



Registration of Interest (ROI)

**Can you help your fellow Aucklanders
get around Auckland?**

**Join the Public Transport Accessibility
Group (PTAG)**

Procurement Number: 513-23-242-SD
September 2022



ROI Overview

This Registration of Interest (ROI) form is an application process for new and returning members of the Public Transport Accessibility Group (PTAG)

Is moving around Auckland as easy as it could be for your members?

Being able to move around easily in Auckland is important to all of us. It can be a particular challenge if you live with a disability or are a member of our senior community.

Auckland Transport manages transport services in Auckland on behalf of Auckland Council and the wider community.

To help us provide better transport outcomes we have two advisory groups, The Public Transport Accessibility Group (PTAG) and the Capital Projects Accessibility Group (CPAG). If you are interested, you may apply for just one, or both group's membership.

These groups provide us with advice and insights into accessibility issues for public transport users and to help ensure that our facilities, such as rail stations, bus stops and ferry wharves, work for everyone.

A bit about us

Auckland Transport is a Council-Controlled Organisation (CCO) of Auckland Council.

Our mission: Working together to deliver safe, innovative and sustainable transport for a great city.

“Our task is to connect the city’s people and places with safe and sustainable transport choices that they can afford and can access easily.”

We design, build, maintain, operate and upgrade Auckland’s transport infrastructure, excluding state highways.

Our key activities are:

- Construction and guardianship of transport assets including roads, road signs and footpaths, cycleways, bridges, street lights, bus shelters and busways, rail and bus stations, electric trains, ferry facilities and wharves, car parking buildings and on-street parking machines.
- Planning, funding and coordinating bus, rail and ferry services.
- Managing the road network as ‘one system’ with key partners such as Waka Kotahi and Auckland Council.



- Coordinating road safety and travel demand initiatives such as travel plans.
- Preparing strategic transport programmes that order by priority all planned activities.

We work closely with a wide range of stakeholders, including: Auckland Council and its other CCO's, Auckland One Rail, Waka Kotahi, and Ministry of Transport , to deliver effective and innovative transport solutions to customers.

PTAGs Purpose

Considering the intent of the [New Zealand Disability Strategy](#) , the [New Zealand Transport-Evidence-Based-Strategy](#), the [United Nations Convention on the Rights of Persons with Disabilities](#), and the new [Whaikaha - Ministry of Disabled People](#), the PTAG advisory group will work with AT staff and key stakeholders - (please refer to the Terms of Reference or the hyperlinks if more information required)

To achieve an accessible transport environment in Auckland where people of all ages and abilities can access transport choices suitable to their needs; to go about their daily life easily, affordably, safely and as independently as possible.

To help us achieve this vision we have two accessibility groups. The Public Transport Accessibility Group focuses on public transport operations, while the Capital Projects Accessibility Group focuses on our built infrastructure.

The Terms of Reference for the PTAG group are part of this ROI information pack. The CPAG group has a similar ROI application pack available upon request.

The aims of both groups are to help Auckland Transport to address the accessibility issues faced by many in our community and to help us to better serve Aucklanders. Both groups provide proactive and reactive insights and advice to help shape Auckland Transport's decisions. Group members are expected to put forward the views of sector they represent and as such need to have good links back into their communities.

What does Accessibility Look Like?

In any journey there are a number of steps. For people with accessible needs, any one step which is not accessible could mean the journey cannot be undertaken. PTAG and CPAG help AT treat the full end-to-end journey with the same accessibility lens'.



This is Karen. Karen uses a wheelchair. She is going to work in the city. At weekends she may take a train or ferry to explore a different centre or for entertainment, or shopping. If there is no public transport available, she may use a Total Mobility taxi.

Her full journey is described below. This shows the differences that the presence or absence of accessible components can make to her journey.

