



Consultancy Services Order (CSO) with MfE Contract Management Accountability Statement

## AoG Consultancy Services Order (CSO)

### Part A – for Participating Agency (client) to complete

*The Participating Agency (referred to as the client in Parts A – E of this Consultancy Services Order) will complete this and email the entire form (including all Parts) to the Provider.*

<b>CSO or Project name</b>	Audience Research 2023		
<b>Contract number</b>	Will be emailed to the provider, after the contract is signed		
<b>Agency</b>	Ministry for the Environment	<b>Provider</b>	TRA
<b>Agency contact name &amp; title</b>	Clayton Foster Manager Brand and Experience	<b>Provider contact name &amp; title</b>	Karin Glucina Managing Partner – TRA NZ
<b>Agency email address</b>	Clayton.foster@mfe.govt.nz	<b>Provider email address</b>	9(2)(a)
<b>Agency phone #</b>		<b>Provider phone #</b>	9(2)(a)
<b>Provider's Nominated Personnel</b>	Karin Glucina, 9(2)(a)		
<b>Sub Category</b>	[title: accounting, assurance, taxation...]		
<b>GCDO Assurance Sub Panel</b>	[yes/no]		
<b>Protective Security Services Sub Panel</b>	[yes/no]		

## A1. Purpose and any background information

The purpose of this document is to detail the plan to source services in support of the Audience Research project.

The need for these services has occurred due to our obligation under the Statement of Intent (SOI) to understand the level of awareness of environmental issues by the public as seen within the SOI under the section – To connect people and communities with Te Taiao – to accelerate through compelling communications, partnerships and engagement using data and insights.

Function 3 of the SOI under connecting people and communities with Te Taiao includes: to undertake public engagement, awareness and communication activities Partnerships and engagement.

Impact indicator – Level of awareness of environmental issues by the public.

**The outputs of this research will be to:**

- Find out who our audiences are, their knowledge, attitudes, behaviours, and habits, particularly towards environmental issues.
- Audience research can inform our approaches in engaging and communicating with our stakeholders. This research supports PPA strategy and decisions making, by removing assumptions and drawing on qualified research.
- We are also working with other teams in the Ministry (eg. the JEDI and Waste teams) to ensure that this research work does not cross-over and provides their teams with useful audience insights.
- This research provides us with a regular brand monitoring to measure against the KPIS set in 2021 and report in the Statement of Intent.

By completing this research prior to the end of the financial year, this will allow us to be prepared for implementation and meet our strategic objectives in the 23/24-year programme.

We require the services to be delivered off-site.

Payment will be on successful delivery of milestones.

## A2. Specific questions / instructions for Provider

We require the provider to be able to deliver the following outputs within the timeframe

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- Audience research can inform our approaches in engaging and communicating with our stakeholders. This research supports PPA strategy and decisions making, by removing assumptions and drawing on qualified research.
- We are also working with other teams in the Ministry (eg. the JEDI and Waste teams) to ensure that this research work does not cross-over and provides their teams with useful audience insights.
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**A3. Additional Information e.g. risks to client, additional contact information**

n/a

**A4. Client specific requirements*****Supplier Code of Conduct***

Further to clause 5.1 (Provider Obligations) of Part F to this CSO, the Provider must comply with the Supplier Code of Conduct issued by the Procurement Functional Leader (see [www.procurement.govt.nz](http://www.procurement.govt.nz)).

***Payment***

The Provider's Fees will be paid as follows:

**Fixed Fee:** A fixed Fee of \$47,672 excluding GST. This includes the 1% panel fee.

***Invoices***

The Provider must send the Ministry an invoice for the Charges at the following times:  
On completion of the Services.

The invoice must be sent to: [accountspayable@mfe.govt.nz](mailto:accountspayable@mfe.govt.nz)

Copying in [clayton.foster@mfe.govt.nz](mailto:clayton.foster@mfe.govt.nz)

The Provider's tax invoice must contain the Ministry's contract reference number. If the Provider's tax invoice does not contain the Ministry's contract reference number, the Ministry will not process the invoice and will return the invoice to the Provider. The Provider shall reissue the invoice to the Ministry with the contract reference number.

**A5. Timeframes**

**Start date:** 31 March 2023

**End date:** 16 May 2023

Key Outcomes/Deliverables for the supplier are:

Milestone/Deliverable/Outcome	Date
Questionnaire finalised	10/04/23
Survey in field	24/04/23
Delivery of report & final debrief	16/05/2023

**A6. Indicative budget**

We have budgeted \$47,200 (excluding gst and the 1% AOG fee) for this project.

No expenses are payable.

**A7. Outputs of the Services**

Outputs of the service will include one report:

1. Audience research report – written (document)
2. Audience research report - debrief

The report will be reviewed by MfE and signed out before they are agreed as final.

**A8. Tables**

n/a

**A9. Provider liability cap**

The default liability cap(s) set out in Part F applies.

**Part B – for Provider to complete**

*The Provider will complete Part B and email the form back to the client*

**B1. Specific Services to be provided**

MfE has an obligation under its Statement of Intent to understand the level of awareness of environmental issues by the public, connecting people and communities with Te Taiao – to accelerate change through compelling communications, partnerships and engagement using data and insights.

To understand audience needs, TRA will conduct a

**A 15min quantitative nationally representative population study of 1,200 to:**

- Quantify awareness on key environmental issues that MfE is focused on
- Understand broader awareness and trust of MfE and government pertaining to environmental issues
- Understand awareness of recent MfE consultations and campaigns
- Provide a framework of awareness to action funnels by key issues

TRA will manage all aspects of the survey including set up, questionnaire design, fieldwork, incentives, analysis, and reporting. We will employ the survey sample structure as last year to ensure comparability - nationally representative in terms of age, gender, region, and ethnicity.

The deliverable will be a full report, with comparisons to previous years where applicable.

**B2. Sub Category and Tier to be Provided**

<b>Selection</b>	<b>Sub-category of Services</b>	<b>Tier (1/2/3)</b>
	Accounting	
	Assurance	
	Audit	
	Finance and economics	
	Procurement and logistics	
	Taxation	
	Business change	
	Human resource	
	Marketing and public relations	
	Operations management and risk	
	Policy, research and development	2

**B3. Can you confirm that the Nominated Personnel (if any) is available to provide the Services?**

**Confirmed**

**B4. Can you confirm that the timeframe for delivery of the Services (as set out in Part A) is acceptable?**

**Confirmed**

**B5. Estimate / Quote (excluding GST, if any)**

**Fees**

**\$47,200 (Total Quantitative)**

Set up \$6,500

Fieldwork \$19,000

Analysis \$6,700

Reporting \$15,000

**Administration Fee (Tier 1 and 2 only)**

**\$472**

The above Fees are apportioned as follows:

Job Level 1

\$

Job Level 2

\$

Job Level 3

\$

Job Level 4

\$

Job Level 5

\$

Fixed Fee

\$

Monthly Retainer

\$

Subcontracting

\$

**Expenses**

\$

**Total Charges**

**\$ 47,672**

Identify whether the Total Charges is an Estimate / Quote and the method that the Charges have been calculated

Additional information / assumptions:

Job Level	Indicative Characteristics
Level 5	<ul style="list-style-type: none"> <li>• 15+ years of extensive professional experience in their specialised field in a consultancy role.</li> <li>• An industry leader and key influencer who is respected for their professional proficiency and knowledge.</li> <li>• Recognised as a trusted adviser to ministers and/or senior executive teams.</li> <li>• Acts as the senior responsible person on major client engagements. Able to be accountable for leading complex projects/programs.</li> <li>• Responsible for leading a high performing team of professionals, including the coaching and mentoring of colleagues at Levels 1–4.</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>• 10+ years of substantial professional experience in their specialised field in a consultancy role.</li> <li>• Strong theoretical base in subject area, with ability to apply best practice principles to the subject matter context.</li> <li>• Senior team leader with the ability to deputise for the senior responsible person and coach and mentor more junior staff.</li> <li>• Ability to coordinate contributions of other specialists to complete a joint project.</li> <li>• Can engage with clients at strategic/management level if required.</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• 3-10 years of notable professional experience in their specialised field in a consultancy role.</li> <li>• A trusted performer on a wide range of client-facing consultancy projects in both the private and public sectors.</li> <li>• Thorough knowledge of functional area, combining a broad grasp of relevant best practice principles.</li> <li>• Ability to participate in multi-disciplinary teams and to work independently (with limited supervision).</li> <li>• Performs professional level analysis requiring technical skills and independent initiative within a well-defined program of work.</li> <li>• Contacts with clients predominantly at a working level.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• 1-3 years of demonstrable professional experience in their specialised field in a consultancy role.</li> <li>• Previous experience on a range of client-facing consultancy projects, preferably in both the private and public sectors.</li> <li>• Has a theoretical base in subject area, possibly supplemented through recent study, with the ability to translate theory into practice</li> <li>• Performs a variety of analytical tasks requiring independent initiative and knowledge.</li> <li>• Interacts with clients predominantly at the working level.</li> </ul>
Level 1	<ul style="list-style-type: none"> <li>• 0+ years of relevant professional experience in a professional environment.</li> <li>• Evidence of prior contributions to consultancy engagements.</li> <li>• Performs a range of administrative tasks to support the wider team.</li> <li>• Work is performed under the guidance of colleagues at Levels 3-5.</li> </ul>

**B6. Conflict of Interest declaration and Additional Information**

I, Karin Glucina, have made diligent inquiry whether TRA has any actual, potential or perceived Conflict of Interest were it to provide the Services described in this Consultancy Services Order and I have disclosed any actual, potential or perceived Conflict of Interest and how it will be managed below:

9(2)(a)

**B7. Additional information**

*[Use this section for any specific requirements – e.g. security, health or other policies and procedures, confidentiality requirements etc.]*



