PTAG Registration of Interest (ROI) Response Template

Registration of Interest to join the Public Transport Accessibility Group (PTAG)

513-23-242-SD - May 2023





Table of Contents

1. [**Submission Checklist for PTAG participants 3**](#_bookmark0)



1. [**About the nominated participants 4**](#_bookmark2)





1. [**ROI Attributes 8**](#_bookmark5)





1. **Our Ethics and Conflict of Interest Declaration 11**
2. [**Agency Declaration & Signature page 12**](#_bookmark9)
3. Submission Checklist for participants

**Information to be submitted by participants**

Electronic files being submitted shall be titled: ROI Number – ( PTAG Nominee Member’s Name].

Complete the ROI Response Template in the fields within this template. Do not exceed the page limit (single side A4) stated for each attribute. Auckland Transport may, at its sole discretion, elect not to read and evaluate the parts of the registration submission which exceed the maximum page limit set for each attribute.

The following information is to be submitted by each participant ROI Information

|  |  |
| --- | --- |
| **Documents** | **Included**   |
| Completed ROI Response Template (**this document**) adhering to the prescribed number of pages | ☐ |
| CV (2 single page for each person for Key Personnel as detailed in Skills section of this template) | ☐ |
| Precondition requirement as per Section 3.1 Precondition | ☐ |
| Participant’s Corporate Structure and related information | ☐ |

1. **About the nominated participants**

**The Nominating Organisation’s Information**

|  |  |
| --- | --- |
| Trading name\* | [insert the name that you do business under] |
| Full legal name (if different) | [if applicable] |
| Physical address |  |
| Postal address |  |
| Registered office |  |
| Business website |  |
| Type of entity (legal status) |  |
| Registration number |  |
| Country of residence |  |
| GST registration number |  |

**The point of Contact from Nominating Agency**

|  |  |  |
| --- | --- | --- |
| Contact Person for this ROI | [name of the person responsible for communicating with Auckland Transport] | |
| Position |  | |
| Phone number/ Mobile number |  |  |
| Email address |  | |

**The PTAG Nominee Member Contact Information**

|  |  |  |
| --- | --- | --- |
| Contact Person for this ROI | [name of the person Nominated by the organisation | |
| Position |  | |
| Phone number/ Mobile number |  |  |
| Email address |  | |
| Do you use public transport? What types and how often?  For example- Yes, I take the Bus every day. Or, no I drive every day. |  | |

**The Alternate PTAG Nominee Member Contact Information**

|  |  |  |
| --- | --- | --- |
| Contact Person for this ROI | [name of the Alternate person nominated by the Organisation] | |
| Position |  | |
| Phone number/ Mobile number |  |  |
| Email address |  | |
| Do you use public transport? What types and how often?  For example- Yes, I take the Train every day. Or, no, I drive. |  | |

\* If the participant is a consortium or joint venture (JV), the participant shall submit suitable documentation demonstrating the basis of the consortium or JV agreement and indicating the lead company and any respective liabilities of the members of the consortium or JV. The liability of members of an unincorporated JV must be joint and several.

1. **ROI Attributes**

In this section you are asked to demonstrate your organisation’s ability against Evaluation Attributes set out in the Section 3.2 of the ROI. If there is anything that you do not understand ask our Point of Contact to clarify before the Deadline for Questions.

If any information you provide is commercially sensitive to your business you must let us know. Please mark the information ‘Commercially Sensitive’ or ‘Confidential Information’. It is not acceptable to render this whole document confidential unless this is truly the case. Auckland Transport has a duty to protect Confidential Information, subject to the exceptions in the ROI-Terms (Section 4).

If some of an answer is in another document e.g. a marketing brochure, copy and paste the relevant extract into this Registration. Do not submit the whole brochure. Please do not include any advertising brochures or similar material in your Registration.

**Preconditions**

You must be able to answer ‘yes’ to each of these precondition requirements. Make sure you are able to verify that this is the case, if asked.