Table 1: Karen’s Journey to work

Step	Accessible	Inaccessible
She leaves her house and wheels down the footpath.	The footpath is wide (at least 1.8m, enabling two wheelchairs to pass each other) and the grades are within design parameters.	The footpath is narrow and full of holes. It is also cluttered, with advertising signs and rubbish bins along it so she has to wheel around them frequently. Some spaces have very narrow gaps, so she has to negotiate them carefully.
She crosses the road to get to the bus stop.	There are formal kerb-ramps, with audible tactiles at the pedestrian crossing and ground surface tactiles to indicate to vision impaired pedestrians the location of the crossing.	There is no kerb ramp at one side of the crossing, so Karen has to wheel along until she reaches a driveway to get off the road. There are no tactiles on the surface, so vision impaired pedestrians don’t know where to cross or stop. The audible tactiles are located away from the ramp so she has to manoeuvre again after pressing the button.



Step	Accessible	Inaccessible
She reaches the bus stop	There is space in the shelter for her wheelchair. Customer information is at her reading height. There are tactiles to indicate the boarding point for vision impaired customers. Audible information on bus arrival is available at the press of a button.	The bus stop shelter does not have a space for a wheelchair, so she has to sit in the rain. The bus service information is set up high behind the seats of the shelter, so she cannot tell when her next bus is due. There are no surface tactiles to guide customers with vision impairments to the bus door.
The bus arrives and she boards	The kerb height is 1500mm, the bus is low-floor, kneels and the driver happily lowers the ramp. Boarding is easy. The ticket readers are at her height and there are wheelchair spaces inside the bus, so she can lock in somewhere safe and clear of other passengers moving inside the bus.	There is no kerb on the side of the road, the bus has a ramp but struggles to get it down so that Karen needs the driver to push her onto the bus, which is difficult for the driver. She cannot reach the card reader and the driver needs to assist again. There are no wheelchair spaces on the bus and she effectively has to stay next to the door. It will be hard for anyone else to get on or off past her.
The bus arrives at the destination stop	She can reach the stop bell and the bus kneels, the ramp is deployed so that she can disembark easily. The bus parks close to the kerb so there is minimal gap between the bus and the footpath.	She has to ask someone to ring the bell for her and the driver has to help her carefully down the ramp, which is very steep. No one else can get on or off. She also must get the driver to tag her off with her HOP card.
She travels along the footpath to her office	The footpath is wide (at least 1.8m, enabling two wheelchairs to pass each other) and the	The footpath is narrow and uneven. It is also cluttered, with advertising signs and rubbish bins so she has to wheel around them. Some



Step	Accessible	Inaccessible
	grades are within design parameters.	spaces have very narrow gaps, and she has to negotiate them carefully.
The end of her journey	Karen had the same journey experience as able-bodied members of the community and is ready for a day of work.	Karen is tired and sore from the bumps she felt along the way. She also feels embarrassed and self-conscious about the impact she had on the progress of the bus. And now she has to work and then go through the same thing again on the way home.

An accessible trip for Karen is one where the transport services and infrastructure, including information, are just as useable for her as for anyone else. There are many examples like Karen’s, but they all result in the same requirement: that AT plan, design, deliver, operate and maintain all public level activities in such a way that customers can use them with ease and dignity. PTAG and CPAG help AT make journeys accessible.

How can you help?

We would like to ask you to nominate a candidate to represent your organisations at PTAG, as well as an alternate to serve when the nominee can’t attend.

We require registration from established organisations that can demonstrate significant reach and involvement in our identified interest groups (see attached Terms of Reference for the PTAG groups). Agencies may nominate the same member for CPAG or a different member as they choose. If your member chooses to nominate for one or both groups, they must have a nominated alternate who also attends one or both meetings as required.

As members of the community with lived experience of accessibility needs, this is your chance to help achieve and be part of making Auckland the world’s most liveable city.

Our advisory group members serve a three-year term. We are now starting refresh these groups for the 2023, 2024, and 2025 years.