**Part C – Variations to Part A****LEAVE BLANK WHEN ISSUING CONSULTANCY SERVICES ORDER**

*The client will complete Part C if they wish to change any details in Part A*

**C1. Revised scope and/or timeframe****Part D – Variations to Part B****LEAVE BLANK WHEN ISSUING CONSULTANCY SERVICES ORDER**

*The Provider will complete this only if and when it receives a Variation per Part C above from the client*

**D1. Revised Estimate (excluding GST, if any)****Revised Fees**

\$[Add in total Fees]
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**Administration Fee (Tier 1 and 2 only)**

\$[1% of Fees for Services for which the Provider is Tier 1 or Tier 2]
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The above Fees are apportioned as follows:

Job Level 1

\$
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Job Level 2

\$
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Job Level 3

\$
----

Job Level 4

\$
----

Job Level 5

\$
----

Fixed Fee

\$
----

Monthly Retainer

\$
----

Subcontracting

\$
----

**Revised Expenses**

\$
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**Total Charges**


\$
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Identify whether the Total Charges is an Estimate / Quote and the method that the Charges have been calculated
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Additional information / assumptions:

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**Part E – Acceptance****LEAVE BLANK WHEN ISSUING CONSULTANCY SERVICES ORDER***The Provider and client to complete on acceptance of this Consultancy Services Order*

E1. Signatures	
Name of Provider's authorised signatory	Karin Glucina
Signature of authorised signatory	9(2)(a) 
Date of acceptance (signing)	24/03/2023

The client accepts and authorises this Consultancy Services Order	[Yes/ <del>No</del> ]
Name of client's authorised signatory	Chloe Grosser, Director of Partnerships and Public Affairs
Signature of authorised signatory	
Date of acceptance (signing)	29/03/2023

Please send this link below to your agency contacts to complete after each engagement. For long engagements, we recommend sending this at key milestones to seek feedback throughout the engagement.

**Consultancy** (<https://www.research.net/r/ClientSatisfactionSurvey-AoGcontracts-CSO>)

**GCDO Assurance** (<https://www.research.net/r/GCDOAssuranceServices-CSO>)

## Consultancy Services Order (CSO) with MfE Contract Management Accountability Statement

**Part F – Terms****THE PROVIDER AND PARTICIPATING AGENCIES ARE NOT PERMITTED TO AMEND THIS PART F.**

*This Part F contains an extract of selected terms and conditions from the Services Agreement (the **Agreement**). Clause, schedule and paragraph references have been updated to refer to clauses, schedules and paragraphs in this Part F where applicable. For the full terms and conditions that govern the Services, please refer to the Agreement.*

1. Appointment	2. Services
1.1 Appointment	2.1 Services
(a) The Participating Agency appoints the Provider to provide Services to the Participating Agency as detailed in this Consultancy Services Order and the Provider accepts that appointment, in accordance with the terms of this Consultancy Services Order.	(a) The Provider will provide Services to the Participating Agency in accordance with the terms of this Consultancy Services Order.
(b) Certain obligations of the Provider in this Consultancy Services Order do not apply to sub-categories of Services for which the Provider has been appointed as a Tier 3 Provider as follows:	(b) The Provider will use all reasonable endeavours to ensure that, on the date the Documentation is provided under this Consultancy Services Order, such Documentation is in a readable and readily useable format.
(i) the Participating Agency may nominate specific Personnel to be the primary providers or to supervise the delivery of the Services but clauses 6.2(b) to 6.2(e) do not apply to any nominated Personnel;	2.2 Agents may procure Services
(ii) the relevant Services are not required to meet or exceed the Service Levels specified in Schedule 3 (Performance Measurement) and clause 2.5(a), Schedule 3 (Performance Measurement) do not apply;	The Participating Agency may, by notice to the Provider and the CoE, appoint one or more third parties to procure Services under this Consultancy Services Order on the Participating Agency's behalf and/or receive invoices, as if that agent was a Participating Agency, provided that any such procurement is for the sole benefit of the Participating Agency.
(iii) the Provider is not required to pay an Administration Fee and clause 8.3(a)(v) does not apply;	2.3 Timely performance
(iv) the Provider is not required to conduct the Agency Satisfaction Survey for the relevant Services and clause 5.1(h) does not apply;	The Provider will ensure that the Services to be performed under this Consultancy Services Order are provided on or before the date specified for performance (if any) in this Consultancy Services Order and, if no time is specified, within a reasonable time after the issue of the Consultancy Services Order.
(v) the Provider and Participating Agency are not obligated to escalate a dispute to the CoE's All-of-Government Procurement Manager, Centre of Expertise for Consultancy, in accordance with clause 13.2(c)(ii); and	2.4 Delay
(vi) as otherwise stated in this Consultancy Services Order.	(a) If the Provider considers that it is (or is likely to be) prevented or delayed from achieving a date or time for performance ( <b>Milestone</b> ) specified in this Consultancy Services Order ( <b>Delay</b> ), it will:
	(i) immediately provide notice verbally or in writing to the Participating Agency, setting out:
	(A) the cause of the Delay and its expected duration;
	(B) the effect of the Delay on its ability to perform its

- obligations under this Consultancy Services Order (including any future Milestones);
  - (C) what extension, if any, to the relevant Milestone is being sought; and
  - (D) what steps, if any, the Participating Agency may take to mitigate the effect of the Delay; and
- take all reasonable steps necessary (including by the allocation of additional resources) to eliminate or avoid the Delay and, in all cases, mitigate its effects.

- (iv) act in the best interests of the Participating Agency in the provision of Services to the Participating Agency; and
- (v) provide Services to the reasonable satisfaction of the Participating Agency (as reported to the CoE).

### 3. Estimates and Quotes

### 3.1 Estimates and Quotes

- (a) The Provider must provide an Estimate or Quote for all Services to be provided under this Consultancy Services Order, unless the total Fees in respect of the Services under this Consultancy Services Order are likely to be less than \$10,000 (exclusive of GST) or such other amount as determined by the CoE and notified to the Provider.
- (b) Despite clause 3.1(a), if, during the course of providing the Services, the Provider becomes aware that the total Fees (excluding GST) are likely to exceed the amount referred to in clause 3.1(a), the Provider must provide an Estimate in accordance with clauses 3.1(c) to (e).
- (c) All Estimates and Quotes will be provided at no cost to the Participating Agency.
- (d) All Estimates and Quotes must specify the estimated timeframe to perform the Services requested in this Consultancy Services Order and the Rates of Personnel providing the Services and include any Expenses likely to be incurred in providing the Services.
- (e) All Quotes and Estimates must be provided to the Participating Agency in writing and must be included in this Consultancy Services Order.
- (f) To avoid doubt and without limiting clause 4.5(c) of the Services Agreement, if any Quote or Estimate is not acceptable to the Participating Agency, the Participating Agency and Provider may seek to negotiate a more favourable Quote or Estimate, including a decrease in the Rates on which the Quote or Estimate was based.

### 3.2 If Charges exceed the Estimate

- (a) If during the course of providing the Services under this Consultancy Services Order, the Provider becomes aware that the total Charges (excluding GST) are likely to exceed the Estimate, the Provider must give written notice to the Participating Agency using Part D of this Consultancy Services Order as soon as the Provider becomes so aware, but

## 2.5 Service standards

- (a) The Provider must provide the Services in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider to a standard that reaches or exceeds the Service Levels specified in Schedule 3 (Performance Measurement).
- (b) In addition, the Provider must:
  - (i) provide the Services diligently, efficiently, effectively and in accordance with Industry Best Practice;
  - (ii) ensure that the Services to be performed under this Consultancy Services Order are provided on or before the date specified for performance (if any) in this Consultancy Services Order and, if no time is specified, within a reasonable time after the issue of this Consultancy Services Order;
  - (iii) ensure that all Documentation, information and advice (including Documentation, information and advice provided prior to the issue

- no later than the time the costs accrued or incurred reach 80% of the Estimate.
- (b) The notice under clause 3.2(a) must specify a revised Estimate for the Services and include the reason the total Charges will exceed the original Estimate.
- (c) The Participating Agency has sole discretion whether to approve a revised Estimate and must act reasonably when deciding whether to approve a revised Estimate.
- (d) When a revised Estimate is approved, the Participating Agency must provide written notice of the same to the Provider.
- (e) If a Provider has provided an Estimate to the Participating Agency for Services, the Participating Agency is not liable to pay the Provider any amount exceeding the Estimate unless the Participating Agency has approved a revised Estimate.

## 3.3

**If Charges exceed the Quote**

- (a) The Provider acknowledges that neither the CoE nor the Participating Agency are obliged to pay any Charges to the Provider in relation to Services performed under this Consultancy Services Order if those Charges exceed any Quote provided in relation to this Consultancy Services Order, unless the Participating Agency has given its prior written consent in accordance with clause 3.3(b).
- (b) If the Participating Agency agrees to allow the Provider to increase the Charges:
  - (i) the Provider will complete and submit Part D of this Consultancy Services Order to the Participating Agency; and
  - (ii) upon receipt of the completed Part D of this Consultancy Services Order, the Participating Agency must promptly advise the Provider (in writing) if the completed Part D is acceptable.

**4. Conflicts of interest****4.1 Conflicts of interest**

- (a) The Provider must, upon receipt of this Consultancy Services Order, make diligent inquiry whether it has any actual, potential or perceived Conflicts of Interest if it were to provide the Services specified in this Consultancy Services Order and, if no such Conflict of Interest exists, the Provider must provide confirmation to that effect to the Participating Agency.
- (b) If the Provider has an actual, potential or perceived Conflict of Interest, the Provider must immediately notify the Participating Agency and must not begin performing the Services without the prior written approval of the Participating Agency.
- (c) The Provider must take all reasonable steps to ensure that:

- (i) a situation does not arise that might result in an actual, potential or perceived Conflict of Interest; and
- (ii) any Personnel or Subcontractors of the Provider do not engage in any activity or obtain interests that might result in the Provider or such Personnel or Subcontractors having an actual, potential or perceived Conflict of Interest,

that cannot be managed to the satisfaction of the Participating Agency.

