

**Auckland Transition Agency**

**Registration of Interest**

**and**

**Statement of Capability**

**for the**

**Provision of Advisory Services**

**19 August 2009**

## 1. Purpose

This Auckland Transition Agency (Transition Agency) is required to “plan and manage” the transition to the new Auckland Council in the terms of the Local Government (Tamaki Makaurau Reorganisation) Act 2009. In doing so the Transition Agency is seconding employees of existing council organisations to assist in its work. This document is a request for the registration of interest (ROI) and statement of capability for the supply of services from individuals and organisations outside the sphere of that secondment process who wish to be considered for the opportunity to assist the Transition Agency in areas of work where the agency believes external specialist resource may be required. Submissions may relate to the supply of services for all or part of one or more work streams and associated activities as required by the Transition Agency at any stage during the transition.

## 2. Background

In May 2009, the Local Government (Tamaki Makaurau Reorganisation) Act 2009 was passed to establish a new unitary authority, the Auckland Council and to dissolve the existing regional and territorial authorities on 1 November 2010.

The existing councils within the Auckland region are:

Auckland City Council  
Auckland Regional Council  
Franklin District Council  
Manukau City Council  
North Shore City Council  
Papakura District Council  
Rodney District Council  
Waitakere City Council

To manage this reorganisation, the legislation established the Transition Agency. The Transition Agency must plan and manage all reorganisation matters to ensure the essential elements of structural reform are completed and the new Auckland Council is ready to function from 1 November 2010. The functions of the Transition Agency are wide and include:

- The design, establishment and transition to the core structures of the Auckland Council;
- Determining how the systems, plans, and policies of the existing councils and other existing local government organisations will be linked to and integrated within that structure;
- Developing and implementing change management plans for assets and staffing;
- Appointing an interim Chief Executive; and
- Ensuring that existing key local government projects and services are not hindered or interrupted by the reorganisation process.

Legislation relating to the creation of the Auckland Council and the role and responsibilities of the Auckland Transition Agency in planning and managing the transition may be accessed at:

[http://www.legislation.govt.nz/act/public/2009/0013/latest/DLM2044508.html?search=ts\\_act\\_Local+Government\\_rese&sr=1](http://www.legislation.govt.nz/act/public/2009/0013/latest/DLM2044508.html?search=ts_act_Local+Government_rese&sr=1)

More information on the work of the Transition Agency can be accessed at: [www.ata.govt.nz](http://www.ata.govt.nz).

### 3. Project Plan and Project Work Streams

The Transition Agency has established a project management office and is implementing project management disciplines to ensure that the transition process remains on schedule and that the risks inherent in the transition are appropriately managed.

A high level project plan has been prepared by the project management office incorporating twelve principal work streams.

The work streams are as follows:

1. Governance
2. Workforce and Human Resources;
3. Customer Services;
4. Community Services;
5. Finance and Treasury;
6. Council Controlled Organisations (CCOs), Trusts, Investments and Infrastructure;
7. Environment (including planning, regulatory and environmental services);
8. Business Processes and Systems;
9. Communication and Public Affairs;
10. Property and Assets;
11. Legal;
12. Economic Development (including tourism and events).

Further information on the project and the work streams can be accessed at [www.ata.govt.nz](http://www.ata.govt.nz).

**PLEASE NOTE: The structure of the work streams does not imply a structure for the new Auckland Council. Gaps and overlaps during the discovery phase will be addressed by the ATA as the project proceeds.**

### 4. Work Stream Objectives and Scope

Broadly, each work stream will have three phases which may overlap. These are: discovery, strategy and design, and delivery. A current draft of the project plan (dated 18 August 2009) may be accessed online at:

[http://www.ata.govt.nz/web/cms\\_ata.nsf/vwluResources/Draft%20Project%20Outline%2018%20August%202009/\\$file/Project%20Outline%2018%20August.pdf](http://www.ata.govt.nz/web/cms_ata.nsf/vwluResources/Draft%20Project%20Outline%2018%20August%202009/$file/Project%20Outline%2018%20August.pdf)

Alternatively, go to [www.ata.govt.nz](http://www.ata.govt.nz) and click on work streams then scroll to the bottom of the page.

## 5. Services sought

The Transition Agency is looking to establish a pool of potential service providers to assist with the establishment of the Auckland Council and is seeking expressions of interest and statements of capability from external service providers interested in providing services to the Transition Agency. The range, extent and timing of services to be sourced from external service providers is still being defined and will in part depend on the capabilities within the existing Territorial Authorities to service the needs of the Transition Agency.

Notwithstanding, areas where services **may** be required include strategy and advice within the respective work streams, peer review services and technical and analytical services.

