completed Treaty training to equip our staff to respond in ways that are culturally appropriate.

s 9(2)(ba)(i)		
4.2	Demonstrate how you ensure homeowners who are confused, have a dispute or need independent assistance are treated with dignity and respect.	10%
s 9(2)(ba)(i)		

Assumptions

Please state any assumptions you have made in relation to the Requirements. Where you have made assumptions in relation to the costs and pricing information please state these in the next section.

5. Assumptions	
1.	s 9(2)(ba)(i)

3. Price

Price as a weighted criterion

6. Value for money (based on whole-of-life cost)	Weighting 35%
Provide the total price and a breakdown of the total costs over the whole-of-life of the Contract.	35%

Pricing schedule

Please submit your pricing using the separate pricing schedule attached

4. Proposed Contract

Having read and understood the Proposed Contract, in the RFP Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

s 9(2)(b)(ii)

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s 9(2)(b)(ii)

5. Referees

Please supply the details of two referees for your organisation. Include a brief description of the goods or 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. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	s 9(2)(a)
Name of organisation:	
Goods/services provided:	
Date of provision:	
Address:	
Telephone:	

Email: s 9(2)(a)

Second referee	
Name of referee:	s 9(2)(a)
Name of organisation:	
Goods/services provided:	
Date of provision:	
Address:	
Telephone:	
Email:	

Please contact me before you approach a referee for a reference	Not required
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6. Our declaration

Respondent's declaration		
Topic	Declaration	Respondent's declaration
RFP Process, Terms and Conditions:	<p>I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions (shortened to RFP-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable).</p> <p>I/we confirm that the Respondent/s agree to be bound by them.</p>	Agree
Collection of further information:	<p>The Respondent/s authorises the Buyer to:</p> <ol style="list-style-type: none"> collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client use such information in the evaluation of this Proposal. <p>The Respondent/s agrees that all such information will be confidential to the Buyer.</p>	Agree

Requirements:	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.	Agree
Ethics:	In submitting this Proposal the Respondent/s warrants that it: <ul style="list-style-type: none"> a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor 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 c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. 	Agree
Offer Validity Period:	I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	Agree
Conflict of Interest declaration:	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Buyer’s Point of Contact.	agree
Details of conflict of interest: Not applicable		
DECLARATION		
We declare that in submitting the Proposal and this declaration:		
<ul style="list-style-type: none"> 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. 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 Requirements. 		
<p>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.</p> <p>By signing this declaration the signatories below represents, warrants and agrees that they have been authorised by the Respondents to make this declaration on their behalf.</p>		

s 9(2)(a)

Signature:

Full name: Suzanne Mary Moroney

Title / position: Chief Executive Officer

Name of organisation: Community Law Centres o Aotearoa

Date: 19/03/24

s 9(2)(a)

Signature:

Full name: Lawrence Arthur Kimberley

Title / position: Chief Executive

Name of organisation: Community Law Canterbury / Te Ture Whānui o Waitaha

Date: 19 March 2024

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