- (d) If, after commencing Services under this Consultancy Services Order, the Provider becomes aware of any matter, circumstance, interest or activity that may give rise to any actual, potential or perceived Conflict of Interest, the Provider must immediately notify the Participating Agency of all relevant details and must immediately cease work on the Services until such time as the Participating Agency provides written notice confirming the Provider may continue to perform the Services or terminates the engagement of the Provider in respect to the Services to be performed under this Consultancy Services Order in accordance with clause 4.1(e).
- (e) If the Participating Agency considers that the Provider has an actual Conflict of Interest of sufficient gravity that the Provider can no longer perform Services for it, the Participating Agency may, by written notice to the Provider, terminate this Consultancy Services Order with immediate effect on the date of termination specified in that notice.
- (f) Any approval or notice given by the Participating Agency pursuant to clause 4.1(b) or 4.1(d) may require the Provider to take steps reasonably required by the Participating Agency to manage the Conflict of Interest, and the Provider must provide written notice confirming its acceptance of those steps before it may commence or continue to provide the Services under this Consultancy Services Order.

**5. Responsibilities****5.1 Provider responsibilities**

In addition to its other obligations under this Consultancy Services Order, the Provider will:

- (a) respond promptly, accurately and adequately to any requests for information made by the Participating Agency in relation to the Services, including requests for advice;
- (b) in performing Services for the Participating Agency under this Consultancy Services Order comply with all privacy and other policies and guidelines issued by the Participating Agency and notified or made available to the Provider;
- (c) obtain, maintain and comply with any governmental, regulatory or other approvals, permissions, consents,

<p>licences, and requirements necessary to provide the Services and perform its obligations under this Consultancy Services Order;</p> <p>(d) comply with all Laws at all times during the Term in so far as they relate to the provision of the Services, including the Privacy Act 2020 and all applicable consumer laws;</p> <p>(e) ensure that it and its Personnel providing the Services do not access the Participating Agency's information or systems except to the extent necessary to provide the Services and for no other purpose;</p> <p>(f) as soon as is practicable, notify the Participating Agency of any problems or issues that arise in relation to the performance of its obligations under this Consultancy Services Order, including any problems or issues that will, or are likely to, affect the provision or quality of the Services or the ability of the Provider to perform its obligations under this Consultancy Services Order;</p> <p>(g) without limiting any other provision of this Consultancy Services Order, use all reasonable endeavours to avoid damaging or adversely affecting any Participating Agency's reputation;</p> <p>(h) in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider, conduct the Agency Satisfaction Survey by asking the Participating Agency the questions recorded in Annexure A of Schedule 5 (Governance) to the Services Agreement within 5 Business Days of the Services in this Consultancy Services Order being completed.</p>	<p><b>6. Resourcing</b></p> <p><b>6.1 General requirements</b></p> <p>The Provider will provide and maintain sufficient resources (including human resources, equipment, telecommunications connectivity, premises and other facilities) to enable it to perform its obligations on time and otherwise in accordance with this Consultancy Services Order.</p> <p><b>6.2 Provider's Nominated Personnel</b></p> <p>(a) The Participating Agency may, in this Consultancy Services Order, nominate specific Personnel (<b>Nominated Personnel</b>) to be the primary providers or to supervise the delivery of the Services.</p> <p>(b) If any Nominated Personnel nominated in this Consultancy Services Order are not available to provide or supervise the Services requested, the Provider must immediately notify the Participating Agency and provide details of other Personnel (if any) with the necessary skills and experience to provide or supervise the Services requested pursuant to this Consultancy Services Order.</p> <p>(c) Notice given under clause 6.2(b) must specify the period for which the Nominated Personnel will continue to be unavailable.</p> <p>(d) Upon receipt of notice under clause 6.2(b), the Participating Agency must notify the Provider whether the replacement Personnel are acceptable.</p> <p>(e) The Participating Agency is under no obligation to accept any replacement Personnel and, if it does not approve the replacement Personnel, the Provider may not commence or continue providing the Services.</p>
<p><b>5.2 Participating Agencies' responsibilities</b></p> <p>The Participating Agency has the following responsibilities in relation to the Services:</p> <p>(a) to manage its operational relationship with the Provider, including in relation to the fulfilment of this Consultancy Services Order;</p> <p>(b) to notify the Provider of all relevant policies, guidelines and procedures of the Participating Agency that the Provider must comply with when performing the Services under this Consultancy Services Order;</p> <p>(c) to provide adequate instructions and information to the Provider to allow it to perform the Services under this Consultancy Services Order;</p> <p>(d) to make timely decisions where approvals or consents are reasonably sought by the Provider in performing the Services under this Consultancy Services Order;</p> <p>(e) to pay the Charges; and</p> <p>(f) to use its best efforts to resolve any dispute directly with the Provider before involving the CoE in accordance with clause 13.</p>	<p><b>6.3 Personnel</b></p> <p>(a) The Provider will ensure that all of its Personnel who are engaged in the performance of the Provider's obligations under this Consultancy Services Order:</p> <p>(i) have the requisite skills, expertise, qualifications and experience;</p> <p>(ii) have, before performing any such obligations, obtained all security clearances and passed all probity checks required by, or necessary to provide the Services to, the Participating Agency;</p> <p>(iii) comply with all health, safety, security and other policies, codes of conduct, procedures and reasonable directions as may be reasonably required by the Participating Agency from time to time; and</p> <p>(iv) will carry out their respective duties with due care, skill and diligence.</p> <p>(b) The Participating Agency will notify the Provider of any security clearances and</p>

probity checks required by, or necessary to provide the Services to, the Participating Agency.

6.4

### **Subcontracting**

- (a) The Provider will not subcontract the performance of all or part of the Services or any of its other obligations under this Consultancy Services Order, except with the prior written consent of the Participating Agency.
- (b) The Provider is solely responsible for the selection of each Subcontractor and must ensure that each Subcontractor is creditworthy, qualified and has the relevant experience to perform the work it is required to carry out for the Provider.
- (c) To the extent permitted by Law, the Provider is and remains fully responsible for any act or omission of any Subcontractor.
- (d) The Provider must ensure that each Subcontract contains obligations on the Subcontractor that are consistent with the relevant terms of this Consultancy Services Order, including in relation to clauses 5.1 (Provider responsibilities), 6.3(a) (Personnel), 10 (Confidentiality), 11 (Intellectual Property) and 14 (Termination) and Schedule 3 (Performance Measurement), together with clause 15 (Audit) of the Services Agreement.
- (e) If, in the Participating Agency's reasonable opinion, a Subcontractor is:
  - (i) materially not performing in accordance with the terms of this Consultancy Services Order, the Participating Agency may, by notice to the Provider, require the Provider to procure that the Subcontractor performs the relevant obligations within 10 Business Days, failing which the Participating Agency may, by notice to the Provider, require the Provider to remove that Subcontractor; or
  - (ii) a material threat to the health, safety or security of the Personnel or property of the Participating Agency, or has breached security or confidentiality requirements of this Consultancy Services Order, the Participating Agency may, by notice to the Provider, require the Provider to remove that Subcontractor,

and the Provider will ensure the immediate removal of that Subcontractor.

## **7. Changes**

7.1

### **Change procedure**

The Participating Agency may agree any variations to this Consultancy Services Order with the Provider using Part C of the Consultancy Services Order.

## **8. Price and payment**

8.1

### **Calculation of Charges**

8.2

The Charges will be calculated in accordance with the terms of Schedule 2 (Pricing).

### **Participating Agency to pay for Services**

- (a) The Participating Agency will pay the Provider the Charges applicable to any Services procured by the Participating Agency on the terms of this clause 8.
- (b) The Charges and Administration Fee comprise the total amount payable by the Participating Agency for the Services.

8.3

### **Invoicing and payment**

Except as otherwise provided in Schedule 2 (Pricing) or as agreed with the Participating Agency in this Consultancy Services Order, the Provider will invoice the Participating Agency (or, if the Participating Agency has instructed the Provider in writing, the third party agent) for the Charges and the Participating Agency will pay those Charges, in accordance with the following terms:

- (a) the Provider will render one itemised invoice to the Participating Agency at the end of each month during the Term for all Services performed during that month specifying (as applicable):
  - (i) the nature and amount of the Fees or other applicable fees and fee structures;
  - (ii) the Personnel and their applicable Rate;
  - (iii) the hours billed (by Personnel and in the aggregate);
  - (iv) the nature and amount of any Expenses (including any third party charges to be passed on to the Participating Agency);
  - (v) if applicable, the amount representing the Administration Fee;
  - (vi) how much of the Estimate or Quote has been used;
  - (vii) a brief description of the Services provided during that month; and
  - (viii) any other matters the Participating Agency may reasonably request;
- (b) each correctly rendered invoice will be payable on or before the 20th day of the month following the month in which the invoice was received;
- (c) the Participating Agency will have no obligation to pay any Charges which are invoiced more than 90 days after the date that such amount was required to be invoiced pursuant to this clause 8.3; and
- (d) the Provider may only invoice the Participating Agency for any Expenses at the cost actually incurred by the Provider.

8.4

### **Invoice disputes**

If the Participating Agency or the Provider disputes an invoice:

- (a) it may withhold the disputed sum and, if applicable, associated Administration Fee until the dispute is resolved;
- (b) the dispute will be resolved in accordance with clause 13; and
- (c) it will pay the undisputed portion in accordance with clause 8.3.

