

New Zealand Recreation Association

# Request for Proposals

## Targeted Outdoor Activity Fund Round One

2017-2018

RFP released: 04 04 18

Deadline for Questions: 5:00pm 01 05 18

Deadline for Proposals: 5:00pm 04 05 18

[NZ Recreation Association]  
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# This opportunity

## Purpose

The purpose of the Targeted Outdoor Activity Fund is to promote the engagement of underrepresented populations in outdoor activity through:

1. Providing a source of funding for existing outdoor activity providers to develop new programmes for this group and
2. To help outdoor activity providers promote and share their learnings of dealing with underrepresented groups with other activity providers

## What populations do we consider underrepresented in outdoor recreation?

For the purposes of this fund underrepresented populations are considered to be people from one or more of the following categories:

- Young girls 10-18
- Young people 5-18 in lower socio-economic urban areas (including Maori)
- Asian ethnicity
- Pasifika ethnicity

## What do we need?

The Targeted Outdoor Activity Fund is to assist outdoor activity providers (either recreation or education based) to deliver programmes to populations of New Zealanders who generally don't get the opportunity to participate in outdoor recreation. We then need providers to communicate their learnings with the broader outdoor activity sector.

This fund is offered specifically to promote outdoor recreation/education and is for outdoor recreation or education activities. The fund is not open to groups involved in delivering activities like traditional ball sports or athletics on playing fields, stadia or in other largely man-made environments

## What's important to us?

We are looking for credible outdoor activity providers (see pre-conditions) who can show that they have worked alongside representatives from a targeted to develop a feasible outdoor activity programme for members of their community.

We are also looking for organisations who can take an innovative and culturally sensitive approach to new course design and who are prepared to share their learnings about this with the rest of the outdoor sector.

## How much money is available?

NZRA is able to award up to \$40 000 for applications to this fund per year. It is unlikely but not impossible that we would award the total amount to one applicant. Successful applicants can apply more than one round of funding if they can demonstrate the success of their programme.

The funding timeframes are:

**Round 2. July 2018-July 2019 (CURRENT ROUND applications due 4.5.18)**

Round 3. July 2019-June 2020 (application date tbc)

(Round 1. April 2018-December 2018 has been completed)

### Why should you apply?

Having access to the great outdoors is a special part of being a New Zealander and has been shown to have life-long physical and mental health benefits. Not everyone in our country has the opportunity to take advantage of the outdoors. Being part of this programme is an opportunity to help make this easier. Successful applicants also have the opportunity to reapply for funding on subsequent years if they can demonstrate effective engagement and a commitment to sharing their learnings.

### A bit about us:

New Zealand Recreation Association (NZRA) champions high quality recreation for the benefit of New Zealand. Our vision is that New Zealanders are active, healthy, and connected through recreation. The outcomes we seek through our work are that recreation is well managed and delivered, that the recreation workforce is skilled, connected, and future focussed, and that recreation is better considered in policy and decision-making.

We are a priority partner of Sport NZ's and have been contracted by them to run this project

# SECTION 1: Key information

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## 1.1 Context

- a. This Request for Proposal (RFP) is an invitation to suitably qualified applicants to submit a Proposal for the Targeted Outdoor Activity Fund.
  - b. This RFP is a single-step process.
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## 1.2 Timeline

- ROUND ONE TIMELINE

**Steps in RFP process:**

**Date:**

Deadline for Questions from applicants: 01. 05. 18

Deadline for NZRA to answer applicants' questions: 01. 05. 18

**Deadline for Proposals:** 5:00pm 04. 05. 18

Unsuccessful Respondents notified of award of Contract: 08. 06. 18

Anticipated Contract start date: 7.4.18

Invoices from successful respondents are required by 30. 08. 18 for the 2017-18 FY

- Funds will be distributed to the applicants in a single direct deposit to a bank account on receipt of an invoice for services
  - All dates and times are dates and times in New Zealand.
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## 1.3 How to contact us

