



Request for Application

Supplier list for Carbon Neutral Government Programme (CNGP) participant

cngp@mfe.govt.nz

SECTION 1: Key information



1.1 Context

- a. This Request for Application (RFA) is an invitation to suitably qualified suppliers to submit an application to be part of the Supplier List for CNGP participants



1.2 Our timeline

- a. Here is our timeline for this RFA.

Steps in RFA process:

Date:

RFA reopens to supplier applications (Stage 2):

27 September 2021

Deadline for Applications:

29 October 2021

List of suppliers published updated (Stage 2):

29 November 2021

- b. All dates and times are dates and times in New Zealand.



1.3 How to contact us

- a. All enquiries must be directed to our Point of Contact at cngp@mfe.govt.nz



1.4 Developing and submitting your Application

- a. You must use the Response Form provided.



1.5 Address for submitting your Application

- a. Applications must be submitted by email to the following address:

cngp@mfe.govt.nz

Please note there is a file size limit of 15mb.

- b. Quotes sent by email, post or fax, or hard copy delivered to our office, will not be accepted.



1.6 Our RFA Process, Terms and Conditions

- a. **Offer Validity Period:** In submitting an Application the Respondent agrees that their Application will remain open for acceptance by the Buyer for 3 calendar months from the Deadline for Applications.
- b. The RFA is subject to the RFA Process, Terms and Conditions (shortened to RFA-Terms) described in the Response Form.

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- c. The RFA-Terms are the government's standard RFQ Process, Terms and Conditions, amended as follows:
- i. All references to "Quote" are replaced with "Application"
 - ii. All references to "RFQ" are replaced with "RFA"
 - iii. Paragraph 6.1(d) is deleted
 - iv. Paragraph 6.2 is deleted
 - v. Paragraph 6.4(d) is deleted
 - vi. Paragraph 6.8(c)(ii) is deleted
 - vii. Paragraph 6.9 is deleted
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SECTION 2: Our Requirements

2.1 What we require and why

This application relates to the delivery of the Carbon Neutral Government Programme (CNGP). The CNGP is a long-term programme designed to accelerate the emissions reduction journeys of 120+ agencies across Government and demonstrate climate leadership. Participating CNGP agencies are required to measure, verify and report emissions annually; set gross emissions reduction targets and longer-term reduction plans; and offset remaining emissions from 2025 onwards after gross emissions reductions are made.

Timeline for the programme¹

By December 2022:

- all departments, departmental agencies and non-public service departments will report on their emissions and publish reduction plans, including gross emissions reduction targets, from the 21/22 financial year.

By December 2023:

- all Crown agents are to report emissions and publish reduction plans from the 2022/23 financial year (pending consultation and establishing an All of Government direction)
- the Reserve Bank of New Zealand, Offices of Parliament, and tertiary institutions (including the New Zealand Institute of Skills and Technology) are encouraged to report their emissions and publish reduction plans from the 2022/23 financial year.

We are seeking to publish a list of suppliers that can evidence the relevant experience and capability to assist agencies with the first steps of their CNGP obligations to:

- Measure, verify and report emissions annually
- Develop longer-term reduction plans to meet gross emissions reduction targets

This list would provide CNGP agencies (and other interested parties where applicable) with an initial understanding of the current suppliers in this developing market. This list is for information purposes only. It is at the agencies discretion how/if they choose procure support, and any such activity will be subject their own procurement policy thresholds and processes.

The first round of applications for the CNGP list opened on 21 July 2021 and closed 05 August 2021. This is now for the second round of applications.

To develop this list, we need more information on potential suppliers. We need to know the types of services that they offer and could provide agencies, and credentials for doing so. This initial phase of

¹ Participating CNGP agencies and timelines for the programme. See <https://environment.govt.nz/what-government-is-doing/key-initiatives/carbon-neutral-government-programme/about-carbon-neutral-government-programme/#agencies-managing-the-programme>

work is an important opportunity for suppliers to register their current capability, expertise, and services for CNGP agencies' consideration.

We are seeking suppliers that have capability and experience in one or more of:

- Advisory services to measure and report organisational GHG emissions **in accordance with** ISO 14064-1:2018 and/or the Greenhouse Gas Protocol
- verification services to independently assure GHG statements and inventories, **conducted in accordance with** ISO 14064-3:2019 or the Assurance Engagements on Greenhouse Gas Statements (ISAE (NZ) 3410) standard.
- advisory services to analyse, develop, implement, support and manage **emissions reduction** plans and strategies
- software solutions or tools to manage **emission reduction** plans and strategies

At this point in time we are **not** seeking suppliers for wider CNGP objectives including:

- emissions offsets or carbon neutral (or similar) products and services
- specific services for coal-fired boiler replacement and/or low emissions vehicles
- NABERSNZ and wider building and construction specific products or services

We are primarily seeking to develop a list of suppliers who can support government agencies to compile, manage, and verify GHG emissions inventories and support emission reduction plans and strategies. If suppliers have expertise in specific products and services which lead to emission reductions such as low emission vehicles, or buildings and construction products which reduce emissions, this can be briefly mentioned in the application.

Please note:

- this is not a formal procurement process and will not result in any formal recommendation to appoint any suppliers, nor any contracts;
- this process will not result in a pre-qualified suppliers list (under Rule 56 of the Government Procurement Rules). Participation in this process will not mean the Respondent is part of a pre-qualified suppliers list.
- participation in this process will not give rise to any obligation to contract with suppliers that participate;
- failure to provide an application through this process will not exclude suppliers from assisting agencies with CNGP obligations;
- agencies will need to follow their own policies and procedures when procuring services from suppliers listed as a result of this process, including due diligence;
- should a list of suppliers be published as a result of this process, the Ministry for the Environment will not provide any guarantee and will not vouch for, or represent, the suppliers on this list.