The Provider will not be excused from performing its obligations under this Consultancy Services Order while an invoice is disputed by the Participating Agency.

8.5

**Taxes**

- (a) Except for any GST payable by the Participating Agency, any present or future tax, levy, impost, duty, charge, assessment or fee of any nature (including applicable interest and penalties) payable in connection with this Consultancy Services Order under any Law is to be paid by the Provider and not passed on to the Participating Agency unless otherwise expressly agreed in writing by the Participating Agency.
- (b) The Participating Agency may deduct from any payment to be made to the Provider any withholding taxes or other deductions that it is required by Law to make.

8.6

**Administration Fee**

In relation to the sub-categories for which the Provider has been appointed as a Tier 1 or Tier 2 Provider, the Provider will ensure that each invoice issued to the Participating Agency for the Charges includes, in addition to the Charges, a separate amount equal to 1% of the Fees (excluding GST) (the **Administration Fee**).

8.7

**Suspension of payment**

- (a) Without prejudice to any other right or remedy that may be available to the Participating Agency, the Participating Agency may suspend payment of all or any part of the Charges if the CoE has notified the Provider that the Provider is in Material Breach, until that Material Breach is remedied.
- (b) If the Material Breach is not capable of remedy the Participating Agency and the Provider agree to treat the Charges as being in dispute and clause 14 will apply.

**9.****Warranties**

9.1

**General warranties**

Each party represents, warrants and undertakes that:

- (a) it has full power, capacity and authority to execute, deliver and perform its obligations under this Consultancy Services Order;
- (b) it has, and will continue to have, all the necessary consents, permissions, licences and rights to enter into and perform its obligations under this Consultancy Services Order; and
- (c) this Consultancy Services Order constitutes its legal, valid and binding obligations and is enforceable in accordance with its terms.

9.2

**Provider's warranties**

The Provider represents, warrants and undertakes that:

- (a) it will perform its obligations under this Consultancy Services Order with due care, skill, promptness and diligence at all times;
- (b) it has, and will have throughout the Term, sufficient Personnel to supply the Services and to perform its other obligations under this Consultancy Services Order;
- (c) it, and each of its Personnel engaged in the performance of the Services, has, and will have throughout the Term, the necessary expertise and all necessary governmental, regulatory or other approvals, permissions, consents, licences, qualifications, accreditations and requirements to provide the Services and perform its other obligations under this Consultancy Services Order;
- (d) it will comply with the requirements of all Laws as they relate to the provision of Services by the Provider;
- (e) the possession or use of any item of Intellectual Property supplied or licensed by it, or the use of any item of Intellectual Property by it to perform its obligations under this Consultancy Services Order, will not infringe the rights of any third party;
- (f) all Documentation (and any other information or advice supplied by it to the Participating Agency) and any information and data reported to the CoE will be accurate, complete and (as applicable) Fit for Purpose;
- (g) there are no existing agreements, undertakings or arrangements which prevent it from entering into this Consultancy Services Order, or which would impede the performance of its obligations under this Consultancy Services Order, or that it would breach by entering into this Consultancy Services Order;
- (h) it is not (and nor is any of its Personnel) a party to any litigation, proceedings or disputes which could adversely affect its ability to perform its obligations under this Consultancy Services Order; and
- (i) it has not offered any inducement in connection with the entering into or negotiation of this Consultancy Services Order, and will not offer any inducement in connection with the supply of Services to the Participating Agency.

9.3

**Continuous application**

The warranties, representations and undertakings set out in clause 9.2 will be deemed to be given by the Provider continuously throughout the Term.

9.4

**Notification**

Each party will promptly notify the other if at any time during the Term it breaches any of the warranties, representations and undertakings in this clause 9.



**9.5 Other warranties excluded**

All warranties (statutory, express or implied) which are not expressly referred to in this Consultancy Services Order are excluded to the fullest extent permitted by Law.

confidence to the person that disclosed that information or is otherwise prohibited under Law from disclosing such information;

(v) to any Professional Adviser for the purposes of rendering professional services to a party in relation to this Consultancy Services Order;

**10. Confidentiality****10.1 Protection of Confidential Information**

(a) Subject to clauses 10.1(c) and 10.2, the Provider and the Participating Agency will treat as confidential and not disclose to any third party nor use for its own benefit any Confidential Information that is the Confidential Information of the other.

(vi) to the extent that such disclosure is authorised by this Consultancy Services Order; or

(vii) if such disclosure is approved for release with the consent of the party from whom the Confidential Information is first received.

(b) The Provider will:

**10.2****Limited disclosure**

(i) ensure that all Confidential Information of the Participating Agency (and any backup archives containing such Confidential Information) in the possession or control of the Provider from time to time is kept secure and managed and protected and only disclosed or otherwise dealt with in accordance with this Consultancy Services Order;

(a) The Provider may, subject to clause 10.2(d), disclose the Confidential Information of the Participating Agency to its Subcontractors, Personnel, Related Entities and Professional Advisers who need to know the same for the sole purpose of enabling the Provider to perform its obligations and exercise its rights under this Consultancy Services Order.

(ii) not use any Agency Information for its own purposes or for any purposes different from those contemplated by this Consultancy Services Order; and

(b) The Participating Agency may, subject to clause 10.2(d), disclose the Confidential Information of the Provider to its third party suppliers, Personnel and Professional Advisers and any other Participating Agencies (including the CoE) who need to know the same in connection with the Services.

(iii) advise the CoE in writing if any Confidential Information of the Participating Agency will be transferred or stored outside New Zealand before such information is transferred and will confirm that the requirements of this clause 10.1 will be met while such Confidential Information is stored outside New Zealand.

(c) The Provider will not disclose the Participating Agency's Confidential Information to any of its Subcontractors, Related Entities or Professional Advisers, and the Participating Agency will not disclose the Provider's Confidential Information to any of its third party suppliers or Professional Advisers, unless the recipient has given a written confidentiality undertaking to the disclosing party in terms substantially similar to those set out in this clause 10.

(c) Clause 10.1(a) does not prevent the disclosure of Confidential Information:

(i) if that information was known, or becomes known, to the public through no act or default of the recipient;

(d) Any undertaking given pursuant to clause 10.2(c) will be provided to the other party to this Consultancy Services Order on request.

(ii) that the recipient is required by Law or parliamentary practice (including parliamentary questions) to disclose, or to a Select Committee or to a Minister of the Crown, so long as the recipient provides notice of the required disclosure promptly upon receipt of notice of the required disclosure (if it is permitted to do so by Law);

(iii) that was lawfully known to the recipient prior to the date it was received;

(iv) that becomes available to the recipient from a source other than a party to this Consultancy Services Order, provided that the recipient has no reason to believe such source is itself bound by an obligation of

**11. Intellectual Property****11.1 Intellectual Property owned by Provider**

(a) The Participating Agency acknowledges that all:

(i) Intellectual Property held by the Provider before the Commencement Date;

(ii) Intellectual Property developed independently from this Consultancy Services Order by the Provider, and that is not developed, commissioned or created under or in connection with this Consultancy Services Order; and

(iii) adaptations and modifications to the Intellectual Property

	described in clauses 11.1(a)(i) and (ii),		purpose of performing its obligations under this Consultancy Services Order during the Term.
	remains the Provider's sole and exclusive property ( <b>Provider IP</b> ).	11.3	<b>Intellectual Property owned by third parties</b>
11.2	(b) To the extent that the Participating Agency needs to use any of the Provider IP to receive the full benefit of the Services, the Provider grants to the Participating Agency a royalty-free, non-exclusive licence (including, if agreed in this Consultancy Services Order, the right to sublicense) to use, copy, modify and distribute during the Term any Provider IP provided to the Participating Agency by or on behalf of the Provider.		(a) To the extent that the Provider needs to use any Intellectual Property held or owned by a third party ( <b>Third Party IP</b> ) in performing the Services under this Consultancy Services Order, the Provider will use its best endeavours to obtain the fullest rights of use and licence of that Third Party IP (on terms and at a cost to be agreed with the Participating Agency) as are necessary for the performance of those Services for the benefit of the Participating Agency.
	<b>Intellectual Property owned by Participating Agency</b>		(b) The Participating Agency acknowledges that the Provider may have limited ability to obtain rights and/or a licence to use any Third Party IP and, where the Provider, using its best endeavours, cannot obtain appropriate rights and/or a licence for the Participating Agency to use that Third Party IP, the warranty in clause 9.2(e) applies.
	(a) The Provider acknowledges that the Participating Agency or its licensor has, and continues to have, sole and exclusive ownership of all Intellectual Property rights in all of the Agency Information together with all adaptations and modifications of such Agency Information ( <b>Pre-contract Participating Agency IP</b> ).	<b>12. Liability</b>	
	(b) All Intellectual Property created or developed by the Provider or its employees or Subcontractors in performing the Services and developing the Documentation will be owned by the Participating Agency from the date the Intellectual Property is created or developed ( <b>Post-contract Participating Agency IP</b> and, together with the Pre-contract Participating Agency IP, the <b>Participating Agency IP</b> ).	12.1	<b>Indemnity</b>
	(c) If the Provider (or any of its Subcontractors) has under any Law any right in or claim to any of the Participating Agency IP or holds any of the Participating Agency IP, the Provider (by itself and for its Subcontractors):		(a) The Provider will, to the extent permitted by Law, indemnify the Participating Agency against all Losses suffered or incurred by the Participating Agency as a result of any:
	(i) assigns to the Participating Agency all of its rights, title and interest in and to the Participating Agency IP from the date it was created or developed; and		(i) unlawful, malicious or negligent act or omission by the Provider;
	(ii) waives all right of lien or similar rights as may now or later be claimed in the Participating Agency IP; and		(ii) personal injury, sickness, death or loss of, or damage to, tangible property due to an act or omission of the Provider; or
	(iii) waives all of its moral rights under Part 4 of the Copyright Act 1994 in the Participating Agency IP,		(iii) any other breach by the Provider of its obligations under this Consultancy Services Order.
	and the Provider will sign all documents and do all acts and things that are necessary to give effect to this clause 11.2(c).		(b) The Provider will, subject to clause 12.1(c), indemnify the Participating Agency against all Losses suffered or incurred by the Participating Agency as a result of any claim that the possession or use of any Intellectual Property supplied or licensed by the Provider, or the use of any Intellectual Property used to provide the Services, infringes any third party's rights.
	(d) To the extent that the Provider needs to use any of the Participating Agency's IP for the purpose of performing its obligations under this Agreement, the Participating Agency grants to the Provider, subject to any written direction given by the Participating Agency, of a royalty-free, non-exclusive, non-transferable licence to use and store the Participating Agency's IP for the sole		(c) The Provider will have no liability under clause 12.1(b) to the extent that any IP Claim arises from any:
			(i) modification by the Participating Agency of any item of Intellectual Property supplied or licensed by the Provider without the approval of the Provider;
			(ii) use by the Participating Agency of Intellectual Property supplied or licensed by the Provider for any purpose disallowed by this Consultancy Services Order or the applicable Intellectual Property licence (but only if the licence has been provided to the Participating Agency prior to such use); or

