



Request for Expressions of Interest

Community Housing

Rangitikei District Council
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1 Request for Expression of Interest (REOI)

1.1 Purpose for expression of interest

The purpose of this Expression of Interest (EOI) is to invite interested parties to submit a proposal to the Rangitikei District Council for the ownership/management of the Council's Community Housing Portfolio.

This EOI is being issued for	The ownership/management of Rangitikei District Council's Community Housing portfolio
Contract number	1006
EOI issue date	Monday 12, October 2015
Date that EOI closes	12.00 pm – Monday, 23 November 2015
EOI's may be submitted or delivered to (Please ensure envelope is marked EOI and includes contract number)	Via TenderLink, or Tender Box Rangitikei District Council 46 High Street Marton 4710
EOI information contact	Gaylene Prince, Community & Leisure Services Tel 06 327 0099 Email gayleneprince@rangitikei.govt.nz

1.2 How to use this document

This EOI consists of:

- Section A – Background and EOI process
- Section B – Schedule to EOI Conditions
- Section C – EOI Conditions
- Section D – EOI Requirements
- Appendix One – EOI Form
- Appendix Two – Conflict of Interest Declaration

Sections A, B and C of this document provide background information, instructions and conditions for this EOI. You need to read and understand these sections. Section D of this document sets out the information required in your Proposal.

2 Section A: Background and EOI Process

2.1 Introduction and background

(For more background and information about the portfolio, see Supporting Information attached.)

Rangitikei District Council (the Council) is seeking expressions of interest from registered Community Housing Providers for the ownership/management of the Council's Community Housing Portfolio.

The Council owns and manages 72 Community Housing units in seven complexes. Three of the complexes are located in Marton, two complexes are located in Taihape, and one each in Bulls and Ratana. All of the units are one bedroom units, with a mix of 71 single and one double bedroom.

The units have been operated by the Council for the purpose of providing affordable housing for older people with low incomes in the District. While the units are functional for their age, Council has recognised that an additional short-term investment is required to ensure they are upgraded and maintained to an appropriate standard. Council has agreed to invest \$100,000 per annum this year and for the next two years (2015-18).

2.2 Scope of request

This EOI is open to Community Housing Providers that are registered with the Community Housing Regulatory Authority or to those that will be registered at the point of transfer. Preference will be shown for applications from organisations that indicate they will protect the interests of existing tenants and can demonstrate their intention to retain the portfolio as affordable housing.

A proposal to investigate ownership/management of the portfolio of Community Housing is included in Council's 2015-25 Long Term Plan (LTP).

2.3 EOI Programme

The following is an indicative EOI programme. The Council may modify the steps and/or dates at any time in its sole discretion. Participants will be notified of changes.

EOI issued	Monday 12 October 2015
Last date for questions	Friday 13 November 2015
EOI closing date and time	12.00 pm – Monday 23 November 2015
Evaluation period commences	Tuesday 24 November 2015

Clarification and confirmation of EOIs (if required)	From Tuesday 24 November 2015
Identify shortlist (if any)	By Monday 14 December 2015
Proceed to negotiate directly with one or more selected participants (if any)	From Wednesday 16 December 2015

2.4 EOI selection process

- 2.4.1 The Council intends that its nominated evaluation team will evaluate each EOI based on the information set out in Section D (EOI Requirements)
- 2.4.2 After evaluation of EOIs the Council may proceed to either: a competitive process, which may include a request for proposal (RFP) or request for tender (RFT) from shortlisted respondents; negotiate directly with one or more selected respondent/s; or not proceed with the proposal. Participation in next steps, if any, may not necessarily be limited to those who provide EOIs under this EOI.

2.5 Form of EOIs

- 2.5.1 The Council does not require EOIs to be submitted in accordance with any particular structure, but respondents must include with the proposal all of the information set out in Section D (EOI Requirements) and it is recommended that EOIs address the attribute/information in the order set out in Section D.
- 2.5.2 Refer to Section B (Schedule to EOI Conditions) for a list of documents and information to be included with your EOI.

