



Application Guidelines

Approved Providers for Primary Industry Advisory Services

Relating to: Option 2 of 2017 Primary Industries Earthquake Recovery Funding

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This opportunity in a nutshell

The Ministry for Primary Industries (MPI) is providing funding for primary industries businesses¹ in earthquake affected regions for recovery, long term land use planning and technical advice.

Farmers, growers and foresters from properties from within the Hurunui, Kaikoura and Marlborough regions that have been affected/disrupted by the earthquakes in November 2016, can access support through MPI funding for professional advisory services up to the value of \$5,000 per property.

MPI is continuing to appoint 'MPI Approved Suppliers,' to provide consultancy advice to land managers and land owners on aspects of advice relating to primary industries earthquake recovery.

What we need

MPI continues to appoint additional providers for the earthquake affected regions who will be responsible for the delivery of consulting and advisory services to primary industries sector businesses who wish to seek business advice in relation to earthquake recovery.

MPI requires the process for which farmers can access advisory services to be as simple as possible. Land owners and/or land managers who wish to accept this offer can access these services through MPI's approved schedule of suppliers of advisory and professional consultancy services. We are calling for expressions of interest and applications for suppliers.

MPI will liaise with the approved suppliers and pay them directly. Farmers, growers and foresters will be asked by their approved consultant/advisor that they engaged, to sign confirmation they have received advisory services in relation to earthquake recovery and details of what work was completed. The consultant or advisor will need this as proof of services rendered.

The scope of consultancy work is wide due to the varying needs of farmers, growers and foresters in the affected areas, but work conducted under MPI funding must be related to affects from the November 2016 earthquakes.

MPI also requires that services be available in a timely and efficient manner. If a business is to be approved, but not based within the earthquake affected area, we seek any visits to the area to see land owners and land managers to be in coordinated and as cost-efficient process as possible.

Providers who identify community-wide, catchment solutions, or similar issues with neighbouring properties, are expected to offer this advice widely without duplication of costs.

¹ includes dairy, sheep, beef, deer, arable, horticulture, forestry, farm forestry, pigs, poultry, viticulture, land-based aquaculture but excludes wild fisheries

What's important to us

MPI is looking for credible providers who have the capability, experience and resources readily available, to deliver primary industry consultancy/advisory services to those in the earthquake affected areas. They need to have a good track record in conducting existing business consultancy services within the primary sector. Sectors includes; dairy, sheep, beef, deer, arable, horticulture, forestry, farm forestry, pigs, poultry, viticulture, land-based aquaculture.

Land owners and/or land managers who wish to accept this offer can access these services through MPI's approved schedule of providers of advisory and professional consultancy. Since August 2017, farmers or growers from within the defined geographical regions have been able to approach an approved MPI supplier, listed on the MPI website ([click here for web link](#)) and access the advisory services to assist with earthquake recovery. No forms or applications are required to be completed by farmers/growers to MPI directly. MPI will liaise with its approved providers, and they will liaise/facilitate directly with farmers, growers and foresters.

Why should you apply?

This is a unique opportunity to be part of continued earthquake recovery efforts within the primary sector in the defined earthquake affected regions. Approved suppliers will support local land owners and land managers to consider and implement initiatives that encourage business recovery, whilst focussing on both sustainability and long-term business viability. Through investment in individual advisory services, MPI seeks to support the rural communities in the affected area, whilst ensuring individual and tailor made solutions are considered for those who are adversely affected by the earthquakes. Whilst this offer does not guarantee you any work, even if approved, it does provide you with an opportunity to apply to be on the approved suppliers list which could provide you with future business.

SECTION 1: Key information



1.1 Context

- a. This guidelines document is an invitation to suitably qualified suppliers to submit an application for the approved providers for primary industry advisory services contract.
- b. This expression of interest is a single-step application process.