- (iii) use of Intellectual Property used to provide the Services if and to the extent that Intellectual Property was supplied by the Participating Agency.

## 12.2 IP Claims

- (a) In the event of a claim under clause 12.1(b) (an **IP Claim**):
  - (i) the Participating Agency will give the Provider notice of the IP Claim as soon as practicable and, to the extent permissible by Law, permit the Provider (at the Provider's cost) to handle all negotiations for settlement and to control and direct any litigation that may follow (**Control of the IP Claim**);
  - (ii) if the Provider has Control of the IP Claim:
    - (A) the Participating Agency will provide all reasonable assistance to the Provider (at the Provider's cost) in the handling of any negotiations and litigation; and
    - (B) the Provider will keep the Participating Agency informed of the defence or negotiations of the IP Claim and diligently conduct any litigation or negotiations, using competent counsel and in a manner that does not adversely affect the name or reputation of the Participating Agency;
  - (iii) the Provider will not enter into any settlement or compromise in relation to the IP Claim without the prior written consent of the Participating Agency (which will not be unreasonably withheld); and
  - (iv) the Provider will notify the CoE of the IP Claim, and the outcome within 5 Business Days of the claim being concluded.
- (b) If any IP Claim disrupts the Participating Agency's use or enjoyment of a Service, the Provider will (unless otherwise requested by the CoE), at its own expense and at its option, immediately:
  - (i) obtain for the Participating Agency the legal right to continued use of the infringing materials; or
  - (ii) replace, modify or resupply the infringing materials so that there is no further infringement, without adversely affecting the performance or functionality of those materials.

## 12.3 Maximum liability of Participating Agency

In addition to its obligation to pay the Charges, the maximum aggregate liability of the

## 12.4

Participating Agency to the Provider under or in connection with this Consultancy Services Order will be, in respect of all Losses, limited to the total Charges paid and payable under this Consultancy Services Order.

## Maximum liability of the Provider

The maximum liability of the Provider to the Participating Agency for all Losses under or in connection with this Consultancy Services Order in respect of all claims will not exceed:

- (a) in relation to the sub-categories for which the Provider has been appointed as a Tier 1 Provider, the greater of:
  - (i) 10 times the total Charges paid and payable under this Consultancy Services Order;
  - (ii) \$5,000,000; and
  - (iii) any greater amount or multiple set out in this Consultancy Services Order;
- (b) in relation to the sub-categories for which the Provider has been appointed as a Tier 2 Provider, the greater of:
  - (i) 10 times the total Charges paid and payable under this Consultancy Services Order;
  - (ii) \$2,000,000; and
  - (iii) any greater amount or multiple set out in this Consultancy Services Order;
- (c) in relation to the sub-categories for which the Provider has been appointed as a Tier 3 Provider, the greater of:
  - (i) 10 times the total Charges paid and payable under this Consultancy Services Order;
  - (ii) \$1,000,000; and
  - (iii) any greater amount or multiple set out in this Consultancy Services Order.

## 12.5

## No double dipping

A party to this Consultancy Services Order (or the CoE acting on behalf of the Participating Agency in accordance with the Services Agreement) cannot recover for the same Loss under both this Consultancy Services Order and the Services Agreement.

## 12.6

## Exclusions on liability

The limitations on liability set out in clauses 12.3 and 12.4 will not limit the liability of:

- (a) the Provider under clauses 12.1(a) and 12.1(b) (other than in respect of negligent acts or omissions under clause 12.1(a)(i) and breach by the Provider of its obligations under this Consultancy Services Order under clause 12.1(a)(iii), which are subject to the limitations of liability in clauses 12.3 and 12.4);
- (b) the Provider for any fraudulent act or omission; or
- (c) either party for any breach of confidentiality.

## 12.7

## Categories of loss

- (b) The Provider will, at the Participating Agency's request, promptly provide satisfactory evidence that it has complied with its obligations in this clause 12.9.

be escalated to the CoE's Manager, All-of-Government Contracts and the Provider's Chief Executive.

### 13.3 Mediation

- (a) If a dispute is not resolved under clause 13.2, either party may, by written notice to the other, refer the dispute to mediation, or they may agree in writing to refer the dispute to mediation.
- (b) The mediation will be conducted by a single mediator in accordance with the terms of the Resolution Institute Standard Mediation Agreement and at a fee to be agreed by the parties.
- (c) If the parties fail to agree on the identity of the mediator and/or the mediator's fee within five Business Days of referral of the dispute to mediation, the mediator will be chosen, and the mediator's fee determined, by the chairperson for the time being of Resolution Institute (or his or her nominee).

### 13.4 Urgent relief

Nothing in this clause 13 will preclude either party from taking immediate steps to seek urgent relief before a New Zealand court.

## 14. Termination

### 14.1 Termination of Consultancy Services Order

The Participating Agency may terminate this Consultancy Services Order:

- (a) for convenience by giving the Provider at least one month's prior written notice;
- (b) by notice to the Provider with immediate effect on the date of termination specified in that notice, if the Provider commits a Material Breach which is:
  - (i) not capable of being remedied (and, for the avoidance of doubt, paragraphs (a) and (b) of the definition of "Material Breach" are deemed incapable of being remedied); or
  - (ii) capable of being remedied but which is not remedied to the satisfaction of the Participating Agency within 10 Business Days following the date of receipt by the Provider of the Participating Agency's notice of the Material Breach;
- (c) in accordance with clause 4.1(e) (Conflict of Interest); or
- (d) in accordance with clause 12.8(c) (Force Majeure Event).

### 14.2 Consequences of termination or expiry

- (a) In the event of termination or expiry of this Consultancy Services Order, the Participating Agency will not be obliged to make any payment to the Provider except for any Charges payable for Services supplied pursuant to this Consultancy Services Order before the effective date of expiry or termination.

- (b) Termination or expiry will not, unless otherwise provided in this Consultancy Services Order, affect:

- (i) any rights and remedies available to either party which have accrued up to and including the date of termination or expiry; and
- (ii) the provisions of this Consultancy Services Order which expressly, or by their nature, survive termination or expiry, including clauses 15 (Entire agreement), 10 (Confidentiality), 11 (Intellectual Property), 12 (Liability), 13 (Dispute Resolution), 14.2 (Consequences of termination or expiry) and 16 (General) and Schedule 1 (Definitions);
- (iii) the continued application of clauses of the Services Agreement which expressly, or by their nature, are intended to continue to apply to this Consultancy Services Order after termination or expiry of this Consultancy Services Order, including clauses 1.4 (Precedence) and 15 (Audit).

- (c) After expiry or termination of this Consultancy Services Order for any reason, each party will, within five Business Days of receiving notice from the other party, return all Documentation, Confidential Information or other property belonging to the other party (or destroy such Confidential Information, if requested), except if such Documentation, Confidential Information or other property is required to be retained by any Law.

## 15. Entire agreement

### 15.1 Entire agreement

- (a) This Consultancy Services Order is intended to be read in conjunction with the Services Agreement. The provisions of the Services Agreement (not already included in this Consultancy Services Order) which confer rights, obligations or benefits on the parties or the CoE in respect of this Consultancy Services Order are intended to apply to this Consultancy Services Order.
- (b) Subject to clause 15.1(a), no other terms or conditions, including any conditions of sale, invoices or any other communication not included in this Consultancy Services Order (**Communication**), will be incorporated into this Consultancy Services Order, even if at some later date the other party (including, in the case of the Participating Agency) signs or otherwise purports to accept those terms and conditions or the terms of that Communication.
- (c) For the avoidance of doubt, and without limiting clauses 15.1(a) and 15.1(b):
  - (i) any Communication which is expressed or intended to operate as an indemnity, warranty,

representation, undertaking, condition or other term of such a nature is hereby disappplied and excluded from this Consultancy Services Order; and

- (ii) any part of this Consultancy Services Order which describes the nature, scope, price or manner of delivery of Services will, subject to clause 15.1(c)(i), form part of this Consultancy Services Order, but only to the extent that it does not conflict with any other part of this Consultancy Services Order.

## 16. General

### 16.1 Interpretation

The rules of interpretation set out in clause 19.1 of the Services Agreement apply to this Consultancy Services Order.

### 16.2 Relationship of the parties

Nothing expressed or implied in this Consultancy Services Order will be deemed to constitute either party as the partner, agent, or joint venturer of the other party.