3 Section B: Schedule of EOI Conditions

Clause number references refer to the EOI Conditions (Section C)

EOI information contact person (Clause 2.4)	Name: Gaylene Prince Telephone: 06 327 0099 Email: Gaylene.prince@rangitikei.govt.nz
Last date for questions and requests for explanatory notices (Clause 2.4)	Friday 13 November 2015
Tender Box closes (Clause 4.1)	Monday 23 November 2015 at 12.00 pm
Address of Tender Box or Via TenderLink (Clause 4.2)	Tender Box Rangitikei District Council 46 High Street Marton 4710
Information to be submitted with the EOI (Clause 4.2)	The EOI must include three (3) copies of the following information: 1 Appendix 1 (EOI Form) 2 Participants detailed EOI which includes all of the information set out in Section D (EOI Requirements) 3 Appendix 2 (Conflict of Interest Declaration)
	The above information shall be enclosed in a sealed package/envelope and clearly marked " <i>EOI for Ownership/Management of Community Housing Portfolio</i> " with the following information provided: 1 Participant's name 2 Name of contact person 3 Telephone number and email address for contact person 4 Participant's address 5 Date EOI submitted
Confidentiality (Clause 11.1)	The EOI Documents (as defined in Section C) are not confidential.

Please Note: There should be no attempt to visit the Community Housing Complexes without first receiving permission from Rangitikei District Council.

4 Section C: EOI Conditions

4.1 Interpretation

4.1.1 In this Section C:

- (a) **Contact Person** means the EOI information contact person stated in the Schedule to EOI Conditions.
- (b) **EOI Documents** means this EOI and any and all documents and written information issued in relation to this EOI.
- (c) **Schedule to EOI Conditions** means the schedule of information set out in Section B.
- (d) **EOI Conditions** means these conditions as set out in Section C.
- (e) The term 'including' does not imply any limitation.
- (f) Any rights reserved to the Council may be exercised at the sole discretion of the Council.

4.2 Issue of EOI Documents

4.2.1 The Issue of the EOI Documents is not an offer to enter into a contract.

4.2.2 The EOI Documents have been provided to assist participants in preparing EOIs. The Council does not represent or warrant the completeness or accuracy of the EOI Documents. Participants rely on any information provided in relation to this EOI at their own risk and are responsible for the interpretation of that information EOI documents.

4.2.3 The Contact Person may be contacted with any questions in relation to this EOI. All questions must be received by the last date for questions set out in the Schedule to EOI Conditions.

4.2.4 If requested in Section A, participants must acknowledge receipt of the EOI Documents by completing Appendix 1 (EOI Acknowledgement Form) and returning it to the Contact Person.

4.3 Ambiguities in the EOI Documents

4.3.1 Participants may request an explanatory notice where the EOI documents are ambiguous or unclear. All requests for explanatory notices must be received by the last date for questions set out in the Schedule to EOI Conditions.

4.3.2 In the absence of an explanatory notice, EOIs may be submitted subject to any reasonable interpretation of any ambiguity or uncertainty in the EOI documents provided that the interpretation is expressly stated in the EOI.

4.4 Submissions of EOIs

- 4.4.1 The Tender Box (including e-tender box) will close at the time and place stated in the Schedule to EOI conditions. The Council reserves the right to extend the period allowed for the submissions of EOIs.
- 4.4.2 Each EOI must be:
- (a) Packaged, identified and addressed as set out in the Schedule to EOI conditions.
 - (b) Deposited to the Tender Box before the closing time. However, the Council reserves the right to accept late EOIs. Any late EOI in respect of which the Council chooses not to exercise its discretion will be returned unopened.
 - (c) In the form specified and include the information required by the EOI.
- 4.4.3 No faxed, telephoned or emailed tenders will be accepted. Whilst reasonable effort is made to ensure couriered and posted tenders are correctly identified as such and placed into the tender box on time and on behalf of the Tenderer, Council accepts no liability or responsibility for doing so.
- 4.4.4 The cost of preparing and submitting an EOI, and the cost to the participant of any subsequent negotiations, meetings or discussions will be borne by the participant.
- 4.4.5 If a joint EOI is submitted the responsibilities and obligations of each of the parties shall be approved by the Council.

4.5 Acceptance of EOIs

- 4.5.1 The Council may request any participant to clarify and/or adjust aspects of its EOI and reserves the right to negotiate with any shortlisted participant/s with a view to proceeding to a competitive process or to negotiate directly with one or more participant/s.
- 4.5.2 Short-listing of any participant does not constitute acceptance by the Council of that participant's EOI or imply or create any obligations on the Council to proceed to a competitive process or enter into any commitment to ownership/management any particular goods and/or services from the participant.
- 4.5.3 The Council reserves the right to:
- (a) Accept none or any of the EOIs
 - (b) Waive any irregularities or informalities in the EOI process
 - (c) Amend the EOI process or any associated documents
 - (d) Suspend, withdraw or cancel, in whole or in part, the EOI process or withdraw the contract at any time

- (e) Enter into negotiations with one or more of the participants (short-listed or not), and/or
- (f) Request additional EOIs and/or
- (g) Proceed to the next procurement process of its choosing or not proceed to a competitive process at all.

