



Biosecurity New Zealand

Ministry for Primary Industries

Manatū Ahu Matua

Mycoplasma bovis Recovery Advice Service

Information and application guide for advisory service suppliers

March 2019

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Overview of the Recovery Advice Service

The Ministry for Primary Industries (MPI) is supporting farmers to recover from the effects of *Mycoplasma bovis* (*M. bovis*) through the provision of long-term land use planning and technical advice.

Payments of up to \$5,000 (excl GST) are available per property for cattle farmers, share milkers and contract milkers who fall into one of the categories below.

1. The property is currently a Restricted Place (RP) under section 130 of the Biosecurity Act 1993, due to *M. bovis*.
2. The property has previously been an RP under section 130 of the Biosecurity Act, due to *M. bovis*.
3. A sharemilker or contract milker whose cattle have been impacted by being on a property that is, or was, an RP due to *M. bovis*.

MPI will pre-approve suppliers to provide consultancy advice to land owners or managers, including share milkers and contract milkers on aspects of advice relating to their recovery.

The Recovery Advice Service is straightforward. Eligible farmers, share milkers and contract milkers complete a short application form and pass it on to their chosen pre-approved supplier. On completion of the agreed service, the supplier invoices MPI directly for payment (up to the value of \$5,000 excl GST).

What MPI needs from advisory service suppliers

MPI is seeking to appoint suppliers that are already established in the delivery of consulting and advisory services to the primary sector to assist in the recovery of businesses affected by *M. bovis*.

MPI wants this process to be as simple as possible for eligible farmers. Land managers and/or land owners who wish to accept this offer can access advisory services through MPI's pre-approved schedule of suppliers of advisory and professional consultancy services. MPI is calling for expressions of interest and applications for suppliers.

MPI will liaise with approved suppliers and pay them directly. Farmers will be asked to provide their chosen consultant/advisor with written confirmation of the completion of advisory services, and the consultant/advisor will need this as proof of satisfactory services rendered.

The scope of consultancy work is wide due to the varying needs of farmers, but work conducted with MPI funding must be related to **farm advice to support recovery from the effects of *M. bovis***.

MPI requires that services are timely, efficient and cost-effective. For example, suppliers located in another region are expected to co-ordinate any farm visits in a cost-efficient manner.

What type of advisory service suppliers can be on the pre-approved list?

MPI is looking for credible suppliers with readily available capability, experience and resources to deliver primary industry consultancy/advisory services to a particular group of people impacted by the *M. bovis* eradication programme.

Interested suppliers need to have a good track record in conducting business consultancy services within the primary sector, including production businesses with cattle (dairy, beef, and mixed production properties with cattle as a component).

Land owners and/or land managers, and associated share milkers and contract milkers who wish to take up this offer can access these services through MPI's approved schedule of advisory and professional consultancy suppliers. From March 2019, farmers who meet the required criteria will be able to approach an approved supplier and apply for a payment to access the advisory services they need to assist in their recovery from *M. bovis*.

Farmers will need to complete an application form, but they do not need to deal directly with MPI – MPI will liaise with approved suppliers, and approved suppliers will liaise directly with eligible farmers.

Why should advisory suppliers participate in this scheme?

While approved suppliers have no guarantee of work, this is a unique opportunity to be part of New Zealand's *M. bovis* recovery effort.

Suppliers will support eligible land owners and/or land managers, and associated share milkers and contract milkers, to identify options for their business recovery that also consider its sustainability and long-term business viability.

Through investment in individual advisory services, MPI seeks to support rural communities in affected areas and provide individual and tailor-made solutions for those adversely affected by *M. bovis*.

SECTION 1: How to apply to be a Recovery Advice Service supplier



This is a single-step application process.



Pre-approved supplier timeline

Applications are open from 1 March 2019.

MPI will assess applications as they are received.

All applicants will be notified of outcomes within two weeks.

Contracting can begin within three weeks of an application being received.

Contracts start as soon as MPI receives a signed contract.



How to apply

Complete the supplier application form and email, post or deliver to:

- funding@mpi.govt.nz
 - Ministry for Primary Industries – Charles Fergusson Building
34-38 Bowen Street, Wellington
 - Ministry for Primary Industries
Private Bag 4765
Christchurch 8140
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How to contact us

Email: contact MPI's Investment Programmes team: funding@mpi.govt.nz
(please write 'Query on *M.bovis* Recovery Advice service' in the subject line).

Phone: 0800 00 83 33 and ask for the Investment Programmes team.

SECTION 2: Advisory services covered by this service

Services specification

MPI is seeking to provide an easy process for eligible farmers within the primary sector to access advice to contribute to their recovery from the effects of the *M. bovis* eradication programme. Each farm enterprise will be eligible for professional advisory services to the value of \$5,000 (excl GST) from an MPI-approved supplier.

An eligible farmer is either:

- those with a property currently under a Restricted Place (RP) notice under section 130 of the Biosecurity Act 1993 due to *M. bovis*
- those with a property previously under an RP notice under section 130 of the Biosecurity Act 1993 due to *M. bovis*
- a share milker or contract milker whose cattle have been impacted by being on a property currently or previously identified as an RP due to *M. bovis*.