### 16.3 Costs

A party who has an obligation to do anything under this Consultancy Services Order will perform that obligation at its own cost, unless a term of this Consultancy Services Order expressly provides otherwise.

### 16.4 Assignment

Neither party may assign, novate, transfer or otherwise dispose of the whole or any part of its rights and obligations under this Consultancy Services Order without first obtaining the other party's consent (which will not be unreasonably withheld or delayed).

### 16.5 Public disclosures

Subject to clause 10, all public disclosures by the Provider relating to this Consultancy Services Order, including the fact of its existence (but not including any announcement intended solely for internal distribution or any disclosure required by legal, accounting or regulatory requirements), will be co-ordinated with, and must first be approved in writing by, the Participating Agency prior to release.

### 16.6 Notices

- (a) Unless otherwise specified in this Consultancy Services Order, each notice or other communication under this Consultancy Services Order will be made in writing and delivered by post, personal delivery or email to the addressee at the addressee's postal address, physical address or email address (as applicable) and marked for the attention of the person or office holder (if any) from time to time designated for that purpose by the addressee.
- (b) The Provider's postal address, physical address and email address is set out in the Provider Database and may be amended by the Provider at any time.
- (c) The Participating Agency's postal address, physical address and email

address is as notified by the Participating Agency to the Provider and may be amended by the Participating Agency at any time.

- (d) A notice or other communication will be deemed to be received:
- (i) in the case of a letter sent to the addressee's postal address, on the third Business Day after posting;
- (ii) in the case of personal delivery, on receipt; and
- (iii) in the case of an email, at the time the email leaves the communications system of the sender, provided that the sender:
- (A) does not receive any error message relating to the sending of the email at the time of sending; and
- (B) has obtained confirmation that the email has been delivered to the recipient (which confirmation may be in the form of an automated delivery receipt from the communications system of the recipient),
- on the Business Day on which it is dispatched or, if dispatched after 5 p.m. (in the place of receipt), on the next Business Day after the date of dispatch.

### 16.7 Severability

If any term or provision of this Consultancy Services Order is held to be illegal, invalid or unenforceable it will be severed from this Consultancy Services Order without affecting the legality, validity or enforceability of the remaining provisions.

### 16.8 Waiver

- (a) Neither party will be deemed to have waived any right under this Consultancy Services Order unless the waiver is in writing and signed by the parties.
- (b) Any failure or delay by a party to exercise any right or power under this Consultancy Services Order will not operate as a waiver of that right or power.
- (c) Any waiver by a party of any breach, or failure to exercise any right, under this Consultancy Services Order will not constitute a waiver of any subsequent breach or continuing right.

### 16.9 Remedies cumulative

Except as is expressly stated otherwise in this Consultancy Services Order:

- (a) the rights, powers and remedies provided in this Consultancy Services Order are cumulative and are not exclusive of any rights, powers or remedies provided by Law or under this Consultancy Services Order; and

- (b) the exercise of any rights, powers and remedies provided in this Consultancy Services Order will not prejudice the exercise of any other right, power or remedy under this Consultancy Services Order or existing at Law.

#### 16.10 Counterparts

This Consultancy Services Order may be signed in two counterparts, each of which will be deemed an original, but both of which together are to constitute a single instrument.

#### 16.11 Governing law and jurisdiction

- (a) This Consultancy Services Order is governed by, and will be construed in accordance with, the laws of New Zealand.
- (b) Subject to clause 13, each party irrevocably submits to the exclusive jurisdiction of the New Zealand courts for the purpose of hearing and determining any dispute under, or in connection with, this Agreement.

### SCHEDULE 1: DEFINITIONS

In this Consultancy Services Order, unless the context otherwise requires:

**Administration Fee** means the amount referred to in clause 8.6;

**Agency Information** means all:

- (a) information and records belonging to the Participating Agency that are supplied to or collected by the Provider for the purpose of enabling the Provider to perform its obligations under this Consultancy Services Order;
- (b) compilations of data created by a Participating Agency or the Provider for the purposes of this Consultancy Services Order; and
- (c) legal names, logos, trademarks, brands or images of the Participating Agency, including all related Intellectual Property of the Participating Agency and the New Zealand Coat of Arms or any other coat of arms or emblem used by the Participating Agency, but excluding the Provider's working papers;

**Annexure** means any document physically attached to a Schedule and identified as such and any other document incorporated by reference in any part of this Consultancy Services Order (other than an Annexure);

**Appointment Letter** means the letter issued to the Provider by the CoE, as amended or reissued from time to time, confirming (among other things) the Provider's appointment as an All-of-Government provider of consultancy services and detailing the terms and conditions of the appointment (including the Services and the applicable Tier(s));

**Business Day** means any day of the year other than a Saturday, a Sunday or a public holiday (as defined in section 44 of the Holidays Act 2003) observed at the location of the Participating Agency;

**Charges** means the amount payable by Participating Agencies for Services and includes Fees and Expenses, as described in Schedule 2 (Pricing) and agreed in this Consultancy Services Order;

**CoE** means the Ministry of Business, Innovation and Employment, the Centre of Expertise for Consultancy Services;

**Commencement Date** is the date on which this Consultancy Services Order is signed by both parties or, if two dates, the later date;

**Confidential Information** means:

- (a) all information and trade secrets already communicated or subsequently communicated under or in connection with this Consultancy Services Order, including information obtained during the negotiation of this Consultancy Services Order or in the performance of this Consultancy Services Order and information on the Provider Database;
- (b) any information about the business or property of either party including any information:
- (i) relating to the financial position of that party;
  - (ii) concerning that party's suppliers and customers; or
  - (iii) relating to that party's internal management, structure, Personnel or strategies;
- (c) the terms of this Consultancy Services Order; and
- (d) Agency Information;

**Conflict of Interest** means any matter, circumstance, interest or activity of the Provider, its Personnel or Subcontractors, arising by whatever means that directly or indirectly conflicts with:

- (a) the duties of the Provider and any of its Personnel or Subcontractors to the Participating Agency; or
- (b) the interests of the Participating Agency in relation to this Consultancy Services Order or otherwise in respect to the provision of consultancy services to the Participating Agency either before or after the Commencement Date;

or otherwise impairs or might appear to impair the ability of the Provider (or any of its Personnel or Subcontractors) to provide the Services to the Participating Agency under this Consultancy Services Order diligently, independently, impartially and in the best interests of the Participating Agency;

**Consultancy Services Order** means this service order relating to the supply of Services issued by the Participating Agency;

**Contract Quarter** means a period of three consecutive months commencing on 1 January, 1 April, 1 July or 1 October;

**Control** means, in relation to the Provider or any ultimate or intermediate holding company or Holding Entity of the Provider, the power to:

- (a) manage, directly or indirectly, the operation of the business; or
- (b) control, directly or indirectly, the composition of the board of directors or board of management or equivalent governing body,

of the Provider or such ultimate or intermediate holding company or Holding Entity, whether through the ownership of voting securities, by contract or otherwise, and for these purposes "holding company" will have the same meaning as in section 5 of the Companies Act 1993;

**Documentation** means all advice, communications, documentation (including information on the Provider Database) and reports (whether in paper, electronic, audio or audio-visual format) relating to, or provided as part of, the Services together with additions, modifications to, and

replacements of, that documentation, but excludes the Provider's working papers;

**Estimate** means an estimate of the total Charges for the Services required by the Participating Agency;

**Expense** means any actual and reasonable out-of-pocket costs incurred by the Provider in the delivery of the Services and agreed to in this Consultancy Services Order, and includes any freight and related costs, travelling and incidental expenses and other costs, disbursements, fees, charges and expenses directly or indirectly incurred by the Provider;

**Fees** means the amount payable by the Participating Agency to the Provider for its time spent delivering the Services calculated on the basis of the Rates, excluding Expenses;

**Fit for Purpose** means, in relation to any Service or Documentation to be provided by the Provider to the Participating Agency, that such Services or Documentation are, in descending order of priority, fit for the purpose(s):

- (a) expressly made known in writing by the Participating Agency to the Provider (including in this Consultancy Services Order); or
- (b) for which the Provider, given its knowledge of the Participating Agency and understanding why the Services or Documentation are required, has reason to expect such Services or Documentation to be used;

**Force Majeure Event** means an event or circumstance beyond the reasonable control of either party which makes it impossible or illegal to perform, or prevents compliance with, or the performance of, a party's obligations under this Consultancy Services Order, including:

- (a) fire, floods, tsunamis, storms, tempest, earthquake or other act of God;
- (b) any act of a public enemy, war, riot, or act of civil or military authority;
- (c) nuclear, chemical or biological contamination; and
- (d) subject to paragraph (g) of this definition, any act of a third party engaged in subversive or terrorist activity or sabotage,  
but does not include an event to the extent that:
- (e) the effect of that event could have been substantially prevented, avoided or overcome or mitigated by:
  - (i) implementation of any contracted business continuity or disaster recovery service, or any contingency plans agreed between the parties or which a party has represented it has in place; or
  - (ii) exercising a reasonable standard of care; or
  - (iii) using information provided by the other party or which is available in the public domain; or
- (f) it is an event for which the party affected is or was directly responsible; or
- (g) that event is constituted or caused by any act or omission of Personnel or a Subcontractor unless and to the extent that the Personnel or Subcontractor was itself affected by an event, which if it occurred in relation to either party would have been a Force Majeure Event; or
- (h) that event is constituted or caused by an Insolvency Event or the insolvency of a Subcontractor or lack of funds for any reason;

**GST** means goods and services tax under the Goods and Services Tax Act 1985;

**Holding Entity** means a trust, unit trust, partnership, limited partnership, unincorporated joint venture or other body corporate or unincorporated body of persons that Controls

the Provider, and includes any natural person that Controls the Provider;