1.2 Our timeline on the process

Our timeline for this application process depends on many factors but is designed to be streamlined to have a quick turn-around and approval process. Approval could be given in as little as 5 working days. The process can be summarized by:

- a. The prospective applicant completes the application for and supplies to MPI.
- b. MPI reviews the application and notifies the applicant of the outcome.
- c. If successful, the applicant will need to provide MPI with a summary in writing of the services they will provide to farmers/land owners.
- d. A contract is signed by both parties before any work can commence. The length of time taken for this part of the process depends on both the ability of parties to sign and if the applicant agrees to MPI's terms of the contract in full or; if they wish to negotiate differing terms of the contract.
- e. MPI will update the MPI website and Approved Suppliers list to include the addition of the newly approved supplier.
- f. MPI will supply further detailed documentation of processes such a farmer requests for work, forms to be completed, invoicing and payments, reporting.



1.3 How to contact us

- a. All enquiries to be directed to us via the MPI funding email mailbox funding@mpi.govt.nz with the words 'Query on Funding for Advisory Services' in the subject line.
- b. Alternatively you can contact MPI by phone on 0800 00 83 33
- c. Our Point of Contact

Name: Dan Schofield

Title/role: Senior Investment Adviser



1.4 Address for submitting your Applications

- a. Proposals must be submitted by email/electronically to the following address:
funding@mpi.govt.nz or;
- b. To your MPI contact

SECTION 2: Our Requirements

2.1 Background

The magnitude 7.8 earthquake on 14 November 2016 centered in the Hurunui/Kaikōura region and subsequent aftershocks, has resulted in significant land damage across the north-eastern part of the Upper South Island in the Hurunui, Kaikōura and Marlborough districts.

In some situations, given the scale of damage, attempts to restore earthquake affected land to its pre-earthquake state is likely to not be technically nor economically feasible.

There is a continuing need to support individual primary industry businesses in addition to community based funding support. Individual support includes getting advice for those involved to make good informed decisions and consider long-term business outcomes for:

- Farm infrastructure and business continuity
- Management of land
- Future use of land
- Whole Farm systems management
- Remediation options (where possible) of damaged land and soil

MPI is providing funding for primary industries businesses² in the earthquake affected regions for recovery, long term land use planning and technical advice.

MPI are looking for what will be referred to as an 'MPI Approved Supplier,' to provide advisory/consultancy advice to land managers and land owners on aspects relating to earthquake recovery.

2.2 Services Specification

Description

MPI are seeking a solution that allows an easy process for land owners and land managers within the primary sector to access primary industries earthquake recovery support funding. Each property will be eligible for professional advisory services up to the value of \$5,000 per property from an MPI approved supplier.

Requirements

MPI requires suppliers who can offer advisory and consultancy services in one or more of the following areas:

- Strategic planning, including Farm Business and Whole Farm Plans
- Land management and sustainable management techniques
- Analysis of Farm Systems
- Analysis and mitigation, of risks to the farming business
- Risk and recovery management
- Business continuity – establishment and documentation of farm systems
- Modelling farm change scenarios

² includes dairy, sheep, beef, deer, arable, horticulture, forestry, farm forestry, pigs, poultry, viticulture, land-based aquaculture but excludes wild fisheries

- Alternate land use options
- Technical advice – soil, pastures, animal production, feed budgeting
- Financial planning and decision support
- Budgets and cash flow forecasting
- Farm accounts analysis
- Forestry advice
- Strategic advice
- Farm environmental plans

Out of scope:

- proposals for business expansion
- unsustainable business practices
- any work that is not related to earthquake recovery
- work completed that is outside of the earthquake affected regional boundaries of Hurunui, Kaikoura and Marlborough.

Where approved suppliers are unsure of whether requested work is out of scope for this earthquake recovery funding, before commencing this work request, they should contact MPI Investment Programmes and discuss any requested work to seek clarification.

2.3 What we require: capability

We are seeking suppliers that are able to demonstrate the following capability:

- Experience in relation to working with the primary industries sector in a consultancy and/or advisory capacity (as listed in 2.2)
- The networks, existing relationships and facilities to be able to meet the requirements of this Expression of Interest (EOI)
- Personnel with the knowledge, experience and qualifications to deliver the requirements (CVs, bio's, history and qualifications), testimonials.

2.4 What we require: capacity

We are seeking suppliers that are able to demonstrate the following capacity:

- Ability to deliver within the proposed timeline
- Identified personnel and subcontractors
- Confirmed availability during this time.