Contents

1. Key Information	8
1.1 Context	8
1.2 Our timeline	8
1.3 How to contact us	9
1.4 Developing your Registration	9
1.5 Preconditions	10
1.6 Submitting your Registration	10
1.7 Our ROI process, terms and conditions	10
1.8 Later changes to the ROI or ROI process	10
1.9 Other ROI documents	11
1.10 Registration validity period	11
2. Our requirement	12
2.1 Background	12
2.2 What we are seeking and why	12
3. Our Evaluation Approach	14
3.1 Due Diligence	15
4. ROI Process, Terms and Conditions	16
4.1 Interpretation	16
4.2 Auckland Transport's Point of Contact	16
4.3 Deadline for questions	16
4.4 Confidential information	17
4.5 Information from Auckland Transport	17
4.6 Preparing a Registration	17
4.7 Submitting a Registration	18
4.8 Third party information	18
4.9 Conflict of Interest	19
4.10 Ethics	19
4.11 Evaluation Panel	19
4.12 Auckland Transport's clarification	19
4.13 Evaluation and shortlisting	20
4.14 Elimination	20
4.15 Auckland Transport's additional rights	21
4.16 Issues and complaints	22
4.17 Costs of participating in the ROI process	22
4.18 Ownership of documents	22
4.19 No binding legal obligations	23



1. Key Information

1.1 Context

This is an invitation to suitably qualified organisations to submit a Registration of Interest for the PTAG membership. If your nominee would also like to be a part of CPAG they will require a separate nomination and be available for both meetings and workshops when called upon. To allow this, the meetings will be scheduled at different times.

Following evaluation and, at Auckland Transport's sole discretion, shortlisted applicants may be invited to attend PTAG. The membership of both groups could be the same and so the meetings will be held simultaneously to support attendance.

Where applicable, each organisation must meet all of the [Preconditions](#) listed in [Section 3.1](#) of the [ROI Response Template](#). If you are unable to meet all preconditions criteria you should conclude that you will not benefit from submitting a Registration.

1.2 Our timeline

Here is our indicative timeline for this ROI. All dates and times shown are New Zealand Standard Time.

Description	Date
Publish date	23 September 2022
Deadline for questions from organisations	21 October 2022
Deadline for Registration	28 October 2022
Applicants notified of outcome:	14 November 2022
Estimated Start Time:	16 February 2023



1.3 How to contact us

All enquires including registrations for ROI briefings or Site visits if applicable, must be directed to our [Point of Contact](#). We will manage all external communications through this [Point of Contact](#).

Our [Point of Contact](#) is:

Name	Nekel Upton
Email address	nekel.upton@t.govt.nz

1.4 Developing your Registration

The ROI sets out the general process and conditions that apply.

Take time to read and understand the ROI. **In particular:**

- Develop a strong understanding of our requirements as referenced in [Section 2](#).
- In structuring your Registration consider how it will be evaluated. [Section 3](#) describes [Our Evaluation Approach](#).
- Complete the [ROI Response Template](#) and provide the additional information required by those documents.
- If anything is unclear or you have a question, ask us to explain but, please do so before the [Deadline for Questions](#). Questions should only be directed to the [Point of Contact](#).
- Check you have provided all information requested, and in the format and order asked for.
- You must also complete and sign the [Declaration](#) of the [ROI Response Template](#).
- Having done the work, **don't be late** – please ensure you get your response to us before the [Deadline for Registration](#).



1.5 Preconditions

Each organisation must meet all of the [Preconditions](#) listed in [Section 3.1](#) of the [ROI Response Template](#). Organisations who are unable to meet all [Preconditions](#) in full should conclude that they will not benefit from submitting a Registration.

1.6 Submitting your Registration

Auckland Transport requires that your Registration be submitted by email to the [Point of Contact](#) in Word or PDF format.

Separate electronic files being submitted shall be entitled:

ROI Response – File 1

[ROI Number – Organisation’s Name](#)

By request, responses may be sent by email, post, or hard copy delivered to our office. Request this via the [Point of Contact](#).

1.7 Our ROI process, terms and conditions

The ROI is subject to the ROI Process, Terms and Conditions (shortened to [ROI-Terms](#)) described in [Section 4](#).

Probity is important to us, if organisations have any probity concern with regard to this particular procurement activity the Probity Auditor should be contacted. The Probity Auditor is not a member of the Evaluation Panel.

The Probity Auditor function will be provided by: Auckland Transport Risk and Audit: Phone 09 355 3553.

