

Ministry for Culture & Heritage Procurement Plan

Tuia – Encounters 250 website

What the Ministry is buying and why

This Plan relates to the contract for the design and build of a website for the national commemoration for 2019, *Tuia – Encounters 250*. The key objective of this procurement is to have a future proofed, interactive website that goes live by mid-November, ready for the national launch of the commemoration in the first week of December.

A communications and public outreach campaign will be crucial to allow people all over New Zealand to connect with commemoration activity from October 2018, through 2019, and for the first six months of 2020.

Due to the scope and some unique design aspects of the website, the service will be contracted to two suppliers. The first supplier will have overall responsibility for the main design, implementation as well as hosting and maintenance services. The estimated maximum value for this engagement is \$90,000 + GST over the term of the contract.

A second supplier, under a separate contract, will provide specific voyaging tracking, live streaming and app design technology tools, to feed into the overall website design. This technology will be integrated into the website through an API.

The suppliers will be required to work together at certain times of the project but each will have specific responsibilities and service deliverables documented in their respective contracts.

This procurement plan relates to the provision of the overall design, implementation, hosting and maintenance services. A separate procurement plan and process will be undertaken to secure the supplier of the voyaging tracking, live streaming and app design services.

Specification of Requirements

The website to be designed and built for *Tuia – Encounters 250* will eventually need to provide (by April 2019):

- **Information** – Clear information on the kaupapa, links to information on the programmes of stakeholders and relevant resources
- **Education page** – linking to resources and information on partner agencies' websites – with the Ministry of Education's programme, *Tuia: Mātauranga*, the central part
- **Event Calendar** – Detailing *Tuia – 250* events for 2019, both national and regional
- **Media resource and accreditation section** - containing logos, PRs, images etc
- **Whata kōrero** – A platform for stories connected with the commemoration
- **Voyaging Event information and connections** - Access to the vessels involved in the Voyaging Event, through tracking, blogs, live streaming, interaction with crew.

This first phase of the website build will contain information on the objectives and components of the commemoration and events, (completed by 15 November 2018), a media section and platform for stories, as well as links to the websites of government department partners and landing site trusts.

The second phase will include staged release of voyaging event components, such as:

- The voyaging event route and dates
- Information on the communities the vessels will visit and their historical significance
- Information and profiles of the vessels and crew
- Voyage education roadshow themes and community programme.

The website will be hosted and supported by the supplier but build and design specifications will be reviewed by the Ministry's IT and Research and Publishing teams as required.

The supplier will require an understanding of the Te Moananui a Kiwi (Pacific) and European traditions of navigation, as the maintenance of the website - particularly the real time voyage component - requires accurate and timely moderation of data being recorded and visualised through the website.

The build will need to be 'futureproofed', allowing development of the other parts of the site – the voyaging elements in particular. It will require the capacity to host vessel tracking and live streaming technology.

Description of Market

The Ministry recently became a party to the Department of Internal Affairs (DIA) common capability contract. Under that contract, the Ministry is able to directly procure common web platform services from 9(2)(b)(ii)

9(2)(b)(ii) would have to access offshore expertise to provide the service, at considerable cost. Because of this, the Ministry wishes to test whether there are other providers who could provide these services using domestic sources only.

9(2)(b)(ii)

Procurement Method

The Ministry has carried out research to determine which suppliers could provide these services. Tenders will be requested from three suppliers – 9(2)(b)(ii) and one other to be confirmed. The suppliers will be asked to:

- set out the proposed approach and methodology;
- describe their experience in delivering the type of services being requested (including identifying the skills and experience of nominated/relevant personnel);
- indicate their ability to meet the required timeframes; and
- describe the value for money including specifying the cost the overall design and build of the website, hosting, maintenance and support services, and provide a quote that confirms they have the necessary resources to meet our requirements (including timelines) and their proposed rates or total costs.

