



# BAY OF CONNECTIONS

ONE REGION . ONE GOAL . ONE FUTURE

## **Request for Proposal: Freight Logistics Industry Expert**

**Closing:** 10 June, 2015

**At:** 2pm

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## Section A – Request for Proposal (RFP) Overview and Process

### 1. Purpose of Request for Proposal

- 1.1 The purpose of this Request for Proposal (RFP) is to invite either individuals or consultancy teams to submit a proposal for the ongoing development, coordination and implementation of the Bay of Connections Freight Logistics Strategy. The agreement for this role will be between the successful applicant/s and Bay of Plenty Regional Council (on behalf of Bay of Connections).

### 2. Overview

#### 2.1 About the Bay of Connections

The Bay of Connections is the regional growth strategy for the wider Bay of Plenty with a vision of creating a prosperous region supported by sustainable sectors. It is simple and aspirational, with the aim of establishing and implementing sector-based strategies that generate job growth.

It is also about growing a strong and vibrant community, encouraging collaboration between business and industry, improving wellbeing, and encouraging innovation and leadership. Since its establishment in 2008, the Bay of Connections has made a significant impact on the region's economy and has also built solid relationships at central government level, creating national influence and providing a vivid blueprint for other regions to follow.

This has culminated in the development of the Bay of Plenty Regional Growth Study, led by Ministers and involving the Ministries of Innovation, Business and Employment and Primary Industries. Work is now underway to develop the supporting Action Plan, ahead of the implementation phase. The Bay of Plenty study is one of just three undertaken nationally.

At the heart of the Bay of Connections is the philosophies of collaboration and connectedness. The Bay of Connections aims to effectively remove boundaries between sectors and districts, enabling the growth of existing opportunities while also attracting new potential into the region. It covers the wider Bay of Plenty, including Taupo, Rotorua, and Western and Eastern Bay of Plenty.

The Bay of Connections is industry-led, with a strong commercial and action focus. Thirteen export-focused sectors have been identified as key contributors to the region's economy, with sector strategies currently in place for Aquaculture, Forestry and Wood Processing, Freight Logistics, Energy, Maori Economic Development, Rugby Sevens and Biking (both categorised under Sport and Recreation).

#### 2.2 About the Freight Logistics Strategy

Logistics and the movement of freight play an important role in the wider Bay of Plenty region – both in terms of the freight logistics industry itself, as well as the enabling role the industry plays for almost every other sector, including agriculture, forestry, horticulture and more. The main components of the sector in the wider Bay of Plenty include the Port of Tauranga, the rail and road networks, and the airports.

The potential benefits of world class logistics for the region are significant. The costs of getting goods to market are typically just under 10% of business turnover. Effective

logistics scheduling can reduce these supply chain costs by around 20%, while improving service quality and customer satisfaction. Transport operators also gain from more effective utilisation of assets and strengthened customer relationships. Producers, importers and their customers gain from reduced inventory and logistics costs, while the community stands to benefit from employment, reduced congestion, noise, pollution and fewer accidents.

Current key challenges for the industry include skills shortages and the urgent need for succession planning, and health and safety, particularly with new Government legislation due to come into effect on October 1, 2015. Key opportunities include the sector being highlighted in the Bay of Plenty Regional Growth Study as an enabling sector.

The Bay of Connections Freight Logistics Strategy was first developed and launched in 2011 to promote world class freight logistics that supports economic growth. It has eight key focus areas:

1. Leadership and Planning
2. Partnerships and Integration
3. Enabling Legislation and Regulation
4. Health, Safety and Environment
5. Logistics Infrastructure
6. Enabling Technology
7. Development and Innovation
8. Workforce and Skills

Since the strategy was launched, there have been some extremely positive outcomes, particularly in the areas of Health and Safety, Enabling Technology and Workforce and Skills, and work undertaken to support HPMV developments for the region. Key success factors have also been the building of connections across a particularly competitive industry, and relationships forged with Government agencies and local government.

As with every Bay of Connections strategy, the Freight Logistics Strategy is currently in the process of being reviewed and updated to ensure its relevance in the changing environment. Work has commenced, but may be completed following the commencement of the Freight Logistics Industry Expert.

The Freight Logistics Strategy is driven by the Freight Logistics Action Group (FLAG), consisting of members across the industry.

### **3. Position – Freight Logistics Industry Expert**

3.1 The Bay of Connections is seeking a Freight Logistics Industry Expert to co-ordinate, support and guide the implementation of the Freight Logistics Strategy, working in partnership with the FLAG and its Chair. The Freight Logistics strategy will be reviewed and updated over coming months. The successful candidate will be responsible for this, working alongside the FLAG group and the BOC Portfolio manager. The role is a part-time position for one year in the first instance, paying up to \$35,000. The amount of remuneration could increase, depending on implementation activities required, and solely at the discretion of the Bay of Plenty Regional Council. The role can be fulfilled by either an individual or by a consultancy team.