4.6 Submission of response

The participant warrants that,

- (a) All information it submits is complete and accurate in all material respects and is not misleading whether by omission or otherwise.
- (b) None of the information it submits breaches any third party's rights, including intellectual property rights, and the use of the information in relation to this EOI will not breach such rights.
- (c) It has not withheld any information potentially relevant to the Council's consideration of its response, including any actual or potential controversies, disputes or claims involving the participant.
- (d) The foregoing warranties will remain true and correct during the period of any negotiations between the participant and the Council.

4.7 Notification of acceptance

- 4.7.1 Participants will be notified of the outcome of this EOI as soon as possible with regard to the Council's response to their EOI submission.

4.8 Due diligence

- 4.8.1 As part of the EOI process, the Council, and/or its advisors may carry out due diligence investigations of any participant that submits an EOI.
- 4.8.2 Each participant agrees to fully co-operate with any due diligence activities (including providing all information which may be requested).

4.9 No obligations

- 4.9.1 No legal or other obligations will arise in relation to the conduct or outcome of this EOI process. For the avoidance of doubt, no process contract will apply to this EOI.
- 4.9.2 No legal or other obligations will arise in relation to the provision of the goods and/or services unless and until a formal written agreement for the provision of those goods and/or services is signed by the Council and the relevant participant.

4.9.3 The Council and its agents or advisors will not be liable in contract, tort or in any other way for any direct or indirect damage, loss or cost incurred by any or other person in respect of the EOI process, its conduct or outcome.

4.9.4 The information contained in this EOI is provided in good faith, however, neither Rangitikei District Council nor its agents or consultants shall have any responsibility for any omissions or errors and participants shall conduct their own due diligence and make their own inquiries to verify information.

4.10 Method of evaluation

4.10.1 Subject to these EOI Conditions, it is intended that EOIs shall be evaluated based on the information contained in Section D.

4.11 Ethics

4.11.1 Participants must complete and submit the Conflict of Interest Declaration form set out in the EOI Documents.

4.11.2 The Council reserves the right to exclude any participant from this EOI process if the Council becomes aware that the participant has:

- (a) Any undeclared conflict of interest.
- (b) Made any attempt to influence the outcome of the EOI process by canvassing, lobbying or otherwise seeking the support of any officers, consultants, advisors or elected representatives of the Council (whether before or after the issue of this EOI).
- (c) Engaged in any practice that gives or is intended to give one or more participants an improper advantage over any other participant.
- (d) Engaged in any practice that is illegal or which the Council considers to be unfair or unethical (including collusion and secret commission arrangements).

4.12 Confidentiality

4.12.1 If indicated as such in the Schedule to EOI conditions, the EOI documents are confidential. Participants must not release or disclose any EOI document or any information in an EOI Document to any other person (other than their employees or advisors) without the express prior written consent of the Council.

4.12.2 Participants must not make any public statement regarding this EOI process without the express prior written consent of the Council.

4.12.3 The Council may, if it considers it appropriate, require a participant to sign a confidentiality deed before releasing any confidential or commercially sensitive information to the participant. The participant agrees to sign the confidentiality deed, if requested.

- 4.12.4 The Council reserves the right to exclude any participant from this EOI process if the Council becomes aware that the participant has breached any of the obligations set out in this clause 1.12.
- 4.12.5 The Council is subject to the Local Government Official Information and Meetings Act 1987. Information provided by participants may be required to be disclosed under that Act.

5 Section D: EOI Requirements

5.1 Detailed information to be included in the EOI

To evaluate whether parties have the capability and capacity required and how they intend to manage the portfolio, each respondent will need to answer **all** questions in Section D below in full. Each question must be answered independently. Please use this form for your response and provide your answers under the question in each box. If you do wish to attach information, please clearly mark the question it relates to.

A Organisation Profile

Item Number	Information to be provided
A.1	Legal name of organisation
A.2	Letter or evidence confirming CHRA registration as Class 1 Social Landlord <i>(If not currently registered, include a statement about your intention to register and anticipated timeframe)</i>
A.3	Trust Deed, Constitution or other founding documents
A.4	Profiles of Trustees or Board of Directors
A.5	Brief organisational description, including services provided, number of staff, location of operation
A.6	Most recent annual report
A.7	Most recent audited accounts

B Relevant Experience and Track Record (weighting 40%)

Item Number	Question
B.1	<p>Current housing portfolio</p> <p>Describe your organisation's housing portfolio including:</p> <ul style="list-style-type: none"> • Description of your client group(s) • Number of houses you currently own and/or lease • The location of these houses (eg numbers of units and town/city)
B.2	<p>Tenancy and property management</p> <p>Describe the policies and processes you have in place for the management of your houses and tenants</p>
B.3	<p>Support services</p> <p>Describe the housing services and/or support provided to tenants in your homes</p>
B.4	<p>Local connections</p> <p>Describe your current connections to the Rangitikei district, including the provision of housing, services or other links</p>

