



11 July 2019

Dear Service Provider,

**Jumping Series Leader Boards**

ESNZ Jumping invites proposals for the supply of a solution for managing and displaying Jumping and Show Hunter Series Leader Boards.

This letter incorporates the following schedules:

- Schedule 1 specifies the requirements for which ESNZ is requesting proposals and sets out the background;
- Schedule 2 describes the process that ESNZ expects to follow; and
- Schedule 3 specifies the information you need to include with your proposal.

Proposals must be submitted no later than 4pm, Monday 22nd July 2019. All proposals must be submitted for the attention of Marilyn Thompson by e-mail to [Marilyn@nzequestrian.org.nz](mailto:Marilyn@nzequestrian.org.nz).

If you have any questions please contact [Marilyn@nzequestrian.org.nz](mailto:Marilyn@nzequestrian.org.nz).

We look forward to receiving your proposal.

Yours sincerely

Marilyn Thompson

Jumping Sport Manager

**Equestrian Sports New Zealand**

Level 1, Panama House  
22 Panama Street  
Wellington 6011  
Tel +64 (4) 499 8994  
[nzef@nzequestrian.org.nz](mailto:nzef@nzequestrian.org.nz)



## Schedule 1: Description of services and background

---

### 1. Description of services

ESNZ Jumping is interested in considering proposals for a solution to be used for managing the fourteen (14) Jumping and nine (9) Show Hunter Series Leaderboards throughout the Jumping season.

### 2. Background to RFP

There are approximately 80 events run throughout the season, August – April that include Jumping and Show Hunter Series competitions. These are held successively at different events in different locations, leading to a final classification or to qualify horses and/or combinations for a final event or competition.

### 3. Requirements Overview

The large majority of the events use one of the main equestrian online entry providers: Main Events or Equestrian Entries. Both of these systems provide for a results file to be extracted as a spreadsheet and sent to ESNZ in a format for automated upload of results to the ESNZ database.

It is intended to use this results file to upload results information to a leaderboard system, which would then apply basic rules relevant to each of the series competitions to calculate points for the competitions, and leaderboard standings throughout the season.

The information is then required to display as a leaderboard for public to view throughout the season.

For additional information purposes, the Jumping and Show Hunter Series Rules can be viewed on the ESNZ website. These are currently being updated for the coming season however there are no major changes and the below can be considered a useful guideline. **Note, the requirements for this RFP are described in “4. Requirements – Phase 1” below.**

<https://www.nzequestrian.org.nz/wp-content/uploads/Jumping-Series-Rules-Annex-11-.pdf>

<https://www.nzequestrian.org.nz/wp-content/uploads/SH-Equitation-Series-Rules-web.pdf>

### 4. Requirements – Phase 1

Phase 1 will be implemented for the 2019 – 2020 season, and may or may not be followed with a further phase of automation in 2020-2021 season. Any further phases are outside the scope of this RFP.

It is intended Phase 1, as described, will be ready for implementation not later than end August 2019.



The initial requirement is to automate the upload of results data as provided by the organizing committees of the competitions. Basic data validation will be required, as well as simple checks and calculations based on specific competition rules. This data is all available on the ESNZ database. For example: Age Group classes - Age of horse can be determined by DOB, and checks for the presence of a sire and dam on the database will also be required.

The ability to manually add or change data is mandatory. The leader boards will be required to remain in a draft or unpublished state until in-house checking is completed, at which time the updated version would be made available for public viewing.

The day to day management of the series results would be undertaken by a member of ESNZ Jumping. The intention is to automate as much as possible the uploading of the results onto a platform that can be easily managed. Training and support should be included in your proposal. It is expected that complex calculations for specific competitions will, in this first phase, be handled manually. However, suppliers may offer proposals for additional automation that would be included in this phase provided they meet required timeline for a solution by end August.

In responding to this RFP suppliers are required to outline the scope of their proposed solution clearly. i.e In Scope and Out of Scope.

## Schedule 2: RFP Process

---

ESNZ expects to follow the process set out below in the sequence indicated.

### 1. Submission

- a. You may submit more than one proposal. Each proposal will be considered as a separate proposal.
- b. Proposals must be submitted no later than 4:00 p.m. (New Zealand time) on Monday 22nd July 2019. Late proposals will only be considered at ESNZ's discretion.
- c. All proposals must be submitted to ESNZ Jumping Sport Manager, by email, to [marilyn@nzquestrian.org.nz](mailto:marilyn@nzquestrian.org.nz)

### 2. Evaluation

- a. Following the deadline for submitting proposals an Evaluation Committee will evaluate each proposal to select its preferred proposal(s).
- b. The basis on which the Evaluation Committee will evaluate proposals, and the weight to be given to the criteria and other matters that it considers, are to be determined by the Evaluation Committee at its sole discretion. The matters to be taken into account by the Evaluation Committee will, however, include:
  - i. Information required to be included with your proposal.
  - ii. Solution fit for first phase of automation as outlined in Schedule 1: *Section 3, Requirements Overview* and *Section 4 - Requirements Phase 1*.
  - iii. Any other matters that the Evaluation Committee considers to be relevant.
- c. Each proposal will be evaluated on the basis that the price offered, the expenditure entailed and any other terms included in the proposal are the best you are able to offer.
- d. ESNZ is not bound to select the lowest priced proposal or any proposal.