3.2 Responsibilities include:

- Support the Chair of the Freight Logistics Action Group and its members, and report directly to the Bay of Connections Portfolio Manager
- Lead review and update of Freight Logistics strategy – to cover 2015-2017 (three year) period.
- Monthly written one page report to the Bay of Connections Portfolio Manager
- Work with the Bay of Connections Management and Governance groups as required
- Coordinate and drive the ongoing development and implementation of the Freight Logistics Strategy
- Ensure the Freight Logistics Strategy connects with other Bay of Connections strategies, particularly He Mauri Ohooho (Māori Economic Development Strategy) and the Energy and Forestry strategies
- Ensure the Freight Logistics Strategy connects with and aids the implementation of the Bay of Plenty Regional Growth Study
- Engage with key stakeholders including government agencies, EDAs, members of industry, community organisations, etc.
- Work with Bay of Connections communications team to support the implementation of the strategy and leverage awareness of its actions
- Strategy administration, including meeting coordination (agendas, minutes, booking facilities etc.)
- Actively promote the Bay of Connections, particularly the Freight Logistics Strategy
- Develop and provide submissions (as relevant) to Government agencies and local Government

### 3.3 Attributes expected of the Freight Logistics Industry Expert include:

- Be passionate and knowledgeable about the industry
- Have existing relationships and the ability to forge new, strong relationships with members of the industry and stakeholders
- Be confident in communicating and presenting
- An understanding and interest in the other Bay of Connections strategies, particularly He Mauri Ohooho and Forestry and the Bay of Plenty Regional Growth Study
- Strong business skills
- Intellectual ability coupled with common sense
- Strategic vision and sound judgement
- A high standard of personal integrity
- The ability to work collaboratively and cooperatively within a team and with stakeholders
- Excellent diplomacy and a collaborative manner with the ability to listen to a range of viewpoints and stakeholders
- Effective time management skills
- Administration skills and strong reporting skills
- Initiative, creativity and planning

## 4. Outcomes

### 4.1 Following evaluation of the Proposals received, the Bay of Plenty Regional Council may:

- Enter into service agreement contract negotiations with a preferred participant, or;
- Conclude or abandon the process without awarding any contract

## 5. The RFP Process

5.1 The anticipated timetable for this RFP is:

Activity	Date
Issue of RFP	27 May, 2015
Deadline for proposals	2pm, 10 June, 2015
Interviews undertaken	24 June to 23 July
Participants notified of decisions	31 July, 2015
Commencement date	17 August, 2015

5.2 Please note this timetable is indicative only and may be subject to change at the sole discretion of the Bay of Plenty Regional Council. Participants will be notified of changes by the authorised representative

## 6. Submission of RFPs

6.1 Please email your proposal to [info@bayofconnections.com](mailto:info@bayofconnections.com) by 2pm on Wednesday 10 June, 2015.

6.2 You may supply additional material not specifically requested by this RFP.

6.3 Proposals sent by facsimile will not be accepted.

6.4 Ensure your Proposal has been emailed before the closing date and time. Late proposals will not be considered.

## 7. Communication

7.1 All communications with the Bay of Plenty Regional Council concerning this Proposal, or requests for clarification or further information must be conducted through the Bay of Connections' authorised representative(s) as listed below:

Representative	Phone	Email
Cheryl MacGregor	0800 884 881 #8350	<a href="mailto:Cheryl.macgregor@boprc.govt.nz">Cheryl.macgregor@boprc.govt.nz</a>
Jacky James	021 577 871	<a href="mailto:Jacky@shinepr.co.nz">Jacky@shinepr.co.nz</a>

## 8. Additional information and clarification

8.1 Any requests for additional information, beyond that supplied in this RFP or for clarification purposes, must be made in writing or by email to the authorised representative.

8.2 Requests for information or clarification that relate solely to a participant's Proposal and contain commercially sensitive information will be provided to the participant requesting the information or clarity only.

8.3 The Bay of Plenty Regional Council will not be bound by any statement, written or verbal, made by any person other than the authorised representatives. The authorised representative (or any other person specifically authorised by the authorised representative) is the only person authorised to make representations or explanations in relation to this RFP.

8.4 The closing time and date for **questions** is Wednesday 3 June, 2015.

## Section B – Information Required

### 9. Instructions

- 9.1 You are required to answer each question in this section. You must use the numbering system and headings in your response and respond in the same sequence.

### 10. Executive summary

- 10.1 Please provide an executive summary of your Proposal outlining the key advantages of your Proposal and how you will meet the key requirements of the RFP.

### 11. Organisational profile

- 11.1 Provide a company or organisation profile that includes:
- Name and address of the company or organisation
  - The name, title and contact information for the main person authorised to represent you in this RFP process
  - If applying as part of a consultancy team, please provide the names and brief background on each team member
  - Provide confirmation of insurance cover and indemnity insurance

### 12. Relevant experience and track record

- 12.1 Provide details of your experience and track record of service and supply with similar projects that have had high involvement with iwi and government agencies, as well as relevant Freight Logistics sector experience.
- 12.2 Provide contact details from at least two clients that have engaged your services for similar projects in the past 2-3 years.

### 13. Methodology

- 13.1 Provide details of your proposed methodology around coordinating and implementing the Freight Logistics Strategy, while building and maintaining significant relationships with industry, iwi, and central and local government. Provide details of how you would proactively performance manage the implementation of the strategy, along with associated reporting, Q&A and support systems. ie. How will you ensure you meet all deadlines?
- 13.2 Provide details of the overall value offering to the Bay of Connections, including extent of coverage, implementation timeframe, speed, availability, plus any specific inclusions and exclusions – ie. what is the Bay of Connections getting for its investment?
- 13.3 What makes you different from the rest?

### 14. Fees

- 14.1 Provide details of your fees.