Request for Information (RFI) Response Form

# Instructions for Respondents

1. Check that you have all the relevant documents, including:
* The Request for Information (RFI) which outlines what information is needed and the REFI terms.
* The Response Form (this one) to fill out your response.
* The A3 PowerPoint attachment summarising our requirements
1. Before filling out this form, read the RFI carefully, particularly Section 2 (Our Requirements).
2. Please follow the layout of this Response Form:
* Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
* Insert any extra images or graphs either as part of your answer or in a separate attachment (but make it is clear in the Response Form that you have done so).
* You can insert links to videos up to 50 MB in size.
1. Everything highlighted in **PURPLE** in this document is information for the Respondent (you). Delete these **PURPLE** parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas please un-shade them.

The purple boxes are Respondent Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions. Feel free to ask us anything if it is unclear.

# Checklist for Respondents

| **Before you submit your Response…** |  |
| --- | --- |
| 1. Fill out all sections of the Response Form.
 | [ ]  |
| 1. Remove all the purple ‘Respondent Tip’ boxes from this Form.
 | [ ]  |
| 1. Delete the **PURPLE** instructions from this Form.
 | [ ]  |
| 1. Un-shade the **BLUE** highlighting where you fill out your answer.
 | [ ]  |
| 1. Prepare your Response

Please upload your response using the e-tenderbox function in GETS. | [ ]  |
| 1. Arrange for the Response to be submitted electronically before the Deadline for Responses.
 | [ ]  |

[insert your (Respondent’s) name and logo]

# Request for Information (RFI) Response Form

In response to the Request for Information

By: Pharmac

For: Schedule Management Systems Redevelopment

Reference: SMSR001

Date of this Response: [insert date of this document]

## About the Respondent

|  |  **RESPONDENT TIP****i*** This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFI process.
* If an item is not applicable, e.g. you do not have a registered office, complete the box by stating 'not applicable'.
 |  |
| --- | --- | --- |

### Our profile

**Choose one of these statements to complete, and delete the others [**

This is a Response by [insert the name of your organisation] (the Respondent) to provide information.**]**

**OR [**This is a [joint/consortium] Response, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply information. **]**

| **Item** | **Detail** |
| --- | --- |
| **Full legal name:** | [insert the name that you do business under] |
| **Trading name (if different):** | [if applicable] |
| **Physical address:** | [put the address of your head office] |
| **Postal address:** | [e.g. P.O Box address] |
| **Registered office:** | [if you have a registered office insert the address here] |
| **Business website:** | [url address] |
| **Type of entity (legal status):** | [sole trader / partnership / limited liability company / registered charity / other please specify] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |
| **Country of residence:** | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| **GST registration number:** | [NZ GST number / if overseas please state] |
| **Do you identify as a Māori or Pasifika business?** | [Yes /No | Māori / Pasifika] |

### Our Point of Contact

| **Item** | **Detail** |
| --- | --- |
| **Contact person:** | [name of the person representing the Respondent and responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Phone number:** | [landline] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## Requirements

|  |  **RESPONDENT TIP****i*** Carefully read RFI Section 2 (Our Requirements). Then provide your response by demonstrating your organisation's ability to meet the criteria.
* Please mark any information that is 'commercially sensitive' or 'Confidential Information' to your business so that the Buyer knows. You cannot make the whole document confidential unless this is truly the case. Refer to the RFI-Terms for more information.
* Keep it simple. If an answer is in another document e.g. a marketing brochure, just cut and paste the relevant part into this form. Do not show the whole document unless necessary - the Buyer may not read it all.
* Any video or separate document should be uploaded and the link inserted into this form.
* You may include extra information in your Response but only if it adds value and is relevant.
 |  |
| --- | --- | --- |