Evaluation criteria and method

The evaluation process will be to assess each quotes on the following criteria:

1. Proposed approach and methodology
2. Proven capability to deliver including the skills and experience of nominated/relevant personnel
3. Ability to meet required timeframes
4. Value for money

The evaluation will include identification of any gaps in the supplier tenders or areas requiring clarification which will be sought from suppliers prior to completing the evaluation and selection process.

Timeline

Specs issued to three suppliers Wednesday 12 Sept

Deadline for tenders Friday 21 Sept

Evaluation completed and supplier selected Thursday 27 September

Contract signed Friday 5 October

Quotes will be evaluated and the recommended supplier selected by:

- 9(2)(a) [redacted] Adviser, Commemorations
- 9(2)(a) [redacted] Research and Publishing, Production
- 9(2)(a) [redacted] Law Clerk

IT and Procurement will also be consulted.

Key decisions

The manager with delegated financial authority who will make key decisions, including who the preferred provider should be (informed by the recommendation of the evaluation panel, if applicable), is Tamsin Evans.

Contract

The selected supplier will be offered a contract for services based on the Ministry's standard terms and conditions, amended to include applicable technology clauses. Consideration however, will be given to the use of the successful supplier's standard terms of trade if these offer a better fit for this engagement. The proposed contract term is 21 months from October 2018 to June 2020.

The key performance indicators for measuring the supplier's performance include:

KPI	
1	Delivery of critical milestones to time and to budget
2	Services provided to industry standard
3	Site to cope with large volumes of traffic (voyaging event)
4	Moderation of information from vessels posted in a timely manner

The timeframes for delivery are:

- First phase of the website to be live by 16 November 2018
- Second phase to go live in stages, January-March 2019

Specific reporting requirements are:

- Work in Progress Reports (frequency and format to be agreed).

Payment will be based on the supplier's successful completion of milestones as detailed in the contract.

New intellectual property arising as a result of the contract will be negotiated in good faith. At a minimum, the Ministry will secure an unrestricted, royalty free license in perpetuity to any jointly owned intellectual property created by the supplier in carrying out the services.

Risk

Overall the service documented in this procurement is deemed low-value, low-risk. Most risks are able to be mitigated by the selection of a reliable supplier, with the specific skill and capability to preempt and avert, or with the experience to avoid completely.

Key risks to be managed

Risk	Mitigation action	Responsible
1. Performance issues including content oversight and management	- Fully capable supplier. - Contract management plan and service review activity.	Contract manager
2. If the selected supplier is small – continuity of service over the term of the agreement	- Contingency plan – Core team can be supplemented by network contractors.	Contract manager
3. MCH's capacity to manage requirements of and relationships with supplier is limited (small team)	- MCH will need to be strategic about what content and support we're capable of providing the supplier - and applying a targeted approach.	Contract manager
4. Short timeframe for development and delivery of phase 1	- Clarity from MCH on the requirements and content - Contractual commitment from supplier to deliver to timeframes.	Contract manager

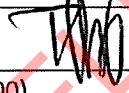
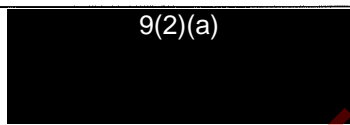
Probity

Probity in this procurement will be managed by:

- acting fairly, impartially and with integrity, acting lawfully, and being accountable and transparent
- ensuring compliance with the agency's code of conduct is complied with
- ensuring that financial authority for the procurement is approved before proceeding to tender
- identifying and effectively managing all conflicts of interest
- protecting the supplier's commercially sensitive and confidential information.

Approval

I confirm that the following have reviewed and or approved this Procurement Plan:

Delegated financial authority holder (Tamsin Evans)		<input checked="" type="radio"/> Y/N
Ministry Legal Team (if the contract cost will exceed \$25,000)		Y/N
Ministry IT Team (if the service is a technology solution or has a technology component)		Y/N
Name:  9(2)(a)	Date: 18/9/18	
This document should be emailed to Legal before initiating your tender process		

PROACTIVE RELEASE