

Date:	18 March 2020	
Time:	3:00pm – 5:00pm	
Location:	Room 2.4, 15 Walter Street, Wellington Zoom	
Steering Group	Wayne Hastie (Chair)	GWRC
	Charles Ronaldson	NZTA
	Vanessa Ellis (Zoom)	AT
	Andrew McCallin	NZTA
	Stewart Gibbon	ECAN
	Nick Donnelly	ORC
In Attendance	Graham Alston	NEXT
	section 9(2)(a)	NZTA
	James Timperley	NZTA
	Mark McHugh	NEXT
	(Secretariat for this meeting)	
	section 9(2)(a)	PwC
	section 9(2)(a)	MERW
	Martin Richardson	Audit NZ
Apologies	Roger Jones	AT

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1.	Approve Draft Minutes 21 February 2020	Minutes from 21 February 2020 steering group meeting accepted	
2.	Actions	Open Actions from 21 February 2020 minutes Two outstanding actions, all other actions closed. Procurement Plan	

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		<p>Governance Changes New ToR is required for MPGG and the decision paper to be updated. CR to draft ToR for MPGG and Steering Group</p> <p>Open Actions from 9 October 2019 minutes RFT Program Manager Price Sensitivity Analysis – Memo WH asked for sensitivity analysis be undertaken around the transit card volumes. It was agreed that this will be done later in the process. 21/2 – Pricing from program manager is required before this can be completed</p> <p>Transport Operator Engagement – Memo</p> <p>a. Rebekah to look at the communication approach as to how a national approach to transport operator engagement can be achieved</p>	<p>CR</p> <p>Closed 30 mar Memo</p> <p>Closed - superseded</p>
3.	Project Report (To 29 February 2020)	<p>Project report presented by GA with project status remaining Green after re-baselined plan completed.</p> <p>Key points:</p> <p>Activities around the RFP release are either completed or on track meaning that the RFP can be released on the preferred earlier release date. Target date of 2nd April will be met by team with deliverables. Challenge will be final approvals.</p> <p>Approvals required GWRC (Done); NZTA Board (Done), NZTA – Procurement (Pending); AT Board (26 Mar).</p> <p>The RFT Program Manager pricing still remains outstanding from the supplier meaning the price sensitivity analysis is unable to be completed.</p> <p>The project has Vivian Street premises as the base plan from June/July with the fall-back position being the existing locality at Walter Street.</p> <p>A number of risks and issues have been closed.</p>	
4.	Status of stakeholder and authority internal process approvals	<p>GA provided a verbal update on the current approval position with the Agency, GWRC and AT.</p> <p>i. GWRC has new arrangements approved by the Council subject to AT approving.</p> <p>ii. The Agency is awaiting the formal Board minutes before confirming approval</p>	

