# REQUEST FOR PROPOSAL

**Preparation and Facilitation**

**of Network of Expertise**

**for**

# NEW ZEALAND ASSOCIATION OF SCIENCE EDUCATORS



**Deadline for Proposals: 4:00 PM 23 November 2018**

Attention: Donna Sellers

nzase@xtra.co.nz

 **Request for Proposal**



**Background**

The New Zealand Association of Science Educators (NZASE) has secured a funding agreement with the Ministry of Education as part of the Networks of Expertise initiative - to grow and develop existing and new curriculum, teaching and learning networks. The support will meet the specific needs of teachers.

**Summary**

1. Networks of Expertise aims to support the subject associations and broader networks used by teacher and school leaders to support and improve their teaching practice. The focus is around building teacher capability at school/kura and Kāhui Ako at regional and national levels.
2. Networks of Expertise complements the centrally funded model of PLD, but takes a ‘for teachers, by teachers’ approach – encouraging peer to peer collaboration and sharing of expertise.
3. This procurement is aimed at further developing teacher networks and supporting them to become sustainable models of a network of expertise and professional learning for teachers of Science.
4. New Zealand Association of Science Educators will be involved in this work.

**Preparation and Facilitation of Network of Expertise**

# Purpose of the Work

* The development and growth of a robust network that provides timely, on-going advice and guidance to build capability and adaptive expertise for teachers
* Supporting national and regional initiatives aimed at providing peer to peer, collaborative support to teachers
* Utilising and adding to research and evidence that informs teacher practice
* Undertaking activities that promote linkages between the sector and the Ministry to build shared knowledge and innovation to drive equity and excellence in Science.

# Term

* The work will run from November 2018 to November 2020 unless terminated earlier in accordance with this Agreement or at law.

# Milestones and Reporting

| **No.**  | **Milestone**  | **Due date** |
| --- | --- | --- |
| 1 | Contract - on signing | 30 November 2018 |
| 2 | Final Facilitation PlanEvaluation and monitoring plan | 14 December 2018 |
| 3 | Report 1 | 14 June 2019 |
| 3  | Report 2 | 13 December 2019  |
| 4 | Report 3 | 15 June 2020 |
| 5 | Final report | 30 November 2020 |

**Reporting formatting and requirements**

* Reporting should follow the Results Based Accountability (RBA) measures and relate directly to the purpose of the work.
* Performance accountability is based on the answers to these three questions:
* How much?
* How well did we do it?
* Is anyone better off?
* The exact format and content of the reporting will be agreed by the Evaluation and Monitoring Planning Milestone.
* The individual/organisation will report on how this information will inform the sustainability of the network longer term.
* The individual/organisation will report on how they are undertaking activities that promote linkages between the sector and the Ministry to build shared knowledge and innovation to drive equity and excellence in Science

**Proposal Guidelines**

This Request for Proposal (RFP) represents the requirements for an open and competitive process.

If the individual/organisation submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal.

Additionally, all costs included in proposal must be all-inclusive to include any outsourced or contracted work. Any proposal which calls for outsourcing or contracting work must include a name and description of the organisations being contracted.

All costs must be itemised to include an explanation of all fees and costs, included project costs for travel.

Contract terms and conditions will be negotiated upon selection of the winning proponent for this RFP. All contractual terms and conditions will be subject to review by NZASE and will include: project description, scope, budget, schedule, reporting and other necessary items pertaining to the project.

All questions and enquiries in relation to this RFP must be submitted to nzase@xtra.co.nz

Respondents are advised that NZASE is subject to the Official Information Act 1982. Respondents should mark their Proposals “Commercial - In Confidence” if they wish to protect specific information. NZASE will treat all Proposals in the strictest confidence. NZASE cannot, however, guarantee that information marked as such can be protected if NZASE receives a request for information under that Act.

**Budget:**

A maximum of $210,000, inclusive of GST, is available for the completion of this project.

The budget must encompass all planning, design, production and monitoring.

The cost schedule should be reflective of the estimated number of hours of work to be completed on each component of the project: including rate of pay per hour, travel costs, software and licencing tools, and other disbursement, etc., must be submitted. This amount must be inclusive of GST.

**Submission of Proposal:**

The proposal should include the following information:

1. Cover letter:
	* Outlining the understanding of project objectives and requirements and a statement of participation interest from Individual/Organisation;

1. Profile of organisation:
	* Name and contact information for the Individual/Organisation;
	* Individual/Organisation profile;
2. Referees:
	* Provide 3 References.
3. Organisational background
	* Successful history of delivery
	* Health and Safety
4. Experience and proposed approach
	* Specialist knowledge, skills and experience
	* Team skills and experience
	* Proposed solution
	* Capacity to undertake assignment
5. Budget
	* Proposed budget

**Evaluation Criteria:**

The following criteria will form the basis upon which NZASE will evaluate proposals. The mandatory criteria must be met and include:

Your proposal must be received no later than 4:00 PM on 23 November 2018.

The proposals will be evaluated based upon the following criteria:

1. Individual/Organisation:

a. Demonstrates experiences to perform the work

2. Individual/Organisation Team:

1. Proposal clearly states who is on the individuals/organisations team;
2. Qualifications and experiences of individual and/or team members are included, if applicable; and,
3. Roles and responsibilities of Individuals/Project team is/are clearly outlined.
4. Proposal:
	1. The depth and detail of the submission demonstrates a thorough understanding of the Request for Proposal description; and
	2. Expected Milestones are included in delivery.
5. Schedule:
	1. The proposed schedule is realistic and includes project scope.
6. Cost and Quality Control:
	1. The proposal demonstrates good management, work plans, scheduling and cost control, reporting and quality control.
7. Appropriateness of methodology:
	1. The assignment has been broken into logical tasks in accordance with the Request for Proposal.
8. Costs:
	1. The total cost of the work and the proposed fees have been presented in detailed work breakdown consisting of staff time and charge out rates for each task item.

**Timeline:**

* The release date for this RFP by NZASE: 9 November 2018
* Deadline for RFP submissions completed: 23 November 2018
* Target date for NZASE Executive committee evaluation of proposals: 24 – 28 November 2018
* Target for notification of winning proposal: 30 November 2018

**Conditions:**

The Successful Respondent must:

* + 1. Report on progress on the points detailed in the Purpose of the Work on the dates specified in the Milestones and Reporting
		2. Escalate any issues relating to this work to NZASE
		3. Health and Safety

NZASE is committed to protecting the health, safety and wellbeing of staff, managers, workers and others while work is carried out. NZASE has a duty to ensure, so far as is reasonably practicable, the health and safety of all workers on activities who carry out work under NZASE’s influence or control. This includes those partners, contractors and other workers.

Accordingly, the Successful Respondents are expected to:

* consult, cooperate and coordinate with NZASE , to the extent required by the NZASE, and to ensure that NZASE and the Successful Respondent will each comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to this Contract;
* perform its, and ensure that its Personnel perform their, obligations under this Contract in compliance with its and their obligations under the Health and Safety at Work Act 2015;
* comply with all reasonable directions of NZASE relating to health, safety, and security;
* report any health and safety incident, injury or near miss, or any notice issued under the Health and Safety at Work Act 2015, to NZSSE to the extent that it relates to, or affects, this Contract;
	+ 1. Appoint a liaison person that will be a direct contact to NZASE.