Service requirements

MPI requires suppliers who can offer advisory and consultancy services in one or more of the following areas (not limited to):

- strategic planning, including farm business and whole farm plans
- land management and sustainable management techniques
- analysis of farm systems
- animal health advice
- analysis and mitigation of risks to the farming business
- risk and recovery management
- business continuity – establishment and documentation of farm systems
- modelling farm-change scenarios
- alternate land-use options
- technical advice – soil, pastures, animal production or feed budgeting
- financial planning and decision support
- budgets and cash flow forecasting
- farm accounts analysis
- forestry advice
- strategic advice
- farm environmental plans.

Out of scope:

- unsustainable business practices
- any work that is not related to *M. bovis* recovery
- legal services related to compensation claims made under section 162a of the Biosecurity Act 1993.

Approved suppliers should contact MPI's Investment Programmes team prior to commencing any work if they are asked to provide advisory services that may be outside the scheme's scope.

What MPI requires: capability

MPI is seeking suppliers that are able to demonstrate the following capabilities.

- Experience working with the primary industries in a consultancy and/or advisory capacity.
- The networks, existing relationships and facilities to be able to meet the requirements of this application.
- Personnel with the knowledge, experience and qualifications to deliver the service requirements (this can be demonstrated by providing CVs, biographies, career histories and qualifications and testimonials).

What MPI requires: capacity/capability/delivery

MPI is seeking suppliers that are able to demonstrate the following capacities.

- Ability to deliver within expected timeframes.
- Capacity of the identified personnel and sub-contractors.
- Confirmed availability during this time.

Contract term

It is anticipated that suppliers will be available to deliver services from March 2019. MPI will contact eligible farmers directly to offer this *M. bovis* recovery advice service. Advisory work can commence from the date a contract is signed. MPI will update its list of approved suppliers as contracts are signed. Any work completed prior to MPI approving the services requested by the farmer will not be eligible for payment.

Description	Contract term
Initial term of the contract	Three years (1 March 2019 – 1 March 2022)
Options to extend the contract	Up to one year following the third year completed (by mutual agreement)
Maximum term of the contract	Four years

Other information

- Each time an eligible farmer engages services from an approved supplier, and before work commences, the approved supplier is to advise MPI of client details and the approximate amount of services they have been engaged for.
- Payment will be made on confirmation of successful delivery of services to farmers on a monthly invoice.
- MPI requires written confirmation from each eligible farmer of the receipt of services, a brief outline of the work conducted, and satisfaction with the quality of services received. A suggested template for this is below.

Name and address of farmer

Consultancy supplier and address

Consultant's name

Description of work carried out during the month

Verified by farmer

Date

- If advisory services requested through this scheme are over the threshold of \$5,000 (excl GST) per property, the farmer is liable for the balance of the cost. MPI recommends that a quote or estimate for work requested is given to the farmer before work commences.
- MPI will manage the allocation of funds between approved suppliers and reserves the right to suspend payments if the total funding pool is reached. MPI will contact approved suppliers regularly to confirm current and future work.
- Becoming an MPI-approved supplier does not guarantee any work. Those eligible for the advisory service payments can select the scope of the advice and the supplier to provide it.
- MPI will monitor all approved suppliers and the quality of completed work.

SECTION 3: Evaluation of services

MPI aims to provide value for money and the delivery of services to a high standard. This means suppliers are expected to deliver services that are fit for purpose with the right balance of quality, price and timeliness. This section sets out the evaluation approach that will be used to assess applications.

Supplier conditions

Each supplier application must meet all of the following conditions to be eligible for consideration. Applications that fail to meet one or more will not be considered.

Suppliers unable to meet all conditions should conclude that they will not benefit from submitting an application or are unlikely to become an approved supplier of advisory services under this scheme.

1. Existing clientele

Suppliers must have, or have had, previous clientele affected by *M.bovis*, and currently be providing primary industry businesses with a form of advisory or consultancy services as listed in the service requirements (page 5). You must declare your number of current and past clients, and state which primary industries they are in, and their regions or catchments.

2. Provision of existing business services

Suppliers must provide sufficient information about the business and the services they provide to enable their application to be assessed for suitability to this scheme, including the maximum levels of work they could commit to.

3. Suitably qualified and experienced staff

Suppliers must declare all staff to be assigned to this contract and provide details of their experience and qualifications.

4. Price

Suppliers must declare their maximum charge-out rate to deliver services under this scheme, including indicative disbursements.

5. Contract terms

Suppliers must either indicate that they agree with all clauses in full under the draft contract agreement, or specify any that they would like to negotiate.

Price

MPI wishes to obtain optimal value for money over the whole life of the contract. This means achieving the delivery of services that are fit for purpose, with the right balance of quality, timeliness, quantity and price.

As part of the application process, MPI requires applicants to provide details of their normal charge-out rates to ensure consistency with market rates.

Decisions

Applicants should meet all supplier conditions listed and will be assessed by an MPI panel based on the following criteria.

- Appropriate business experience, qualifications and skills.
- Testimonials or references that are relevant to this type of work.
- Availability of resources to complete work in a timely manner.
- Value for money on services offered.

SECTION 4: The proposed contract

Included with the application form is the proposed contract that MPI will use for the purchase and delivery of the service requirements (listed on page 5).

In submitting an application, suppliers must advise if they wish to question and/or negotiate any of the terms or conditions in the proposed contract, or to negotiate new terms and/or conditions.

The application form contains a section for suppliers to state their position. If they do not state their position, they are deemed to have accepted the terms and conditions in the proposed contract in full.