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		<div>iii. AT Board is meeting on 26 March. A paper was prepared for the AT ELT on 19 March and there were a few questions from the CFO that required responses.</div> <div>iv. ECan council – SG to provide notice to Council of release</div> <div>v. Regional Consortium – Require paper from Agency to be sent but are not going to seek formal approval from Governance Group. ND had raised an the governance group had no issues</div>	CR						
5.	NTS Detailed Business case – Iteration 1	Detailed Business Case – iteration 1 (version 4.2, dated 23 January 2020) approved for the purposes of releasing the ticketing solution RFP.							
6.	IQA Approvals	<p>IQA feedback on RFP Document Set - Paper 2020-03-04c</p> <p>IQA reviews have been undertaken by Nine Squared, reviewing from a supplier perspective and Alco Consulting reviewing from a buyer perspective. Both have confirmed that the document set they reviewed are fit for purpose (final reports attached).</p> <p>WH noted that the Alco letter referenced RFP Parts 1,2 & 3; whereas it was Parts 1,3 & 4 reviewed. Noted. No changes required.</p> <p>PwC have undertaken an IQA of the pricing workbook testing the model and calculations and found no exceptions. Noting that this was performed by a separate team from PwC not connected to the Project NEXT work.</p> <p>PwC have been asked to re-submit a new version of their report as this IQA only referenced GWRC and not all stakeholders. Updated report will also note that all issues have been addressed.</p> <p>Buddle Findlay are reviewing Part 2 – Engagement Process and Minters’ assurance letter for all documents will follow.</p> <p>Approved IQA reports noted and accepted to support release of the RFP.</p>							
7.	RFP Supporting Approvals	<p>1. RFP Key Dates (paper 2020-03-04a)</p> <p>Key proposed dates for the RFP for inclusion in the RFP documentation and which forms the basis of the response period tabled.</p> <table><tr><td>RFP Documents issued to Shortlisted Respondents</td><td>2 April 2020</td></tr><tr><td>Last date for questions from Shortlisted Respondents (Deadline for RFP Questions)</td><td>12pm midday, Monday 8 June 2020</td></tr><tr><td>RFP close date (Deadline for RFP Responses)</td><td>12pm midday, Monday 6 July 2020</td></tr></table> <p>Approved - Dates as per table approved</p> <p>2. RFP Supporting Approvals (Paper 2020-03-04b)</p>	RFP Documents issued to Shortlisted Respondents	2 April 2020	Last date for questions from Shortlisted Respondents (Deadline for RFP Questions)	12pm midday, Monday 8 June 2020	RFP close date (Deadline for RFP Responses)	12pm midday, Monday 6 July 2020	
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		<p>Requested approval to include the names of the preferred financial service providers in the RFP documentation.</p> <p>GA outlined current position with each of the three providers:</p> <ol style="list-style-type: none"> Merchant Acquirer – comfortable to incorporate in the RFP documentation. Retailer Network Manager – comfortable to incorporate in the RFP documentation Program Manager - final pricing is pending and until this is received the option to include their name in the RFP documentation should be reserved and then be reviewed when received. <p>Discussed what would be indicative of acceptable pricing. <small>section 01</small> proposed that something in order of 50% of the previously identified max reduction per previous paper. This was generally accepted as good guidance.</p> <p>Actions</p> <ol style="list-style-type: none"> Preferred financial service providers to be informed that their name will be released in the RFP documentation Approves release of all three names in the RFP documentation, conditional on reconsidering on 27 March should the Program Manager price when provided becomes material. Material price – Project Team to work with Preferred Supplier to understand and model revised pricing when received. 	<p>Closed - complete</p> <p>Closed - complete</p> <p>Closed - completed</p>
8.	RFP Document Review Status Report	<p>Paper 2020-03-06</p> <p>GA confirmed that all comments for the stakeholder and IQA reviews had now been processed.</p> <p>Recommendations approved,</p> <p>Noted level of review activity and status of the actions;</p> <p>Noted that all review outcomes were completed by 18 March</p>	
9.	Approval of RFP Release	<p>Paper 2020-03-05</p> <p>Probity Framework, RFP Probity Plan and Response Period Internal Process Guidelines approved by PMB on 20 March 2020</p> <p>Procurement Plan</p> <p>Action</p> <ol style="list-style-type: none"> VE to catch up with Wayne Powell, AT Internal Auditor for his approval. Noted that WP had requested latest version at 12 March. No feedback to project. Formal sign-off from NZTA Procurement is required, overall approvals will be subject to this. <small>section 012</small> stated his comments and feedback was addressed and the Plan was 'OK to go' WH stated he was satisfied that the Plan was 'good to go' based on his reviews 	<p>VE</p> <p>CR</p>