‘Yes’ means that you are currently prequalified for that particular requirement. It does not mean that you are planning to, or intend to at some time in the future.

|  |  |
| --- | --- |
| **Both Agency and Candidate Preconditions** | **Meets** |
| This ROI is submitted on behalf of an established organisation representing and supporting community members with accessibility needs |  |
| The Interest Group Representative nominated in this document is able to personally attend at least eight out of ten of the annual meetings |  |
| The Interest Group Representative nominated in this document has lived experience with relevant diverse communities |  |
| PTAG nominee group members will be provided with the appropriate support and training to understand Auckland Transport’s obligations to Māori and Te Tiriti O Waitangi. |  |

**Skills (70 %)**

The nomination of key personnel by the participant will be taken by Auckland Transport as a representation by the participant that the listed personnel will be used to attend PTAG.

It is expected that the PTAG Nominee Member nominated in this document can attend 8 of 10 meetings personally and will be our main point of contact with the organization. The Alternate PTAG Nominee should be the alternative representative if the designated PTAG Nominee Member is unable to attend.

**Key Personnel:**

|  |  |  |
| --- | --- | --- |
| Attach a CV for the PTAG Nominee Member. CV shall not exceed 2 single pages. | |  |
| Attach a CV for the Alternate PTAG Nominee Member. CV shall not exceed 2 single pages. | |  |
| **Skills – PTAG Nominee Member** | | |
| Name |  | |
| Summary of relevant experience, including time period in roles |  | |
| Summary of relevant qualifications |  | |
| **Signature PTAG Nominee Member** |  | |

|  |  |
| --- | --- |
| **Skills – Alternate PTAG Nominee** | |
| Name |  |
| Summary of relevant experience, including time period in roles |  |
| Summary of relevant qualifications |  |
| **Signature Alternate Member** |  |



**Reach of the PTAG Nominee Member (30 %)**

The PTAG Nominee Member shall show the methodology proposed to be used for the effective and efficient gathering and imparting of information and feedback to members of their representative community. This is important in the partnering and sharing of leanings and understanding between AT and the membership representatives.

|  |  |
| --- | --- |
| **Methodology** | |
| Describe your current agency membership base (size, diversity, accessibility needs) |  |
| Mobility |  |
| Treaty Of Waitangi - Please demonstrate to us how your agency currently supports and understand Te Ao Māori and Te tiriti O Waitangi (Treaty of Waitangi) |  |
| Explain your agencies overall strategy to collect feedback and impart information e.g. our agency has a weekly newsletter; or our agency uses social media such as Facebook; or our agency has a membership email base I can use for communications with members etc. |  |



1. **Our Ethics and Conflict of Interest Declaration**

A conflict of interest is a situation in which a participant could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related or community-related relationships.

|  |  |
| --- | --- |
| **Topic Declaration** | |
| Ethics: | In submitting this Registration, the I warrant on behalf of the participant that it:  Has not directly or indirectly approached any representative of the Auckland Transport (other than the Point of Contact) to lobby or solicit information in relation to the ROI.  Has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of Auckland Transport. |
| Conflict of Interest declaration: | The participant warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Registration, or entering into the contract to deliver the Requirements. Where a Conflict of Interest arises during the ROI process the participant will report it immediately to the ROI Point of Contact. |
| 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**

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

* 1. The information provided is true, accurate and complete and not misleading in any material respect.
  2. The registration does not contain intellectual property that will breach a third party’s rights.
  3. I/we have secured all appropriate authorisations to submit this Registration, to make the statements and to provide the information in the response and I/we am/are not aware of any impediments to enter into a contract to deliver the requirements.
  4. I/we agree to notify Auckland Transport as soon as possible of any conflicts of interest that arise (or could arise) in the future.
  5. The offer will remain open for acceptance for 3 calendar months from the deadline for responses
  6. I/we have read and agreed to the ROI Terms.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Registration may result in the Registration being eliminated from further participation in the ROI process and may be grounds for termination of any contract awarded as a result of the ROI.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the participant to make this declaration on its behalf.

In the case of unincorporated Joint Venture or consortium, where one person has or will sign the Registration, the participant shall submit written evidence of the authority from each Joint Venture party to sign on its behalf.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Date:** |  |
| **Name of organisation:** |  |