

Auckland Transition Agency

Request for Proposal

Electoral Officer for the 2010 Triennial General Election

26 August 2009

1. Purpose

This document is a request for proposal (RFP) for the Electoral Officer for the 2010 Triennial General Election for the Auckland Region.

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

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_resel&sr=1

More information on the work of the Transition Agency can be accessed at: www.ata.govt.nz.

Among the legislative responsibilities the Transition Agency must, no later than 31 October 2009, appoint an Electoral Officer for the 2010 triennial general elections.

The responsibilities of an Electoral Officer are broad and (as provided in the Local Electoral Act 2001) include:

- (a) the compilation and certification of electoral rolls;
- (b) the publication of any public notice relating to elections and polls and the calling of nominations, required to be given;
- (c) receiving nominations, candidate profile statements, and deposits required to be paid;
- (d) issuing and receiving ordinary and special votes and other official documents;
- (e) the processing and counting of votes;
- (f) the declaration of results;
- (g) receiving returns of electoral expenses;
- (h) investigating possible offences and reporting alleged offences to the police.

3. Services Sought

The Transition Agency is seeking proposals from experienced electoral officers to conduct the 2010 triennial general election for the Auckland Region.

The Electoral Officer will be responsible for managing all aspects of the triennial general election and will report to the Transition Agency's Executive Chair and Board of Directors.

Key deliverables to be provided by the Electoral Officer include:

- Advising the Transition Agency on the appropriate voting documents to be used in accordance with s79 of the Local Electoral Act 2001
- the compilation and certification of electoral rolls;
- the publication of any public notice relating to elections and polls and the calling of nominations, required to be given;
- receiving nominations, candidate profile statements, and deposits required to be paid;
- issuing and receiving ordinary and special votes and other official documents;
- the processing and counting of votes;
- the declaration of results;
- receiving returns of electoral expenses;
- investigating possible offences and reporting alleged offences to the police;
- Reporting progress to the Board of the Transition Agency.

4. Proposal Information

There is no prescribed format for proposals and proposals are to be prepared and submitted at the submitters cost.

The Proposal should address the following:

- Details of your organisation's experience in conducting triennial general elections.
- Details of the key personnel who will be directly involved in conducting and managing the electoral process.
- The basis on which you would, if selected, propose to charge fees for conducting the electoral process. Pricing will be an important factor when considering proposals, and you are asked to provide as much detail as possible as to how you intend to charge for the services provided and manage costs throughout the engagement. The Transition Agency will be particularly interested in proposals which offer a fixed fee or a maximum (not to be exceeded) target fee.
- A draft contract between the submitter and the Auckland Transition Agency for conducting the 2010 triennial general election and any other associated items pertinent to the role of the Electoral Officer
- Contact details for at least two referees who can comment on your skills, experience and competence in executive recruitment.

You may include any other information or supporting material you consider relevant. However, simplicity and clarity of proposals will be considered in the overall assessment.

All proposals must remain valid and open for consideration by the Transition Agency for a period of at least 30 days.

The Transition Agency may rely on all statements made by you in your proposal, and in subsequent correspondence or negotiations with the Transition Agency or its representatives.

5. Evaluation of Proposals

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

- How closely the proposal meets the requirements of this RFP.
- 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 proposals is confidential to the Transition Agency.

6. RFP Timetable

The Transition Agency's timetable for this RFP is as follows:

Request for proposals issued	26 August 2009
Closing date for submission of proposals	10 September 2009
Expected date on which the outcome of the evaluation process will be communicated to submitters	2 October 2009

Final proposals should be delivered by email, and in hard copy, to Rob Fisher, whose email and delivery address is set out in section 9.

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 submission of your proposal, the Transition Agency may:

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

Submitting or receiving any proposal 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

7. General Matters

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

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

- suspend or cancel this request for proposals;
- change any specified date or contact person;
- require additional information to be included in your proposal at any time;
- reject any or all proposals and will not be under any obligation to give reasons for any rejection;
- consider, or decline to consider, any proposal 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 proposal;
- seek any further information from you, whether or not that information is also selected from other persons submitting proposals;
- not accept the lowest price.

8. 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.

9. Communications with the Transition Agency

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

Names: Rob Fisher
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 RFP made by any person other than the Transition Agency representatives recorded above.