

## Project NEXT

### Executive Steering Group

### Meeting Minute

Paper No: 2020-03-01

<b>Date:</b>	<b>21 February 2020</b>	
<b>Time:</b>	10:00am – 11:00am	
<b>Location:</b>	<b>Room 2.4, 15 Walter Street, Wellington</b> <b>Zoom</b>	
<b>Steering Group</b>	Wayne Hastie (Chair) Vanessa Ellis (Zoom) Andrew McCallin Stewart Gibbon Nick Donnelly	GWRC AT NZTA ECAN ORC
<b>In Attendance</b>	Graham Alston <b>section 9(2)(a)</b> James Timperley Mark McHugh (Secretariat for this meeting)	NEXT NZTA NZTA NEXT
<b>Apologies</b>	Roger Jones Charles Ronaldson	AT NZTA

Item	Description	Action	Resp
1.	Approve Draft Minutes 22 January 2020	<b>Minutes from 22 January 2020 steering group meeting accepted</b>	
2.	Actions	<b>Open Actions from 22 January 2020 minutes</b> All actions closed  <b>Open Actions from 9 October 2019 minutes</b> <b>RFT Program Manager Price Sensitivity Analysis – Memo</b> WH asked for sensitivity analysis be undertaken around the transit card volumes. It was agreed that this will be done later in the process <b>21/2 – Pricing from program manager is required before this can be completed</b>  <b>Transport Operator Engagement – Memo</b>	<b>GA - Open</b>

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		a. Rebekah to look at the communication approach as to how a national approach to transport operator engagement can be achieved	RD – Open
3.	Project Report (To 31 January 2020)	<p>Project status is now green and reflects the revised baseline and budget (additional \$6.6m). The additional NZTA funding of \$1.3m approved by the NZTA Board will not be reported by the project</p> <p>Confirmed by GA that the Agency Board meet on Monday 24 February 2020 to approve the balance of funding for the procurement phase and also approve taking over responsibility for the SSO.</p> <p>The RFP release date planning has pulled forward the release date to early April. Noted by GA that the stakeholder procurement plan workshop on 30 January 2020 included a number of additional thoughts and this was placing pressure on updating the plan and increasing the risk with the RFP timeframe release.</p> <p>RFP draft Requirements has been sent out to shortlisted respondents on 12 February with intent for the respondents to undertake resource planning.</p> <p>Part 4 – Response Form has been distributed to stakeholders for review on 21 February</p> <p>Price workbook development timeframe is tight but is underway. The pricebook handbook is not a condition precedent for release.</p> <p>Ticketing Solution MSA has been drafted and Buddle Findlay has been engaged by the Agency to review the draft.</p> <p>Detailed Business Case (iteration1) has been verbally approved by the Agency. <span style="background-color: #cccccc;">section 91</span> confirmed that there was implicit approval through the NZTA Board Paper and this may be sufficient as the funding and agreement on the SSO ownership has been approved through Investment and Finance, as reflected in the Delegations Committee Paper.</p> <p><b>Action</b> Steering Group to review Delegations Committee paper to determine that this is sufficient for the Detailed Business Case to be approved. Delegations Paper to be distributed</p> <p><b>Agreed</b> RFP release to be early April 2020</p>	AM
4.	Procurement Plan	Paper 3a – This outlines the outcomes of the procurement workshop on 30 January. Noted that the telco services and other outstanding issues needed to be closed out.	