- All enquiries must be directed to:

**Rob MacLean**

**[rob@nzrecreation.org.nz](mailto:rob@nzrecreation.org.nz)**

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## 1.4 Developing and submitting your Proposal

- a. This is an open competitive tender process. The RFP sets out the step-by-step process and conditions that apply.
  - b. Take time to read and understand the RFP. In particular:
    - i. develop a good understanding of our Requirements detailed in [Section 2](#).
    - ii. in structuring your Proposal consider how it will be evaluated. [Section 3](#) describes our Evaluation Approach.
  - c. If anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions. Email our [Point of Contact](#).
  - d. Proposals must be submitted using the Targeted Outdoor Activity Fund Application Template
  - e. . These should be submitted as PDF documents.
  - f. You must also complete and sign the declaration form (at the end of this RFP) and submit this with your proposal
  - g. Check you have provided all information requested, and in the format and order asked for.
  - h. Having done the work don't be late – please ensure you get your Proposal to us before the Deadline for Proposals!
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### 1.5 Address for submitting your Proposal

- a. **Proposals** must be submitted by email/electronically in PDF form to the following address:  
**administration@nzrecreation.org.nz**
- b. Proposals sent by post or fax, or hard copy delivered to our office, will not be accepted.

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### 1.6 Our RFP Process, Terms and Conditions

- a. **Option to withdraw:** Applicants can withdraw their proposal at any point up until signing a contract to deliver the service.
- b. The RFP is subject to the RFP Process, Terms and Conditions (shortened to RFP-Terms) described in [Section 6](#).

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### 1.7 Later changes to the RFP or RFP process

- a. If, after publishing the RFP, we need to change anything about the RFP, or RFP process, or want to provide applicants with additional information we will let all applicants know by placing a notice on our website at (to be confirmed)
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## SECTION 2: Our Requirements

### 2.1 Background

This fund is offered to assist the delivery of outdoor activity programmes or events to people from groups who do not typically participate in outdoor recreation in NZ.

### 2.2 What we are funding and why

We want to fund organisations who can run engaging activities for underrepresented populations and share learnings about doing this. These activities would include such things as overnight camps, explorations, adventures or expeditions, training or skill develop programmes or games that occur largely in wild or natural areas. They could also include activities that are focused on preparing participants for activities in these areas. An examples would be an indoor climbing wall or pool based kayak programme that is designed to get participants climbing on actual outdoor rock faces or paddling on real rivers).

The key outcome we want to achieve is for people from these targeted groups to enjoy outdoor activities in a way that is more likely to build life-long habits of outdoor recreation.

A secondary outcome is that the provider shares their learning from the experience of delivering a programme to these groups with the broader outdoor community.

### 2.3 What we require: the solution

What we require is a proposal that shows how the provider will engage a targeted group and get them participating in an outdoor activity or experience of some type and how they will evaluate and reflect on their learnings.

### 2.4 What we require: We are seeking applicants that are able to demonstrate the following capacity:

- To engage participants from a Targeted Population Group effectively in a culturally appropriate way.
- To recruit and enrol participants in an engaging and meaningful outdoor activity and to deliver this activity with safe and positive outcomes
- To provide an activity that has feasibly transferable skills, i.e. run an activity or deliver skills that participants could feasibly continue to practice once the proposed programme is completed.
- To evaluate lessons learned and report the results back to NZRA and the outdoor sector in a useful and engaging way (either by a presentation at the Outdoor Forum, a webinar or some other format agreed with NZRA).
- Applicants need to be credible outdoor operators with a good reputation and have an effective safety management plan for their activities

### 2.5 Funding commencement

We expect funding for Round 2 of this project to occur in July 2018

Funding for subsequent rounds are expected as follows

Round 3 July 2019

## 2.6 Key outcomes

The following are the key outcomes that are to be delivered.