### 3. Proposed Time line

RFP Issued	11 <sup>th</sup> July 2019
Open for questions from suppliers, initial contact by email. Email <a href="mailto:Marilyn@nzequestrian.org.nz">Marilyn@nzequestrian.org.nz</a>	11 <sup>th</sup> July – 19 <sup>th</sup> July 2019
RFP responses required <b><i>not later than</i></b>	4pm, 22 <sup>nd</sup> July 2019
Evaluation of responses	23 <sup>rd</sup> – 29 <sup>th</sup> July 2019
Report to Jumping Board	30 <sup>th</sup> July 2019
Preferred Supplier Advised	31 <sup>st</sup> July 2019
Negotiations and contract finalised	2 <sup>nd</sup> August
Delivery of solution	31 <sup>st</sup> August 2019 or sooner if possible

### 4. Negotiation

- a. Negotiations will proceed on the basis that ESNZ terms and conditions for the provision of services will apply.
- b. Given that ESNZ expects your proposal to be the best you can offer, ESNZ does not intend to initiate negotiation with you on price. However, ESNZ does not exclude the possibility that the final price agreed will be different from the price put forward in your proposal, as a result of the impact other negotiated terms may have on price.
- c. If ESNZ and the service provider(s) are unable to reach an agreement within what ESNZ considers to be a reasonable time, ESNZ may terminate those negotiations and negotiate with a different service provider(s).

### 5. Approval

- a. If the Board or its delegates do not approve the agreement, then ESNZ may initiate negotiations for an agreement with any other service provider(s).
- b. The RFP process will be complete once ESNZ has notified service providers of either:
  - i. the Board's or its delegate's decision to accept a negotiated agreement; or
  - ii. the termination of the RFP process.

### 6. Miscellaneous

- a. ESNZ reserves the right:

- i. To make such adjustments to the above RFP process as it considers appropriate, at any time during the process, provided that it notifies submitters affected by those changes;
  - ii. To meet with any submitter of a proposal to discuss their proposal;
  - iii. Not to accept any proposal;
  - iv. To seek clarification of any proposal;
  - v. To terminate this RFP process at any time, by notifying submitters who submitted proposals; and
  - vi. To re-advertise for proposals.
- b. You must not initiate or engage in any communication with other submitters in relation to the RFP whether before or after submitting proposal(s).
- c. You must not at any time initiate any communication with ESNZ's Board members, or staff with a view to influencing the outcome of this RFP process.
- d. You must pay for your own costs for preparing and submitting your proposal.
- e. Proposals are submitted in reliance on your own knowledge, skill and independent advice, and not in reliance on any representations made by ESNZ.
- f. Your submission of a proposal will be taken as acceptance of the terms contained in this RFP letter. ESNZ may exclude your proposal if you do not comply with the terms contained in this RFP letter.
- g. This is an RFP and not a tender. Your proposal is not an offer capable of being converted into a contract, and instead a separate agreement needs to be negotiated.
- h. ESNZ is not liable in any way whatsoever for any direct or indirect loss (including loss of profit), damage or cost of any kind incurred by you or any other person in relation to this RFP.
- i. ESNZ will consider your proposal and information exchanged between us in any negotiations relating to your proposal, excluding information already in the public domain, to be confidential to us and our employees, legal advisors and other consultants or the ESNZ Board.

**Schedule 3: Information to be included in the proposal**

---

- a. name of service provider;
  - b. contact person;
  - c. contact details (address, telephone, etc.);
  - d. details of proposed solution and services;
  - e. pricing (GST exclusive), including any related conditions or proposed terms affecting cost for ESNZ;
  - f. reliability/resourcing/ability to deliver in agreed timeframe, and ensure continuity of support;
  - g. relevant expertise, experience and evidence required;
  - h. proposals/suggestions about the solution and services not expressly identified in the RFP that ESNZ may wish to consider;
  - i. the service provider's own rationale for why it considers ESNZ should accept its proposal;
  - j. any particular information that the service provider considers ESNZ should take into account when evaluating the proposal;
  - k. a declaration of any conflicts of interest that you or an associated person or organisation may have that could affect or compromise you or ESNZ in relation to your participation in this RFP process or performance or any agreement if successful;
  - l. confirmation of the service provider's employment checks for its employees, for example but not limited to eligibility to work in New Zealand, criminal convictions and health checks;
  - m. references from three existing customers of the service provider for the provision of similar services; and
  - n. any other information ESNZ may require.
-