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		<p>CR sought clarification around the equipment re-use period of 6 months during transition as detailed by AT and <span>section 9(2)</span> closed this out by pointing out this was an indication of intent in that this was the expectation of the transition period.</p> <p>GA questioned as to what point do we alert the respondents as to proposed timeline changes made since the supplier workshops.</p> <p><span>section 9(1)</span> noted that the timeframe should be stated as indicative only and that we are looking to bring the BAFO phase forward to before Christmas 2020.</p> <p>WH asked that we signal that we want to expedite the process and we will update the timeline as we work through.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>RFP intent to reduce timeline to be signalled at RFP release without committing to dates.</li> <li>Attachment 2 – Communication to Shortlisted Respondents on changes to procurement process to be included in the RFP release.</li> </ol> <p><b>Next Steps</b></p> <ol style="list-style-type: none"> <li>WH to provide comments on plan</li> <li>Need to define the evaluation team members</li> <li>Horizontal topics to be defined that require to be scored across all areas – eg customer experience, security</li> </ol> <p><b>Pricing</b></p> <p><span>section 9(1)</span> requested that the plan is clear that there will be allowance for price adjustments. GA stated that the evaluation is based on a total cost of ownership (TCO), in that costs to deliver the solution outside of the supplier costs will be included and evaluated.</p> <p><span>section 9(2)</span> requested that the plan needs to detail how scoring is to be evaluated and GA to ensure there is alignment with the documents being prepared by MERW.</p> <p><b>Evaluation Team Members</b></p> <p>WH noted that the make-up of the evaluation teams is not on the critical path and <span>section 9(1)</span> stated that the steering group will need to work through the make-up of the teams.</p> <p><span>section 9(1)</span> asked that the focus needs to be on the critical aspects and should reconvene following MERW and <span>section 9(2)(a)</span> responses around detailing evaluation of pricing. Any activities not impacting the RFP need to be deferred.</p> <p><b>RFT Negotiation Progress – Paper 3c</b></p>	<p>GA</p> <p>GA</p> <p>St Grp</p> <p>GA</p>

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		<p>Noted that there will need to be approval from the Agency Privacy Officer around data privacy, also noted in paper that there is a dependency on the final design.</p> <p><b>Action</b> Program Manager pricing response update to be circulated to steering group with sensitivity analysis</p>	GA
5.	RFP Release	<p>2 April is the preferred date for RFP release.</p> <p>WH confirmed that a draft paper had been prepared for GWRC Council and this will be shared with AT. The Decision Matrix requires change and more need to be detailed on delegations required. Council will meet on 27 February.</p> <p>VE to recheck AT Board meeting date that is scheduled for 26 March.</p> <p><b>Action</b> 1. WH to contact John Sanders (AT) and align decisions across the two organisations. 2. RJ/VE to review GWRC council paper and update WH to enable GWRC deadlines to be met.</p> <p><b>Agreed</b> 2 April 2020 is agreed RFP release date.</p>	<p>VE</p> <p>WH</p> <p>RJ/VE</p>
6.	Project Change Orders	<p>Change Order 010 tabled to cover the re-baselined schedule and additional funding required for the completion of the procurement phase.</p> <p><b>Action</b> CR to confirm with RJ the condition of the Agency funding for the balance of the procurement phase is contingent on the existing funding under the existing MPFGA to be expended before new funding applies.</p> <p>WH confirmed that this has to be discussed and resolved with GWRC.</p> <p><b>Agreed</b> Change Order 010 accepted</p>	<p>CR</p> <p>WH</p>
7.	Governance Changes	<p><b>Paper 6a – Governance Changes</b> Participation Agreement will be developed in 2 stages:</p> <ol style="list-style-type: none"> <li>1. Participation Agreement 1 - Multi-party funding Agreement replacement – encompasses funding and governance arrangements through to procurement completion.</li> <li>2. Participation Agreement 2 – Full participation agreement, including schedules. This can only be completed once the preferred supplier is known</li> </ol> <p><b>Paper 6b – Proposed changes to procurement decision making</b></p>	

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		<p>Given Agency's new role, there will be a new construct of MPGG required. MPGG will need to replace Agency.</p> <p><b>Agreed</b> New ToR is required for MPGG and the decision paper to be updated. CR to draft ToR for MPGG and Steering Group</p> <p>These roles to be reflected in the Procurement Plan with decision matrix to be updated with decisions to be made before 18 March 2020.</p> <p><small>section 91</small> confirmed that the Agency Board approval on 24 February is the Agency approval to release the RFP as they will trust the in organisation processes to ensure that this will be fit for purpose.</p> <p><small>section 91</small> also stated that the Agency approval replaces the need to have AT and GWRC approvals.</p> <p><b>Agreed</b> Agency will need to approve changes to the Decision Matrix in the Procurement Strategy.</p>	<p>CR</p> <p>GA</p> <p>GA</p>
8.	Meeting Closed 11:20am	Next Meeting: Wednesday 18 March 2020 (2 hours)	

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