A bit about us

The Ministry for the Environment ('MfE') is the Government's principal adviser on the environment in New Zealand and on international environmental matters. Our mission is a flourishing environment for every generation. He taiao tōnui mō ngā reanga katoa. In this context we have certain expectations of our suppliers in regard to their commitment to environmentally sustainable practices and processes. We therefore require Respondents to submit information to assist MfE in understanding their capability and alignment to the Ministry's objectives e.g. how and if you can offer a solution that considers social, environmental and economic impacts.

Our commitment to achieving Broader Outcomes

The Ministry for the Environment must consider how they create opportunities within its procurement practice to achieve broader outcomes.

The Ministry for the Environment show their commitment to do this by considering opportunities within their procurement that not only achieve their direct outcome, but by also by considering any opportunity to also achieve a secondary broader outcome.

Broader Outcomes for the Ministry includes the following:

We encourage you to outline in the Response Form any solutions that you can offer as part of the process that support the Ministry to achieve a broader outcome.

- Increasing procurement opportunities for New Zealand businesses (including Maori, Pasifika and regional businesses)
- Finding ways to partner more effectively with the construction sector to grow the size and skills of New Zealand's construction workforce.
- Improving conditions for New Zealand workers by ensuring suppliers and their sub-contractors comply with employment standards, and health and safety requirements.
- Achieving positive environmental outcomes through sustainable procurement by buying low emissions and low waste goods, services and works.

SECTION 3: Our Evaluation Approach

3.1 Evaluation model

A PASS/FAIL evaluation model will be used. Successful respondents must confirm all requirements and provide requested evidence in order to complete their application. Respondents are required to answer all questions in the Request for Application Response. When determining if an application is successful a scoring scale of red, amber, green categorising of responses will be applied. This is detailed in the table below:

Criteria/Category	Definition
Green	Conforming response. All relevant documentation provided and deemed a PASS in all sections.
Amber	Further clarification is sought by evaluation panel. For example, answered "NO" to one or more expectations. Submission of evidence required that was not provided in original response. Application will be put on hold until necessary information is provided and deemed a conforming response.
Red	Non-compliant response due to inability to meet the requirements. Provider will have to submit a new application addressing non-complaint points if they wish to be reconsidered.

This evaluation steps in the process are further outlined in the table below:

Application Step	Evaluation Requirements
Mfe's Expectations and Preconditions	Written responses assessed for completeness and agreement to the Ministry's expectations and preconditions (if applicable).
Evaluation of Responses by CNGP team representatives	Written responses individually evaluated by CNGP Due diligence undertaken via conforming evidence. Pass or fail preliminary determination. If required responses shortlisted for clarifications or further evidence.

Application Step	Evaluation Requirements
Clarifications	Any responses that are shortlisted for clarification will be contacted via email to provide the necessary information and/or evidence and then reassessed.
List Confirmation and Publication	Respondents that achieve a pass and meet due diligence requirements will be recommended for position on the List. Unsuccessful respondents will be given feedback on the justification/ non-conformance aspects of the application and invited to reapply once the process reopens.

The Buyer reserves the right to undertake due diligence and use the results of due diligence to inform the evaluation of Applications.

3.2 Pre-conditions

There are no pre-conditions, however, to ensure that the responses received are as relevant as possible, and the list is kept up to date it is expected that suppliers on the list will notify MfE should their circumstances change impacting list, published information on the supplier or offerings.

3.3 Evaluation criteria

The following requirements formulate the Application criterions. They are not weighted. The requirements are binary, or evidence based in nature to ensure a minimum level of conformance and standardisation to grant list status.

Service Provision Capability
<p>1.1 Ability to provide: Advisory services to support the measurement and reporting of GHG emissions <i>in accordance with</i> ISO 14064-1:2018 and/or the Greenhouse Gas Protocol.</p> <p>[Describe your organisation's service offer and capability (100 words max)]</p>
<p>1.2 Ability to provide: Verification services to independently assure GHG statements and inventories, <i>conducted in accordance with</i> ISO 14064-3: 2019 or the Assurance Engagements on Greenhouse Gas Statements (ISAE (NZ) 3410) standard.</p> <p>[Describe your organisation's service offer and capability (100 words max)]</p>
<p>1.3 Accreditation Standards Do the <i>verification services you provide</i> meet third-party accreditation standards or have been assessed and certified by a professional organization? Examples of accreditation or certification of verifiers include a professional recognition from the NZICA, a carbon auditor certification from Carbon and Energy Professionals New Zealand (CEP), or organisations accredited to ISO 14065 (accreditation for an assurance provider).</p> <p>[Specify (50 words max)]</p>
<p>1.4 Ability to provide: Advisory services to analyse, develop, implement, support and manage emissions reduction plans and strategies</p> <p>[Describe your organisation's service offer and capability (100 words max)]</p>

1.5 Ability to provide:

Software solutions or tools or other kinds of support to manage emissions reduction plans and strategies

[Describe your organisation's service offer and capability (100 words max)]

Documentation Evidence

Please list any documentation attached as evidence of certifications and/or accreditations

[insert your answer here e.g. professional recognition from the NZICA, JAZ-ANZ accreditation to ISO 14065 or Carbon and Energy Professionals certification.]

Information for publishing

If a successful applicant, your information will be published on the supplier list.

Provide a summary of your services from the above for publishing (**200 words max, and you can include hyperlinks but no images**):

Do you give permission for the CNGP to publish this summary on the supplier list?

Yes/No