C Proposal – Management of Community Housing Portfolio (weighting 40%)

Item Number	Question
C.1	<p>Tenancy management</p> <p>Provide a description of how you intend to manage the tenants, including:</p> <ul style="list-style-type: none"> • Managing the existing tenants • Eligibility and prioritising vacant housing for new tenants • Rent setting policy
C.2	<p>Provision of support</p> <p>Describe your plans for the provision of support for tenants</p>
C.3	<p>Asset management</p> <p>Provide a description of how you intend to manage the assets, including:</p> <ul style="list-style-type: none"> • Maintenance – responsive and planned • Capital upgrades
C.4	<p>Plans for growth</p> <p>Describe your plans for the growth of your housing portfolio to meet future market demand, particularly where relevant to the Rangitikei area</p>

D Proposal – Transfer Terms and Conditions (Weighting 20%)

Item Number	Question
D.1	<p>Describe your proposal for purchasing the portfolio, including:</p> <ul style="list-style-type: none"> • Provide an indicative ownership/management price (subject to due diligence) • Describe the basis for this indicative price • State any terms and conditions your offer to ownership/management will be subject to • State your proposed timeframe for ownership/management • State any financing requirements you have
D.2	<p>Provide a ten year (or longer) cashflow for this ownership/management to support your proposal</p>

6 Appendix 1: EOI Form

Note: The form on the following page must accompany each EOI submitted.

EOI for	Ownership/Management of Community Housing
Identifying number	1006
Issued by	Rangitikei District Council

Participant's acknowledgement

To: Rangitikei District Council

The legal name of the party* submitting this proposal is (* if a joint proposal state all parties)			
Primary contact person name and details			
Name			
Position			
Phone			
Mobile			
Email			
Postal address			
Physical address			
We acknowledge receipt of notices numbered		to	
Checklist and declaration			
We undertake that we have—			
1 Read and understood the EOI documents and are submitting this EOI in accordance with those documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2 Provided all information completely and accurately and have not withheld any information potentially relevant to the Council's consideration of this proposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3 Provided the requested number of copies of the proposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4 Completed this proposal form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5 Separated the required information into two envelopes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

We acknowledge that the Council is not bound to accept any particular EOI received and may or may not proceed to another competitive process. The terms and conditions set out in Section C apply to this EOI.

Dated _____

Signed by _____ (signature)

_____ (print name)

for and on behalf of the submitting party (or parties if joint proposal)

7 Appendix 2: Conflict of Interest Declaration

Note: This form must accompany each proposal submitted (refer Clause 10 of EOI conditions)

EOI for	Ownership/Management of Community Housing
Identifying Number	1006
Issued By	Rangitikei District Council

Conflict of interest definition

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

- *An actual conflict of interest is where there already is a conflict*
- *A potential conflict of interest is where the conflict is about to happen or could happen*
- *A perceived conflict of interest is where other people might reasonably think there is a conflict*

Questionnaire

Note: Each organisation involved in a joint proposal must submit a *separate* questionnaire and declaration.

No	Question	Response <i>(Select one answer for each question. Select "potentially" if others could perceive that a conflict exists)</i>
1	Does any person in your organisation have a close friend or relative who is (or could be) involved in any evaluation or decision making relating to this procurement process?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Potentially
2	Has any person in your organisation recently been offered any special discounts, gifts, trips, hospitality, rewards or favours to any person involved in any evaluation or decision making capacity relating to this procurement process? <i>(eg free travel, free samples for personal use)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Potentially
3	Does any person involved in any evaluation or decision making relating to this procurement process have a financial interest in your organisation? <i>(eg the person is an employee of, or a shareholder in, your organisation)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Potentially

No	Question	Response
4	Are you aware of anything that might give the appearance that any person involved in the evaluation stage or decision making stage of this procurement process is biased towards or against your organisation? <i>(eg the person has used your organisation's corporate box)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Potentially
5	Is there anything else that we should know that is relevant to this submission?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered **“Yes”** or **“Potentially”** to any of the questions above, please set out the details of the situation below.

Declaration

I declare that the information provided in this document is true, complete and accurate to the best of my knowledge. On behalf of the identified below, I agree to notify the Council as soon as possible of any conflicts of interest that arise (or could arise) in the future.

Name of organisation _____

Signed by
(authorised signatory of the organisation) _____

Name and title of authorised signatory _____

Date _____