Alternatively, organisations can contact the Auckland Transport Independent Hotline to report any concerns Phone: 0800 287 376 or e-mail AT.report@nz.pwc.com

1.8 Later changes to the ROI or ROI process

All communications, including Addenda and ROI Q&A Registrations will be sent by the Auckland Transport's Point of Contact and will arrive at the organisation's email address

1.9 Other ROI documents

In addition to this ROI we refer to the following documents. These documents form part of this ROI.

Description	Attached Documents
ROI Documents	ROI (this document) ROI Response Template PTAG Terms of Reference & Meeting Code of Conduct

1.10 Registration validity period

By submitting a registration, the organisation will be deemed to be representing that their Registration will remain valid for 90 Working Days from the [Deadline for Registration](#). The parties may agree to extend the ROI validity period.



2. Our requirement

2.1 Background

This procurement relates to the appointment of Interest Group Representatives for PTAG.

Detailed descriptions of the requirements for this role are listed in the PTAG Terms of Reference.

Note: The PTAG Terms of Reference documents included in this ROI pack are to be ratified by the new group once formed, so they currently include a **'draft' watermark**. Auckland Transport reserves the right to change the Terms of Reference at its sole discretion.

2.2 What we are seeking and why

This ROI relates to the appointment of Interest Group Representatives for PTAG. The key outcomes that we want to achieve are the appointment of between five to ten Interest Group Representatives (and alternates), ensuring a broad range of representation as outlined in the PTAG Terms of Reference.

We want to appoint representatives (and alternates) to the PTAG group on the basis of:

- Current level of representation on PTAG for that interest group
- Individual competencies
- Lived experience with relevant diverse communities
- Ability to offer policy and strategic advice
- Ability to gather feedback from, and share information with, members of the community
- Understanding of the diverse communities of Auckland
- Some ability to understand maps, plans and technical drawings and concepts. (support can be provided to assist representatives gain the necessary level of skill for this attribute)
- Understanding of Te Tiriti O Waitangi

At least one member with lived experience in Te Ao Māori or knowledge of the contemporary issues facing Māori communities.

We also know that differing communities and age groups use the services that Auckland Transport provides differently, so when suggesting a



representative and alternate the interest group will be asked to provide information as to the candidate's understanding and experience of Auckland's diverse community.

Successful nominees are expected to commit to attending **10 meetings** a year (normally the **third Thursday** of the months from February to November).

We pay a fee of \$100 per hour for attending meetings to interest groups who provide successful nominees to PTAG. It is between the interest group and meeting member, who shall finally receive this meeting fee.

On occasions we may ask PTAG members to contribute in more detail to particular projects with special project meetings. The terms of engagement and remuneration will be negotiated separately between those projects and the PTAG member.



3. Our Evaluation Approach

Subject to meeting the [Preconditions](#) criteria referred in [Section 3.1](#) of the [ROI Response Template](#), the evaluation approach will be as below.

Attributes	Definition	ROI attribute weighting
Skills	<p>The competence of the representatives in areas relevant to the outputs of PTAG, particularly in their:</p> <ul style="list-style-type: none">i. Ability to offer policy and strategic adviceii. Lived experience with relevant disability communities that you represent or are a subject matter expert (SME) in.iii. Understanding of cultural diversity in Auckland communitiesiv. Ability to gather feedback from, and share information with, members of the communityv. Some ability to understand maps, plans and technical drawings and concepts. (support can be provided to assist representatives gain the necessary level of skill for this attribute)vi. Understanding of Te Tiriti O Waitangi <p>This includes experience interpreting technical documentation and specifications, experience in senior roles within relevant organisations, and the time and resources available to prepare adequately for meetings.</p>	70%
Reach	The ability of the organisation to gather feedback from and share information with members of their community, taking in to	30%



	consideration the existing membership of PTAG so that a balance of representation is achieved.	
	Total Weightings	100%

3.1 Due Diligence

We may undertake the following due diligence in relation to shortlisted organisations and their representatives. The findings will be taken into account in the evaluation process. Should we decide to undertake any of these we will provide shortlisted organisations with reasonable notice:

- Reference check the organisation and named candidates
- Other checks against the organisation e.g. Companies Office
- Interview organisation
- Request organisation make a presentation
- Undertake a Police check for all named personnel



4. ROI Process, Terms and Conditions

4.1 Interpretation

This section contains Auckland Transport's standard ROI Process, Terms and Conditions (shortened to [ROI-Terms](#)) which apply to this procurement.