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	<p>v. Procurement Plan was approved by SG subject only to formal sign off by NZTA Procurement.</p> <p>Probity Plan/Probity Framework</p> <p>i. VE noted that she needed to check status with Wayne Powell and provide feedback to GA.</p> <p>ii. GA noted that Wayne attended the probity meeting last week and there were no issues.</p> <p>iii. GA noted that Probity Plan had only minor changes since the version provided to the SG in July 2019</p> <p>iv. Probity Framework and Probity Plan were Approved by SG</p> <p>RFP Document Set</p> <p>GA summarised the contents of the document set.</p> <p>Particular note on there being 2 price-books, the re-use price-book will not be opened until BAFO, aside from the standard due diligence checks when received. The re-use applies also to the non-incumbents as they could use existing equipment.</p> <p>Also pointed out by GA that we are asking for pricing for non-mandatory items as this will be used when negotiating changes.</p> <p>Final versions of the documents are still to be cut and that this process takes 3-4 days.</p> <p>Actions</p> <p>1. CR asked that engagement around security be reviewed in section 6.11 of Part 2. section 9(2)(a) to review</p> <p>2. Agreed that further discussion on the re-use price book and due diligence being undertaken sequentially to be taken off-line.</p> <p>3. Full and final document set will be uploaded to the steering group sharepoint access folder</p> <p>Ticketing Services MSA</p> <p>GA confirmed there are still a number of minor points being worked through by legal including MERW, buddle Findlay and NZTA. Feedback received from GWRC legal (minor points)</p> <p>Action</p> <p>1. Latest version to be sent to AT (VE) for review</p>	<p>VE</p> <p>Closed - Completed</p> <p>GA/section 9/AM</p> <p>Closed – completed</p> <p>Closed – Completed</p>	

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		<p>2. Version to be uploaded to steering group sharepoint access folder</p> <p><u>Summary Recommendation from paper</u></p> <ol style="list-style-type: none"> 1. Notes the documents requiring approval for release of the NTS RFP; Noted 2. Notes that each individual Steering Group Member is providing approval for and on behalf their respective organisation having sought and obtained the necessary approvals within their organisation; Noted (SG enquired as to what approval is required from Ecan – agreed that this is not required from Ecan) 3. Notes that independent IQA has been undertaken in addition to the various stakeholder reviews; Noted 4. Approves release of the Ticketing Solution RFP on the RFP Release Date to the Shortlisted Respondents, subject to any conditions noted by the Steering Group and confirmed to the Steering Group by the Project Director that the conditions have been fulfilled. Approved subject to the following conditions: <ol style="list-style-type: none"> i. RFP release approval by AT Board on 26 March ii. Review of Part 2 Engagement Process by Buddle Findlay iii. Assurance letter from Probity Adviser that documents meet probity requirements iv. Assurance letter from legal advisers that all documents are ready to be released v. Program Manager costs within acceptable limits vi. AT confirm Probity Framework and Probity Plan are fit for purpose vii. Final sign-off by Agency, including Procurement Plan viii. Finalised TS MSA – finalise draft of TS MSA to the satisfaction of steering group members with emails received to that effect ix. Project Director assurance advice to steering group that all matters addressed and ready to release 	Closed – Completed

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10.	Covid-19 Impact assessment	<p>Paper 2020-03-07</p> <p>GA stated that there are potential issues with the impact of this virus on respondent responses.</p> <p>GA further stated that the impact on the project team is manageable as the project can work remotely using a cloud based environment. The project has the ability to close out the RFP release.</p> <p>There is a probity risk around the evaluation as the current processes are all based on evaluations being carried out in a single location and this may not be possible. These processes are being worked through, noting that moderation needs evaluators together and presentations will require travel to ensure these are effective. Consideration of tools to assist in this will be made.</p> <p>The remote working may also have an impact on the response timeline for clarification request responses, and also issue resolution could be an issue due to the remote working but this should be manageable.</p> <p>Overall it is noted that there are problems but these can be worked through and there is sufficient flexibility in the process to be able to move and change.</p> <p>Recommendations 1-6 noted and recommendation 7 agreed for further work to be carried out by the project to outline the options for evaluation and interactive workshops.</p>	GA
11.	RFP Pre-release meetings with Respondents	<p>GA outlined the process with these meetings and noted that all shortlisted respondents had sent questions around the RFP.</p> <p>This was noted.</p>	
12.	Meeting Closed 4:15pm	Next Meeting: Wednesday 22 April 2020, 9:00am – 10:00am	