- Delivery of activity to targeted groups (description of activity, participant names, ages, ethnicity and gender, programme days per participants).
- Provision of transference resources and ideas as part of the activity.
- Incident data showing summary of any incidents.
- Evaluation of participant and operator experience. Applicants must share 'lessons learned from this project with the outdoor sector

## SECTION 3: Our Evaluation Approach

### 3.1 Pre-conditions

Each Proposal must meet the following pre-condition. Proposals which do not will not be considered.

#	Pre-condition
1.	Every applicant must be able to provide a letter or document testifying that the safety management plan for the activity or programme has been reviewed by a credible external safety expert. A credible safety expert could be a professional outdoor auditor or technical expert, or it could be someone with current industry recognized qualification and experience in running the relevant activity and there must be some way of verifying the credentials of this expert. NB. WE DO NOT NEED A COPY OF YOUR SAFETY PLAN

### 3.2 Evaluation criteria

Criterion
<b>1. Meaningful engagement and involvement with targeted population group</b>
Description of likely participants matches targeted population this fund is trying to reach.
Evidence that the activity provider has engaged with and consulted likely participant groups in designing the proposed activity
Evidence that a community group or similar representing the target group has been involved in the co-design of the activity and ideally can share a leadership role where practicable
Evidence that there is a process for supporting the target apply learnings, new found skills or interests within their day to day life following the activity
<b>2. Appropriateness and value of activity</b>
A clear statement of the activity and desired activity outcomes
Activity and proposed outcomes seems achievable for the target group proposed



Activity will be delivered in a way that will be culturally acceptable to participants and their communities
Applicant has a clear plan on how to evaluate the effectiveness of the activity and develop 'lessons learned' to be shared with the rest of the outdoor sector
Options for transfer of skills by participants after the activity proposed by respondent seem feasible
<b>3. Capability of the Respondent to deliver</b>
Applicant has experience managing or delivering this activity
Applicant has a good reputation for quality and safe operation in the outdoor activity sector as evidenced through the provision of testimonials and references and/or past course evaluation/incident data
Applicant shows a willingness and commitment to communicate learnings to the rest of the outdoor sector
<b>4. Price</b>
Pricing of programme is realistic and monies requested do not exceed the money available in the fund
Cost of funding this programme does not preclude NZRA funding other worthy programmes during this financial year
Pricing of programme represents a good investment for fund as compared with other applications

### 3.3 Optional evaluation process and due diligence

In addition to the above, we may undertake the following process and due diligence in relation to shortlisted Respondents. The findings will be taken into account in the evaluation process. Should we decide to undertake any of these we will give shortlisted Respondents reasonable notice.

- a. Speak with any community groups involved with the proposed activity
- b. we may interview Respondents via phone or skype
- c. other checks against the Respondent e.g. Companies Office
- d. interview Respondents

## SECTION 4: Costing

### 4.1 Pricing information to be provided by respondents

- a. Respondents must provide a budget table for the proposed project showing the main components of their costs for the proposed activity.
- b. All costings (including total amount requested) must be presented as GST exclusive
- c. Applicants may apply for partial funding of a project (where additional funding is planned from other sources).

## SECTION 5: Our Proposed Contract

### 5.1 Key Contract Requirements

Funding recipients must agree to pay back the money received if they are unable to complete the work.

In cases where work cannot be completed, recipients must still commit to sharing learnings with the sector from their project.

Funding recipients confirm that they will present lessons learned from their project to the outdoor sector within 3 months of the end of the funded period either by webinar, outdoor forum presentation or other means as agreed with NZRA.

Recipients must also confirm that they comply to the following statutes and associated regulations:

- Vulnerable Children's Act
- Human Rights Act
- Health and Safety at Work Act
- Any other New Zealand statute relevant to the activity provided

## SECTION 6: RFP Terms and Conditions

### 6.1 Preparing a Proposal

- a. By submitting a Proposal the Respondent accepts that it is bound by these Terms and Conditions
- b. All requests for clarification must be made by email to NZRA's Point of Contact. NZRA will endeavour to respond to requests in a timely manner, but not later than the deadline for NZRA to answer Respondents' questions in Section 1, paragraph 1.2.a, if applicable.