2.5 Contract term

The Contract term and options to extend are:

Description	Years
Initial first term of the Contract	One – (current date in 2017 – 30 June 2018)
Options to extend the Contract	Up to one year extension following first year completed up to 30 June 2019
Maximum term of the Contract	Up to 30 June 2019

MPI will update the list of Approved Suppliers as contracts are signed.

2.6 Other information

- a. Each time a landowner or land manager engages services from an approved provider, MPI are to be advised by the approved provider of the approximate amount of services they have been engaged for and the client details before work commences so MPI can assess the volume of consultancy services currently being provided and to whom.
- b. Payment will be made on confirmation of successful delivery of services to land managers and land owners on a monthly invoice.
- c. MPI will require written confirmation by each individual land manager or landowner from the approved supplier confirming they have received services, a brief outline of the work conducted and confirmation they are satisfied with the services provided to receive payment.
- d. Where a piece of earthquake recovery work requested through this funding support is over the threshold of \$5,000 per property, the balance/excess of that work will be liable to the land owner or land manager. It is important that a quote or estimate for work requested is given to each landowner or land manager before work commences to give an indication of the costs associated to the recovery work requested.
- e. The total budget for this procurement / project for all approved suppliers involved with this fund is capped at \$500,000 per annum excl. GST for up to two years.
- f. MPI will manage the allocation of funds between approved suppliers and reserves the right to suspend funding if total maximum committed is reached. MPI will be in regular contact to confirm what work approved suppliers are currently working on and what work they have committed to in the future.
- g. Becoming an MPI approved supplier does not guarantee any MPI funded work by land owners and land managers. Those eligible for the advisory services are self-selecting for a provider, therefore, will be able to approach any approved supplier publicised by MPI in relation to this funding.
- h. MPI will monitor all approved suppliers and the work completed to ensure no duplication of work or entitlement by land owners and land managers.

SECTION 3: Our Evaluation Approach

Our aim is to provide the best value-for-money over the whole-of-life of the contract whilst delivering services to a high standard. This means suppliers achieving the right combination of fit for purpose, quality, price and delivery of services in a timely manner. This section sets out the evaluation approach that will be used to assess applications.

3.1 Pre-conditions

Each application must meet all of the following pre-conditions to be eligible for the application to be considered. Applications which fail to meet one or more will be eliminated from further consideration.

Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting an application or will unlikely be an MPI approved supplier of advisory services.

#	Pre-condition
1.	Existing Clientele An applicant must have existing or have had previous clientele, and currently be providing primary industry businesses with a form of advisory or consultancy services as related to 2.2 in this document. You must declare how many clients you currently or have previously serviced, and state what primary sectors they fall under and in what regions or catchments they fall into.
2.	Provision of existing business services An applicant must provide in their application, sufficient information about the business and the services they provide for MPI to be able to assess the suitability of the applicant as an approved supplier for this funding including maximum levels of work you could commit to under this agreement.
3.	Suitably qualified and experienced staff An applicant must declare all staff to be used a part of the contract and provide details of their experience and qualifications to demonstrate the quality of resource to be used.
4.	Price – You must disclose/declare the maximum price per hour that you will charge to deliver services and include indicative disbursement costs.
5.	Contract terms – You must either indicate that you agree with all clauses in full under the draft contract agreement or indicate which specific clauses you wish to negotiate on and why.

3.2 Price

We wish to obtain the best value-for-money over the whole-of-life of the Contract. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity and price.

As part of the application process, we require an applicant to provide details of their normal charge out rates to check against industry standards to assess value for money.

3.3 Decisions

In addition to meeting the pre-conditions for application consideration, decisions on the approval of suppliers is to be completed by MPI. A judgement will be made by an internal panel based on the following:

- Appropriate business experience, qualifications and skills
- Testimonials or references that are relevant to this type of work
- Availability of resources to complete work in a timely manner
- Value for money on services offered.

SECTION 4: Our Contract

4.1 Contract

Included with the application form is the Contract that we use for the purchase and delivery of the Requirements.

In submitting your application indicate if all terms and conditions are agreeable to you or otherwise advise which areas will require further negotiation.

The application form contains a section for you to state your position. If you do not state your position you will be deemed to have accepted the terms and conditions in the Contract in full.