4.2 Auckland Transport's Point of Contact

All enquiries regarding the ROI must be directed to Auckland Transport's **Point of Contact**. Organisations must not directly or indirectly approach any representative of Auckland Transport, or any other person, to solicit information concerning any aspect of the ROI.

Only the **Point of Contact** is authorised to communicate with organisations regarding any aspect of the ROI. Auckland Transport will not be bound by any statement made by any person including the **Point of Contact** unless that statement is subsequently expressly incorporated into the Contract.

Auckland Transport may change the **Point of Contact** at any time. Auckland Transport will notify organisations of any such change. This notification may be sent by email.

4.3 Deadline for questions

Each organisation should satisfy itself as to the interpretation of the ROI. If there is any perceived ambiguity or uncertainty in the ROI document/s organisations should seek clarification before the **Deadline for Questions**.

All requests for clarification must be submitted by email to the Point of Contact. Auckland Transport will endeavour to respond to requests in a timely manner.

If Auckland Transport considers a request to be of sufficient importance to all organisations it may provide details of the question and answer to other organisations. In doing so Auckland Transport may summarise the organisation's question and will not disclose the organisation's identity. The question and answer may be emailed to all organisations. An organisation may withdraw a request for clarification at any time.

In submitting a request for clarification an organisation is to indicate, in its request, any information that is commercially sensitive. Auckland Transport may modify a request to eliminate such commercially sensitive information, and publish this and the answer where Auckland



Transport considers it of general significance to all organisations. In this case, however, the organisation will be given an opportunity to withdraw the request or remove the commercially sensitive information.

4.4 Confidential information

Auckland Transport may require any organisation to sign a Confidentiality Deed before releasing any confidential or commercially sensitive information to the organisation.

Auckland Transport is subject to the Local Government Official Information and Meetings Act 1987. Information provided by organisations may be required to be disclosed under that Act.

4.5 Information from Auckland Transport

Any information provided by Auckland Transport to organisations has been provided to assist organisations in preparing the Registration. Auckland Transport does not represent or warrant the completeness or accuracy of such information. Organisations shall rely on the information provided by Auckland Transport at their own risk and are responsible for the interpretation of the information.

4.6 Preparing a Registration

Organisations are to use the [ROI Response Template](#) provided and include all information requested by Auckland Transport in relation to the ROI.

Each organisation who wishes to respond to the ROI will have:

- Undertaken all reasonable and practicable investigations and measurements, and familiarised itself with the requirements of the all relevant authorities.
- Examined the ROI and any documents referenced in the ROI and any other information provided by Auckland Transport.
- Considered all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in its Registration to manage such risks and contingencies.
- If appropriate, obtained independent advice before submitting a Registration.



- Documented in [Our Statement of Departures](#) (see [Section 4 of ROI Response Template](#)) all assumptions and qualifications made about the delivery of the requirements, including any assumption that Auckland Transport or a third party will deliver any aspect of the requirements or incur any cost related to the delivery of the requirements.

There is no expectation or obligation for organisations to submit Registrations in response to this ROI solely to remain on any prequalified or registered organisation list.

4.7 Submitting a Registration

Each organisation is responsible for ensuring that its Registration is emailed to the [Point of Contact](#) before the [Deadline for Registrations](#). The [Point of Contact](#) will acknowledge receipt of each Registration.

Auckland Transport intends to rely on the all information provided by the organisation (e.g. correspondence and negotiations). In submitting a Registration and communicating with Auckland Transport each organisation should check that all information it provides is:

- True, accurate and complete, and not misleading in any material respect.
- Does not contain Intellectual Property that will breach a third party's rights.

4.8 Third party information

Each organisation authorises Auckland Transport to collect additional information from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of the ROI evaluation.