**Industry Best Practice** means the high professional standard that would reasonably be expected from a prudent and experienced provider of consultancy services in New Zealand having regard to market practice at the relevant time;

**Insolvency Event** means, in relation to the Provider:

- (a) the presentation of an application for its liquidation that is not discharged within 30 days of its filing or which is not demonstrated to the Participating Agency prior to the expiry of that 30 day period as being an application that is frivolous or vexatious;
- (b) any step taken in or toward the making of any compromise, proposal or deed of arrangement with all or some of its creditors;
- (c) the appointment of a liquidator, receiver, statutory manager, administrator or similar official, to it;
- (d) the suspension or threatened suspension by it of the payment of its debts;
- (e) cessation by it of a whole or any relevant part of its business in New Zealand;
- (f) the enforcement of any security against the whole or a substantial part of its assets; or
- (g) any other insolvency event or proceedings analogous to any of the foregoing occurring in any relevant jurisdiction;

**Intellectual Property** means copyright, all rights in relation to inventions (including patents), registered and unregistered trademarks, registered and unregistered designs, trade or other proprietary rights or rights derivative of those rights (including licence rights) anywhere in the world as well as any other rights in intellectual property which are recognised or protected under Law;

**Law** means:

- (a) any statute, regulation, bylaw, ordinance or subordinate legislation in force from time to time to which a party is subject;
- (b) the common law and the law of equity as applicable to the parties from time to time;
- (c) any binding court order, judgment or decree;
- (d) any applicable industry code of practice or conduct, convention, policy, rule or standard to which a party is bound; or
- (e) any applicable direction, policy, permission, consent, licence, rule or order that is binding on a party and that is made or given by any governmental or regulatory body having jurisdiction over a party or any of that party's assets, resources or business,

in any jurisdiction that is applicable to this Consultancy Services Order;

**Losses** means liabilities, expenses, losses, damages and costs (including legal costs on a full indemnity basis);

**Material Breach** means any material breach by the Provider of the terms of this Consultancy Services Order or the occurrence of any event having a material effect on the ability of the Provider to perform its obligations under this Consultancy Services Order (other than a Force Majeure Event), including:

- (a) the occurrence of an Insolvency Event in relation to the Provider or the likely occurrence of an Insolvency Event;
- (b) the occurrence of a change in Control of the Provider or any ultimate or intermediate holding company or



Holding Entity of the Provider that the CoE has not previously approved (acting reasonably);

- (c) any representation or warranty made by the Provider in terms of this Consultancy Services Order being found to be untrue or incorrect; and
- (d) any failure on the part of the Provider to comply with, observe or perform any of the terms of this Consultancy Services Order in circumstances where that contract breach or that contract breach together with other contract breaches is considered by the Participating Agency on reasonable grounds to cause the Provider to be unable or unwilling, or be likely to be unable or unwilling, to perform its obligations under this Consultancy Services Order;

**Maximum Rates** means the maximum Rates payable to the Provider for providing the Services, as recorded in the Provider Database, excluding Expenses;

**Panel** means the All-of-Government panel of providers who provide consultancy services to Participating Agencies, including any sub-panel, as detailed on [www.procurement.govt.nz](http://www.procurement.govt.nz);

**Participating Agency** means the Participating Agency that is a party to this Consultancy Services Order;

**Participating Agencies** means each of the CoE and every other Eligible Agency that is a party to the memorandum of understanding between the CoE and all other Participating Agencies relating to the management of their relationship with each other and with the Provider in relation to the Services, as amended from time to time;

**Personnel** includes partners, principals, directors, employees, agents, officers and individual independent contractors;

**Professional Adviser** means any accounting, legal, procurement or technical professional;

**Provider Database** means the IT platform described in Schedule 7 (Provider Database) to the Services Agreement;

**Quote** means a fixed price, capped price or other pre-agreed basis for establishing the Charges for Services required by the Participating Agency where the Provider is prevented from increasing the Charges without the prior written consent of the Participating Agency;

**Rates** means the rates (whether hourly, daily or weekly or other time-related basis) payable to the Provider for providing the Services, determined in accordance with Schedule 2 (Pricing), excluding Expenses;

**Related Entity** means a related company under the Companies Act 1993 (New Zealand) or a related body corporate under the Corporations Act 200, provided that any reference in the Companies Act 1993 to a "company" is deemed to include any partnership, body corporate, association or other entity, whether corporate or unincorporated, irrespective of the place of incorporation or registration of that partnership, body corporate, association or other entity;

**Representative** has the meaning given in paragraph 3.1 of Schedule 5 (Governance) to the Services Agreement);

**Service Level** means a required standard for the Provider's performance of its obligations under this Consultancy Services Order, as described in Schedule 3 (Performance Measurement);

**Service Level Default** means a failure by the Provider to meet one or more Service Levels;

**Services** means the consultancy services provided from time to time under the terms of this Consultancy Services Order;

**Services Agreement** means the All-of-Government services agreement relating to the supply of Tier 1 and 2 consultancy services between the CoE and the Provider;

**Subcontractor** means any person to whom the Provider has subcontracted any part of its obligations under this Consultancy Services Order or who is a supplier to the Provider in respect of this Consultancy Services Order and includes the employees and subcontractors of that person and **Subcontract** will be construed accordingly;

**Term** means the period commencing on the date that this Consultancy Services Order is signed by both parties and ending on the earlier of:

- (a) the date on which the Services are completed in accordance with this Consultancy Services Order; and
- (b) the date on which this Consultancy Services Order is terminated in accordance with its terms; and

**Tiers** means any of **Tiers 1** and **Tiers 2** for which members of the Panel are appointed and, in respect of the Provider, means the Tier(s) the Provider is appointed to as detailed in the Appointment Letter.

## SCHEDULE 2: PRICING

### 1. Introduction

This Schedule sets out general principles underlying the Charges.

### 2. Principles

#### 2.1 Participating Agency will only pay for Services ordered

- (a) The Provider will invoice the Participating Agency for the Charges in accordance with clause 8.3 of this Consultancy Services Order.
- (b) The Participating Agency will only pay for Services that it orders in accordance with this Consultancy Services Order.

#### 2.2 No minimum volume

The Participating Agency is not required to meet a minimum aggregate expenditure or volume level for any Services.

#### 2.3 No interest

No interest will be payable on any amount due to the Provider under this Consultancy Services Order.

#### 2.4 Rates

- (a) The Fees are calculated on the Rates, being either the Rates that are recorded on the Provider Database or, subject to paragraph 3, a different Rate as negotiated between the Provider and Participating Agency and recorded in this Consultancy Services Order.
- (a) The Maximum Rates are the maximum amounts payable by the Participating Agency for the Services.

### 3. Charges

The Charges payable by the Participating Agency for Services must not include any Fees invoiced at Rates higher than the Maximum Rates recorded in the Provider Database.

**SCHEDULE 3: PERFORMANCE MEASUREMENT****1. Introduction**

This Schedule describes, in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider:

- (a) the Service Levels; and
- (b) how performance against Service Levels will be measured and reported.

**2. Service Levels****2.1 Format**

Each Service Level is described in Annexure A using the following format:

Parameter	Description
Description	Description of what the Service Level will measure
Purpose	Why it is important to Participating Agencies that the Service Level is met
Calculation	Method for calculating the Service Level
Service Level	The performance standard that the Provider is required to meet or exceed

**2.2 Service Levels must be met**

- (a) At all times during the Term, the Provider will, in relation to the sub-categories for which the Provider has been appointed as a Tier 1 and Tier 2 Provider, perform its obligations to meet or exceed the Service Levels.
- (b) The Provider acknowledges that any failure to meet the Service Levels may have a significant impact on the Participating Agency.

**2.3 Changes to Service Levels**

- (a) From time to time during the Term, the CoE and the Provider may negotiate in good faith to add, delete or modify then-existing Service Levels to reflect changes in the Participating Agencies' requirements or objectives.
- (c) Any changes to Service Levels will be effected in accordance with clause 10 of the Services Agreement.

**3. Performance measurement****3.2 Failure to meet Service Levels**

If the Provider fails to achieve one or more of the Service Levels in any Contract Quarter in respect of this Consultancy Services Order, it will:

- (a) take such steps and do all things necessary, as soon as possible, to correct the failure; and
- (a) notify the Participating Agency of the reasons for the failure and the steps that the Provider is taking to ensure that the failure is not repeated; and
- (b) consider whether the Charges for the Services that are subject to the Service

Level Default should be reduced to reflect the lower value of the Services provided.

**Annexure A: Service Levels**

Parameter	1. Services Fit for Purpose
Description	Were the Services subject to this Consultancy Services Order Fit for Purpose?
Purpose	To ensure Services provided are Fit for Purpose.
Calculation	The Participating Agency will advise whether the Services are Fit for Purpose as part of the Agency Satisfaction Survey.
Service Level	100% of Services delivered to the Participating Agency must be Fit for Purpose.

Parameter	2. Timely Performance of Services
Description	Did the Provider perform the Services subject to this Consultancy Services Order within the timeframe recorded in this Consultancy Service Order (or as amended by agreement from time to time)?
Purpose	To ensure on-time provision of Services requested under a Consultancy Services Order.
Calculation	The Provider is required to report on this metric as part of the reporting requirements in Schedule 6 (Reporting) to the Services Agreement.
Service Level	The Provider must deliver all Services subject to this Consultancy Services Order within the agreed timeframe for delivery recorded in this Consultancy Services Order including any variation to the timeframe recorded in Part D of this Consultancy Services Order.

Parameter	3. Services Performed to budget
Description	Were the Charges for the Services subject to this Consultancy Services Order within the Estimate or Quote recorded in this Consultancy Services Order?
Purpose	To ensure Services requested under a Consultancy Services Order are performed on or under the Provider's Estimate or Quote.
Calculation	The Provider is required to report on this metric as part of the reporting requirements in Schedule 6 (Reporting) to the Services Agreement.
Service Level	The Provider must deliver all Services subject to this Consultancy Services Order within the agreed Estimate or Quote recorded in this Consultancy Services Order including any variation to the Estimate recorded in Part D of this Consultancy Services Order.