Submitters are welcome to indicate any other key areas where it is considered that additional services may be required in order to assist the Transition Agency to perform its functions and duties, and to successfully complete the transition project.

The Transition Agency anticipates that:

- services will be required for the period from the date any formal contract is entered into, until no later than 1 November 2010;
- it may appoint more than one provider to provide services in relation to some work streams; and
- the services will be provided during the course of the transition project under demanding timeframes.

## 6. Submission Information

There is no prescribed format for submissions, and submissions are to be prepared and submitted at your cost.

The submission should address the following:

- The particular work stream or work streams of interest and the specific services which you would envisage providing the Transition Agency.
- Details of your organisation's experience and capacity/resources to service the requirements of the Transition Agency. The Transition Agency will specifically be interested in your skills and experience in assisting reorganisation of large public sector organisations and working collaboratively with other service providers to successfully conclude major projects. This may include endorsement from current or past client organisations.
- Details of the personnel who will be providing the services including their relevant experience.
- The basis on which you would, if selected as a service provider for the Transition Agency, charge fees for the services. To the extent appropriate, this should be linked to individual work streams, phases of the project (discovery, design, and implementation) and individuals or groups. Pricing will be an important factor when selecting advisors and you are asked to provide as much detail as possible as to how you intend to charge for any services provided and manage costs throughout any engagement. The Transition Agency will be particularly interested in charging regimes which provide certainty of cost to the Transition Agency, for example fixed fees or maximum (not to be exceeded) fees. All pricing shall remain valid until 31 October 2010.

- Details of any conflicts of interest that you may have, and any mechanisms you have identified for resolving such conflicts.

You may include any other information or supporting material you consider relevant. However, simplicity and clarity of submissions will be considered in the overall assessment and submissions should not exceed 20 A4 pages in length.

## **7. Evaluation of Submissions**

The preferred service provider(s), if any, will be selected against the following broad criteria (recorded in no particular order of priority):

- How closely the submission meets the requirements of this ROI.
- Demonstrated relevant previous experience and skills of the persons who will be providing the services.
- Costs and value for money.

The above criteria are not exhaustive and any weighting given to any evaluation criteria will be at the Transition Agency's sole discretion. All information relating to the evaluation of submissions is confidential to the Transition Agency.

## **8. ROI Timetable**

The Transition Agency's current timetable is:

Request for ROI released	20 August 2009
Closing date for submissions	3 September 2009

Submissions should be delivered by email, and one hard copy for each work stream of interest, to David Blow, whose email and delivery address is set out in section 11.

This timetable may be subject to change at the discretion of the Transition Agency at any time on giving written notice via its website.

Following the receipt of your submission, the Transition Agency may:

- ask to meet with you;
- ask you to make a formal presentation on your submission;
- enter into discussions with you as to specific terms of engagement.

Submitting or receiving any submission is not intended to, and does not, create any contractual legal obligations. Should the Transition Agency wish to obtain any services from you, commencement of the provision of those services will be subject to finalising specific terms of engagement with you and conclusion of a contract of engagement.

## 9. General Matters

While the Transition Agency has used reasonable efforts in compiling this ROI, it will not be responsible to you or any third party for any inaccuracy or omission in this ROI or any additional information that it may provide during the ROI process.

The Transition Agency reserves to itself full discretion in relation to its conduct in this registration of interest. It shall not be liable to any person as a result of this registration of interest or its related conduct, whether in contract, tort or otherwise. Without limitation, it may:

- suspend or cancel this registration of interest;
- change any specified date or contact person;
- require additional information to be included in your submission at any time;
- reject any or all submission and will not be under any obligation to give reasons for any rejection;
- consider, or decline to consider, any submission which does not contain the required information, or which is received by it after the closing date;
- liaise or negotiate with any potential service provider or any other person at any time without disclosing this to, or involving, or doing the same with, any other person or potential service provider;
- select part or all of a particular submission;
- seek any further information from you, whether or not that information is also selected from other persons making submissions;
- not accept the lowest price.

## 10. Authorities and Delegations

The authority of contracted advisors is limited to those activities agreed within the scope of work. In addition, the advisor is an independent contractor and not an employee or representative of the Transition Agency and does not have the Transition Agency's authority to make representations or act on behalf of the Transition Agency unless formally authorised by the Transition Agency.

## 11. Communications with the Transition Agency

All communications with the Transition Agency in relation to this ROI must be directed only to the following person[s]:

*Names:* David Blow  
*Address:* Auckland Transition Agency  
P O Box 99394  
Newmarket 1194

*Telephone* 09 363 7600:

*Email:* tenders@ata.govt.nz

The Transition Agency will not be bound by any statement in relation to this ROI made by any person other than the Transition Agency representatives recorded above.