### 6.2 Evaluation of proposal

- a. NZRA will convene an evaluation panel comprising members chosen for their relevant expertise and experience. In addition, NZRA may invite independent advisors to evaluate any Proposal, or any aspect of any Proposal.
- b. Each Respondent authorises the NZRA to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee a community group associated with the proposal or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Proposal.
- c. Each Respondent is to ensure that all referees listed in support of its Proposal agree to provide a reference.
- d. To facilitate discussions between NZRA and third parties each Respondent waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

### 6.3 NZRA's additional rights

- a. Despite any other provision in the RFP, NZRA may, on giving due notice to Respondents:
  - i. amend, suspend, cancel and/or re-issue the RFP, or any part of the RFP

- ii. make any material change to the RFP (including any change to the timeline, Requirements or Evaluation Approach) on the condition that Respondents are given a reasonable time within which to respond to the change.
- b. Despite any other provision in the RFP NZRA may:
  - i. accept a late Proposal if it is NZRA's fault that it is received late
  - ii. in exceptional circumstances, accept a late Proposal where it considers that there is no material prejudice to other Respondents. NZRA will not accept a late Proposal if it considers that there is risk of collusion on the part of a Respondent, or the Respondent may have knowledge of the content of any other Proposal
  - iii. in exceptional circumstances, answer a question submitted after the Deadline for Questions, if applicable
  - iv. accept or reject any Proposal, or part of a Proposal
  - v. accept or reject any non-compliant, non-conforming or alternative Proposal
  - vi. decide not to enter into a Contract with any Respondent
  - vii. liaise or negotiate with any Respondent without disclosing this to, or doing the same with, any other Respondent
  - viii. provide or withhold from any Respondent information in relation to any question arising in relation to the RFP. Information will usually only be withheld if it is deemed unnecessary, is commercially sensitive to a Respondent, is inappropriate to supply at the time of the request or cannot be released for legal reasons
  - ix. amend the Proposed Contract at any time, including during negotiations with a shortlisted Respondent
  - x. waive irregularities or requirements in or during the RFP process where it considers it appropriate and reasonable to do so.
- c. NZRA may request that a Respondent/s agrees to NZRA:
  - i. selecting any individual element/s of the Requirements that is offered in a Proposal and capable of being delivered separately, unless the Proposal specifically states that the Proposal, or elements of the Proposal, are to be taken collectively
  - ii. selecting two or more Respondents to deliver the Requirements as a joint venture or consortium.

#### **6.4 New Zealand law**

- a. The laws of New Zealand shall govern the RFP and each Respondent agrees to submit to the exclusive jurisdiction of the New Zealand courts in respect of any dispute concerning the RFP or the RFP process.

#### **6.5 Disclaimer**

- a. NZRA will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any Respondent or any other person in respect of the RFP process.
- b. Nothing contained or implied in the RFP, or RFP process, or any other communication by NZRA to any Respondent shall be construed as legal, financial or other advice. NZRA has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.
- c. To the extent that liability cannot be excluded, the maximum aggregate liability of NZRA, its agents and advisors is \$1.

# Definitions

In relation to the RFP the following words and expressions have the meanings described below.

NZRA	New Zealand Recreation Association
Respondent	A person, organisation, business or other entity that submits a Proposal in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Proposal.
Targeted Group or Targeted Population Group	<p>For the purpose of this request, any group identified as being statistically underrepresented in organised outdoor activity in New Zealand. Currently we understand underrepresented groups to include:</p> <ul style="list-style-type: none"><li>• Young girls 10-18</li><li>• Young people 5-18 in lower socio-economic urban areas (including Maori)</li><li>• Asian ethnicity</li><li>• Pasifika ethnicity</li></ul>