Each organisation must ensure that all referees listed in [ROI Response Template](#) agree to provide a reference.

To facilitate discussions between Auckland Transport and third parties each organisation waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.



4.9 Conflict of Interest

Each organisation must complete the [Conflict of Interest Declaration](#) in the [ROI Response Template](#) and must immediately inform Auckland Transport should a [Conflict of Interest](#) arise during the ROI process. A material [Conflict of Interest](#) may result in the organisation being disqualified from participating further in the ROI process.

4.10 Ethics

Organisations must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of Auckland Transport.

Any organisation who attempts to influence the outcome of this ROI may be disqualified from participating further in the ROI process.

Auckland Transport reserves the right to require additional declarations, or other evidence from an organisation, or any other person, throughout the ROI process to ensure probity of the ROI process.

4.11 Evaluation Panel

Auckland Transport will convene an Evaluation Panel comprising members chosen for their relevant expertise and experience. In addition, Auckland Transport may invite independent advisors to evaluate any Registrations, or any aspect of any Registrations. Names of Evaluation Panel members will not be disclosed to organisations.

4.12 Auckland Transport's clarification

Auckland Transport may, at any time, request from any organisation clarification as well as additional information about any aspect of its Registration. Auckland Transport is not required to request the same clarification or information from each organisation.

The organisation must provide the clarification or additional information in the format requested. Organisations must endeavour to respond to requests in a timely manner. Auckland Transport may take such clarification or additional information into account in evaluating the Registration.



Where an organisation fails to respond adequately or within a reasonable time to a request for clarification or additional information, Auckland Transport may cease evaluating and may eliminate the Registration from the ROI process.

4.13 Evaluation and shortlisting

Auckland Transport will base its initial evaluation on the Registrations submitted in response to the ROI. This evaluation will be in accordance with the Evaluation Approach set out in the ROI. Auckland Transport may adjust its evaluation of a Registration following consideration of any clarification or additional information as described in [ROI-Terms](#), under [4.11](#) and [4.15](#).

Auckland Transport may make enquiries regarding the organisation. Auckland Transport may consider relevant information obtained from any source in the evaluation of the Registration. Auckland Transport may verify with any third party any information included in the Registration or disclosed to Auckland Transport in connection with the Registration.

Auckland Transport will advise organisations if they have been shortlisted or not. Being shortlisted does not constitute acceptance by Auckland Transport of the organisations' Registration, or imply or create any obligation on Auckland Transport to enter into negotiations with, or award a Contract for delivery of the requirements to any shortlisted organisation/s. At this stage in the ROI process Auckland Transport will not make public the names of the shortlisted organisations.

4.14 Elimination

Auckland Transport may reject any Registration where:

- The organisation has failed to provide all information requested, or in the correct format, or materially breached a term or condition of the ROI.
- The Registration contains a material error, omission or inaccuracy.
- The organisation is in bankruptcy, receivership or liquidation.
- The organisation has made a false declaration.
- There is a serious performance issue in a historic or current contract delivered by the organisation.



- The organisation has been convicted of a serious crime or offence.
- There is professional misconduct or an act or omission on the part of the organisation which adversely reflects on the integrity of the organisation.

4.15 Auckland Transport's additional rights

Despite any other provision in the ROI Auckland Transport may, on giving due notice to organisations:

- Amend, suspend, cancel and/or re-issue the ROI, or any part of the ROI.
- Make any material change to the ROI (including any change to the [Our Timeline](#), [Our Requirements](#) or [Our Evaluation Approach](#)).

Despite any other provision in the ROI Auckland Transport may, at its sole discretion:

- Accept a late Registration if it is Auckland Transport's fault that it is received late.
- In exceptional circumstances, accept a late Registration where it considers in its sole discretion that there is no material prejudice to other organisations.
- In exceptional circumstances, answer a question submitted after the [Deadline for Questions](#), if applicable.
- Accept or reject any Registration, or part of a Registration.
- Accept or reject any non-compliant, non-conforming or alternative Registration.
- At any time prior to acceptance of any Registration, withdraw the ROI.
- Provide or withhold from any organisation information in relation to any question arising in relation to the ROI. Information will usually only be withheld if it is deemed unnecessary, is commercially sensitive to an organisation, is inappropriate to supply at the time of the request or cannot be released for legal reasons.
- Amend the Proposed Contract at any time, including during negotiations with an organisation.
- Waive irregularities or requirements in or during the ROI process where it considers it appropriate and reasonable to do so.