This Declaration must be completed by an authorised signatory of the supplier in order to contract with the Ministry for the Environment (MfE).

This Declaration must be completed for each contract, prior to execution of the contract, even if the Ministry has previously engaged the supplier.

The purpose of this Declaration is to identify conflicts of interest (potential, perceived or actual) that may exist between the supplier, the supplier's representatives, employees and any subcontractors (if applicable) and MfE at the time of the appointment and thereby protect the supplier and the Ministry from allegations of bias or preferential treatment and to assist the Ministry to operate in a transparent manner.

This Declaration requires that the supplier identifies organisational level interests and, where relevant, the interests of key staff including: company owner/s, director/s and staff who are directly involved in the contract negotiation, management and delivery of the contract requirements.

If you are a sole trader, individual contractor or a member of an advisory board, you do not need to complete Page Two.

Suppliers: When determining if a conflict of interest exists consider if your organisation and key staff:

- Has or could be perceived to have any political, legal, financial or personal interest in the contract with MfE that may affect the Ministry's reputation or the way it is perceived
- Could give the appearance that you might be conflicted with the contract or engagement with the Ministry
- Has any obligations, loyalties or bias that could influence or affect the way you deliver the requirements of your contract/engagement with the Ministry
- Knows any Ministry employee involved in this contract that has an ownership or financial interest in the Supplier you represent. Or that the Ministry employee would have a personal financial gain or other benefit from this contract or engagement
- Has engaged a previous employee of the Ministry (less than 2 years) to be involved in the delivery of this contract.

*For further guidance, please refer to the Office of the Auditor-General's good practice guide on [Managing conflicts of interest: Guidance for Public](#)*

For each conflict declared you will need to complete a proposed plan to remove, manage or mitigate the conflict. This plan will need to be agreed with MfE prior to execution of contract and commencement of work.

## Organisational Declaration

*If this form is being completed as an individual/sole trader, this page can be left blank.*

Organisation/Body/Group:	TRA (The Research Agency Limited)
Date completed:	14/3/2023
Contract or engagement this declaration relates to:	Yearly Brand Tracker

## Details of Organisational conflict of interest

<b>Actual</b> conflict of interest is where you already have a conflict <b>Potential</b> conflict of interest is where the conflict is about to happen or could happen <b>Perceived</b> conflict of interest is where other people might reasonably think you have a conflict of interest	If you think there may be a conflict of interest, please provide details here or write 'not applicable'.  none
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## Conflict of Interest Management Plan

How the conflict of interest will be managed	
There are four options for managing or resolving your conflict of interest:  <b>Restrict</b> your involvement in the process  <b>Recruit</b> an independent third party to oversee part or all of the process  <b>Remove</b> yourself from the process  <b>Relinquish</b> your private interest that causes the conflict	If you have declared a conflict above, detail how you propose to manage it. <i>The final decision on management of any conflict declared on this form, will be the Ministry's and all decisions will be subject to the MfE process for the management of conflicts of interest.</i>  No conflict

## Declaration

I/we declare that in submitting this Declaration:

- the information provided is true, accurate and complete and not misleading in any material respect
- I/we am/are not aware of any impediments to enter into a contract to deliver the requirements outlined in the contract
- I/we have no known or foreseen, actual, potential or perceived conflict of interest, other than as outlined in the box above, in entering into a contract to deliver the requirements outlined in the contract
- I/we understand and agree to report it immediately to the Ministry contact identified above if an interest arises during the term of the contract

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

Signature:	9(2)(a)
Full name:	Karin Glucina
Title/position:	Managing Partner TRA NZ

## Nominated Personnel/Employee, Contractors, Individuals, or Subcontractor declaration

(Duplicate this page as required- every Nominated Personnel working on the contract must complete and sign this section)

Name:	Karin Glucina
Date completed:	15/3/2023
Contractor/Individual/Subcontractor/Employee	Employee
Contract or engagement this declaration relates to:	Yearly brand tracker

### Details of Conflict of Interest

<p><b>Actual</b> conflict of interest is where you already have a conflict</p> <p><b>Potential</b> conflict of interest is where the conflict is about to happen or could happen</p> <p><b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective</p>	If you think there may be a conflict of interest, please provide details here or write 'not applicable'.
	None

## Nominated Personnel/Employee, Contractors, Individuals, or Subcontractor Conflict of Interest Management Plan

How the conflict of interest will be managed	
There are four options for managing or resolving your conflict of interest:	If you have declared a conflict above, detail how you propose to manage it. <i>The final decision on management of any conflict declared on this form, will be the Ministry's and all decisions will be subject to the MfE process for the management of conflicts of interest.</i>
<b>Restrict</b> your involvement in the process	None
<b>Recruit</b> an independent third party to oversee part or all of the process	
<b>Remove</b> yourself from the process	
<b>Relinquish</b> your private interest that causes the conflict	

### Individual Declaration

Signature:	9(2)(a)
Full name:	Karin Glucina
Title/position:	Managing Partner



## Nominated Personnel/Employee, Contractors, Individuals, or Subcontractor declaration

(Duplicate this page as required- every Nominated Personnel working on the contract must complete and sign this section)

Name:	9(2)(a)
Date completed:	<del>15/3/2023</del> 30/03/2023
Contractor/Individual/Subcontractor/Employee	Employee
Contract or engagement this declaration relates to:	Yearly brand tracker

### Details of Conflict of Interest

<p><b>Actual</b> conflict of interest is where you already have a conflict</p> <p><b>Potential</b> conflict of interest is where the conflict is about to happen or could happen</p> <p><b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective</p>	If you think there may be a conflict of interest, please provide details here or write 'not applicable'.
	None

## Nominated Personnel/Employee, Contractors, Individuals, or Subcontractor Conflict of Interest Management Plan

How the conflict of interest will be managed	
There are four options for managing or resolving your conflict of interest:	If you have declared a conflict above, detail how you propose to manage it. <i>The final decision on management of any conflict declared on this form, will be the Ministry's and all decisions will be subject to the MfE process for the management of conflicts of interest.</i>
<b>Restrict</b> your involvement in the process	None
<b>Recruit</b> an independent third party to oversee part or all of the process	
<b>Remove</b> yourself from the process	
<b>Relinquish</b> your private interest that causes the conflict	

### Individual Declaration

Signature:	9(2)(a)	
Full name:		
Title/position:		

## Nominated Personnel/Employee, Contractors, Individuals, or Subcontractor declaration

(Duplicate this page as required- every Nominated Personnel working on the contract must complete and sign this section)

Name:	9(2)(a)
Date completed:	<del>15/3/2023</del> 31/03/23
Contractor/Individual/Subcontractor/Employee	Employee
Contract or engagement this declaration relates to:	Yearly brand tracker

### Details of Conflict of Interest

<b>Actual</b> conflict of interest is where you already have a conflict	If you think there may be a conflict of interest, please provide details here or write 'not applicable'.
<b>Potential</b> conflict of interest is where the conflict is about to happen or could happen	
<b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective	None

## Nominated Personnel/Employee, Contractors, Individuals, or Subcontractor Conflict of Interest Management Plan

### How the conflict of interest will be managed

There are four options for managing or resolving your conflict of interest:	If you have declared a conflict above, detail how you propose to manage it. <i>The final decision on management of any conflict declared on this form, will be the Ministry's and all decisions will be subject to the MfE process for the management of conflicts of interest.</i>
<b>Restrict</b> your involvement in the process	
<b>Recruit</b> an independent third party to oversee part or all of the process	None
<b>Remove</b> yourself from the process	
<b>Relinquish</b> your private interest that causes the conflict	

### Individual Declaration

Signature:	9(2)(a)
Full name:	
Title/position:	

## Ministry for the Environment Assessment of Management Plan (required if COI declared)

### Impact assessment and conditions of proposed management plan

The following is the Ministry's assessment of the Conflict of Interest, along with any additional conditions that must be followed:

*Things to note are the possible impacts of the COI (on MfE, a Minister, or the Government), and how this will be mitigated by the proposed management plan. You must detail whether you agree with the management option (restrict, recruit, remove or relinquish), and propose additional conditions if required. This may include further controls to ensure the conflict is being effectively managed. This section must be completed prior to sign-off and be written in conjunction with procurement.*

## Ministry for the Environment Approval (required if COI declared)

**Review by Financial Delegation Holder** - I confirm that I have received this declaration and noted the contents. I approve the above Conflict of Interest Management Plan

***If the conflict relates to the Financial Delegation Holder directly, this must be signed by a one-up delegation***

Signature:

Full name:

Title/position:

**Conditions of Approval:** By signing, the FDH declares that they have no conflict of interest relating to the procurement. If you consider you may have a conflict of interest, please contact the Procurement Business Partner. For further guidance on approving management plans, please refer to this document- [COI approval Guidance for decision-makers.docx](#)

**Review by Senior Leadership** – if the Manager, Procurement considers that the conflict of interest raises a high level of risk for the Ministry, this form must be reviewed and approved by the relevant Deputy Secretary or Chief Executive.

**Required? Yes/No (to be completed by Procurement)**

I confirm that I have received this declaration and noted the contents. I approve the above Conflict of Interest Management Plan

Signature:

Full name:

Title/position:



***Conditions of Approval:*** By signing, the FDH declares that they have no conflict of interest relating to the procurement. If you consider you may have a conflict of interest, please contact the Procurement Business Partner. For further guidance on approving management plans, please refer to this document- [COI approval Guidance for decision-makers.docx](#)