### Responses

|  |  |
| --- | --- |
| 1. What technologies would you recommend for the redeveloped schedule and applications and why? We want to understand the kinds of technologies you would propose for the various aspects of the system – potentially database, applications, rules management, workflow, etc. We want to understand the relative merits and why you would suggest the technologies you have. Our preference will be for cloud-based technologies. Pharmac is not a large organisation, and there may be benefits in standardised technology platforms we can use wider than just the Schedule Management System. |  |
| [insert answer here] |  |
| 2. What methodology would you use for the implementation and why?We would like to understand the kind of potential project we may need to take on, the methods that will be used (e.g. agile, waterfall), and the potential types of standards (e.g. SAFe, PRINCE, PMI) that would need to be followed as this will affect our staff involved. |  |
| [insert answer here] |  |
| 3. What kind of team would you propose for the implementation? Skills and roles? We would like this information both for Option 2 and Option 2A.We are seeking to understand the potential size of team and the kinds of roles. This will impact Pharmac as to what support it would need to provide. |  |
| [insert answer here] |  |
| 4. What level of resource would you need over the length of the project?As we move into further developing our requirements and a potential funding bid, we need to better understand the size of the project we may have to embark upon. |  |
| [insert answer here] |  |
| 5. What would be the major phases of the implementation and what would be their timing? We would like this information both for Option 2 and Option 2A.We will need to work in with other organisations in the sector and their plans. We at least need to have a broad understand of what the timing may be for key parts of what is proposed. |  |
| [insert answer here] |  |
| 6. What resources would you need from Pharmac to make such a project successful? We would like this information both for Option 2 and Option 2A.We assume that you would need access to Pharmac staff including Subject Matter Experts. We need to understand the commitment that Pharmac might need to make from its own resources for the project. |  |
| [insert answer here] |  |
| 7. What would be the approximate cost ranges for the schedule implementation? Initial costs and ongoing costs? Technology and resource costs? We would like this information both for Option 2 and Option 2A.We would like to understand the potential overall costs and where the money would be spent. We also want to understand the whole of life costs, so we need to know the technology and ongoing costs as well. High level estimates or ranges will help us know how to progress our requirements refinement and developing a business case for funding. |  |
| [insert answer here] |  |
| 8. Where is this kind of systems redevelopment been done using these kinds of technologies?We need to understand how widely the technologies proposed are being used to understand potentially maturity and risk to Pharmac.  |  |
| [insert answer here] |  |
| 9. Tell us a bit about your organisation and your qualifications to respond to this RFIWe would like to understand a bit more about who you are. Please provide summary only with links to where we can find more information. |  |
| [insert answer here] |  |

### Assumptions

| **Assumptions** |  |
| --- | --- |
| Please state any assumptions you have made in relation to the Response. |  |
| [insert answer here] |  |

|  |  **RESPONDENT TIP****i*** An assumption is something that is accepted as true or as certain to happen without proof e.g. that the Buyer (or a third party) will provide certain information or assistance so that the Respondent can deliver on the Requirements.
 |  |
| --- | --- | --- |

## Respondent’s declaration

|  |  **RESPONDENT TIP****i*** Here you are asked to make a formal declaration. Select 'agree' or 'disagree' at the end of each row. If you don't, you will be deemed to have agreed.
* Have the declaration signed by someone who is authorised to sign and able to verify the declaration, e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Response each party involved in the joint or consortium Response must complete a separate declaration.
 |  |
| --- | --- | --- |

| **Topic** | **Declaration** | **Respondent’s declaration** |
| --- | --- | --- |
| **RFI-Terms:** | I/we have read and fully understand this RFI, including the RFI-Terms. I/we confirm that the Respondent agrees to be bound by them. | [agree / disagree] |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Response.Where a Conflict of Interest arises during the RFI process the Respondent will report it immediately to the Buyer’s Point of Contact. | [agree / disagree] |
| **Details of conflict of interest:** | [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. |

#### DECLARATION BY THE RESPONDENT

**I/we declare that in submitting the Response and this declaration:**

* **the information provided is true, accurate and complete and not misleading in any material respect**
* **the Response does not contain any material that will infringe a third party’s intellectual property rights**
* **I/we have secured all appropriate authorisations to submit this Response, and to make the statements and to provide the information in the Response.**

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Response may result in the Respondent being eliminated from further participation in any procurement process flowing out of the RFI, and may be grounds for termination of any Contract awarded as a result of such a procurement process.**

**By signing this declaration the signatory below represents, warrants and agrees that they have been authorised by the Respondent to make this declaration on its/their behalf.**

**Signature**:

**Full name**:

**Title/position**:

**Name of organisation**:

**Date**: