



# Request for Proposals

**CLOSING DATE: 5.00PM 22 MAY 2020**

**All Queries:**

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**NGĀ KURA Ā IWI O AOTEAROA**

10 Caulfield Place

Nawton

HAMILTON

## 1. INTRODUCTION

Ngā Kura ā Iwi o Aotearoa (NKAI)

This **Request for Proposal (RFP)** invites applications from individuals or companies who have expertise in Google for Education and all of its applications and online collaboration tools to create a central hub for members of Ngā Kura ā Iwi o Aotearoa.

Please note that:

- This RFP outlines the criteria under which all proposals will be assessed and the key terms and conditions of contracts for successful applicants.
- Applicants do not need to have an intimate knowledge of NKAI, however the RFP is calling for applicants who can respond to the needs of an online teaching and learning spaces with its users spread nationally and internationally.

## 2. WHO IS NGĀ KURA Ā IWI O AOTEAROA?

- **Ngā Kura ā Iwi o Aotearoa Incorporated (NKAI)** is a constituted body that represents and supports 36 tribal schools that affiliate to our organisation voluntarily. Our schools are of varying size and are geographically located across the North Island of New Zealand. We identify ourselves using the term 'Iwi' to denote our descent from an eponymous ancestor.

- **Te Tihi o Angitu – Pinnacle of Success**

The focus in all our direction is on well-being and achieving the pinnacle of excellence for our children, grandchildren (Uri) and all stakeholders of NKAI by utilising the greatest gifts left to us by our forebears – Culturalcy.

- **Ngā Ringa Wera – Our Operational Body**

The Ringa Wera of NKAI provide a range of services including professional development, support and advocacy. Led by the Pou Kōkiri – Chief Executive Officer, the Ringa Wera team provides the necessary infrastructure to support the work and activities of NKAI with both strategic and day to day operational deliverables.

- **Ngā Ringa Raupā – Our Governance Body**

NKAI has a governance board which consists of representatives (usually the Principal) from each school who meet twice a year. The governance board has an executive group (Ringa Raupā Executive) who meet monthly to support the Pou Kōkiri and Ringa Wera team.

- **Ngā Mātāpono – Our Principles**

- **Pono:** We are trustworthy and reliable.
- **Whakaaro Nui:** We respect each other and what we bring.
- **Angitu:** We focus on quality by delivering detail on time.
- **Wānanga:** We honestly challenge the idea to get the best results for our kaupapa.
- **Hāpai Tukuihotanga (Reo me ngā Tikanga):** We uphold our culturalcy.

### 3. PROJECT BRIEF

Ngā Kura ā Iwi o Aotearoa (NKAI) is launching an online *Mahi Tahi* (collaboration) hub for its members of 36 schools with a plan to grow that will enable all levels of the organisation to meet, co-create, develop, store and access shared resources. *Mahi Tahi* will also be the avenue for members to access professional development from external facilitators and providers.

The hub will be used for both one off PLD events, ongoing PLD events and also online conferences.

Our collaboration space includes Microsoft 365, G-Suite, Eventbrite and Zoom with a vision to use these tools for virtual teaching and learning and professional development.

There are two parts to this project;

1. NKAI is looking for expertise to create the *Mahi Tahi* hub of the above tools including the set-up of the hub, the deployment plan to our members and facilitators, training and support for those using the hub.
2. The second part of the project is about ongoing technical support beyond the establishment of the hub.

NKAI will consider applications or submissions from individuals or companies with the required expertise and experience in creating online hubs using a range of tools. The funds available for part 1 of this two part project is \$60,000 excluding GST with room to negotiate.

### 4. PROPOSAL FORMAT

#### 4.1. Individual or Company Capability

Your proposal will provide details of your digital and technical expertise to establish an online hub that will enable collaboration between all members of NKAI and external facilitators and professional development providers using Microsoft 365 (Ringa Wera, Ringa Raupā Executive Only), G-Suite and Zoom (All members including external providers) and Eventbrite (event management tool). For this RFP, we would like your proposal to have a particular focus on Google for Education and all its applications and Zoom, keeping in mind that our organisation also uses Microsoft 365 and range of communication channels.

Please identify who specifically will be working on this project and their credentials.

We would also like to see examples of your work that can speak to the brief of this project.

#### 4.2. Estimate of Costs

The level of funding available for this project is \$60k excluding GST with room to negotiate. Please provide an estimate of costs to complete part one of this project. Refer to the 'Project brief' in this RFP.

#### 4.3. Estimate Timeline according the workflow below

The workflow below is an overview of our organisational needs and how we envisage the creation and rollout of this project will go, however we have a more detail available upon request.

PHASE 1	Set Up of 'the hub' (NKAI Mahi Tahi Collaboration Space)	<ul style="list-style-type: none"> <li>• Structure the hub in a way that makes sense to any user. The hub is user friendly including access to the hub and therefore the applications</li> <li>• Create an easy to use environment/platform/landing page to the hub that includes links to learning tools for each application</li> <li>• Best practice for use</li> </ul>
PHASE 2	Deployment Plan	<ul style="list-style-type: none"> <li>• Create and execute a plan to deploy the hub to our members and facilitators</li> <li>• Utilise the current NKAI Communications Plan and avenues</li> </ul>
PHASE 3	Use of the Environment	<ul style="list-style-type: none"> <li>• Provide training, advice and guidance to Ringa Wera team to use both the hub and also G-Suite and Zoom. <i>The Ringa Wera team are competent users of Microsoft 365.</i></li> <li>• Provide a training program for the Ringa Raupā governance group, NKAI members and external facilitators</li> <li>• Identify quality online training resources for self-help and make them accessible to all stakeholders</li> </ul>
PHASE 4	Ongoing Support <i>(This phase is part 2 of the project and not included as part of this RFP)</i>	<ul style="list-style-type: none"> <li>• Help desk strategy</li> <li>• Troubleshooting</li> <li>• Identified Online Tutorials</li> <li>• Main G-Suite Training Guides to use tools</li> <li>• Self Help</li> </ul>

## 5. RFP TIMELINE



## **CONTRACT NEGOTIATION**

The successful applicant will be required to enter into a formal contract with Ngā Kura ā Iwi o Aotearoa on terms satisfactory to Ngā Kura ā Iwi o Aotearoa and agreement on final costings and a timeline to complete the project.

Ngā Kura ā Iwi o Aotearoa will not be legally obliged to make any payments to the applicant until the contract is signed by both parties. Payments will then be paid against the payment schedule outlined in the contract and upon producing an invoice.

## **QUERIES**

If you have any queries in relation to this RFP, please contact Te Rāhui August Sutherland, Pou Tiaki of Ngā Kura ā Iwi o Aotearoa at [terahui@kuraaiwi.maori.nz](mailto:terahui@kuraaiwi.maori.nz).

Please do not contact our members without our expressed permission.