- Not accept the highest scoring Registration.
- Proceed to the next procurement process of its choosing or not proceed to a competitive process at all without incurring any liability to any organisation (short-listed or not).
- Liaise or enter into negotiation with any organisation (short-listed or not) without disclosing this to, or doing the same with, any other organisation.
- Award a contract directly from this ROI to any organisation.

4.16 Issues and complaints

An organisation may, in good faith, raise with Auckland Transport any issue or complaint about the ROI, or the ROI process at any time.

4.17 Costs of participating in the ROI process

Each organisation will meet its own costs associated with the preparation and presentation of its Registration and any negotiations.

4.18 Ownership of documents

The ROI and its contents remain the property of Auckland Transport. All Intellectual Property rights in the ROI remain the property of Auckland Transport or its licensors. Auckland Transport may request the immediate return or destruction of any or all ROI documents and any copies. Organisations must comply with any such request in a timely manner.

All documents forming the Registration will, when submitted to Auckland Transport, become the property of Auckland Transport. Registrations will not be returned to organisations at the end of the ROI process.

Ownership of Intellectual Property rights in the Registration remain the property of the organisation or its licensors. However, the organisation grants to Auckland Transport a non-exclusive, non-transferable, perpetual license to retain, use, copy and disclose information contained in the Registration for any purpose related to the ROI process.



4.19 No binding legal obligations

No legal or other obligations shall arise between the organisation and Auckland Transport in relation to the conduct or outcome of the ROI process.

Auckland Transport, its agents and advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any organisation or other person in respect of the ROI process.

Definitions

In relation to the ROI the following words and expressions have the meanings described below.

Term	Definitions
Business Day	Any week day in New Zealand, excluding Saturdays, Sundays, New Zealand (national) public holidays and all days from Boxing Day up to and including the day after New Year's Day.
Confidential Information	<p>Information that:</p> <ul style="list-style-type: none"> • is by its nature confidential; • is marked by either Auckland Transport or a tenderer as 'confidential', 'commercially sensitive', 'sensitive', 'in confidence', 'top secret', 'secret', 'classified' and/or 'restricted'; • is provided by Auckland Transport, a tenderer, or a third party in confidence; • Auckland Transport or a tenderer knows, or ought to know, is confidential. <p>Confidential information does not cover information that is in the public domain through no fault of either Auckland Transport or a tenderer.</p>
Contract Award Notice	Means an Award Notice emailed to successful participants.
Deadline for Registration	The deadline that Registrations are to be delivered or submitted to Auckland Transport as stated in Section 1, paragraph 1.2.
Deadline for Questions	The deadline for Tenderers to submit questions to Auckland Transport as stated in Section 1, under 1.2. See also Section 4.3
Evaluation Panel	Auckland Transport's Evaluation Panel is identified in Section 4.11.
Intellectual Property	All intellectual property rights and interests, including copyright, trademarks, designs, patents and other proprietary rights, recognised or protected by law.
ROI Response Template	The form to be used by an organisation to respond to the ROI requirements.



Notices to Organisations (NTP)	Also known as Notice to Tenderers (NTT) or Addenda
Point of Contact	Auckland Transport's Point of Contact is identified in Section 1, under 1.3. The tenderer's Point of Contact is identified in its tender.
Proposed Contract	The Contract terms and conditions proposed by Auckland Transport for the carrying out of the Contract Works as described in Section 1.8.
Response	Registration submitted by the organisation.
RFP	Means Request for Proposal.
RFT	Means Request for Tender.
ROI	Means Registration of Interest.
ROI-Terms	Means the Registration of Interest - Process, Terms and Conditions as described in Section 4.
Supplier	A person, business, company or organisation that supplies or can supply goods or services or works to Auckland Transport.