



**Biosecurity New Zealand**

Ministry for Primary Industries

Manatū Ahu Matua

# Application Guidelines

## Information for Service Providers of Primary Industry *Mycoplasma bovis* Recovery Advice

September 2019

**KO TĀTOU THIS IS US**

BIOSECURITY 2025

## **Disclaimer**

While every effort has been made to ensure the information in this publication is accurate, the Ministry for Primary Industries does not accept any responsibility or liability for error of fact, omission, interpretation or opinion that may be present, nor for the consequences of any decisions based on this information.

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This publication is available on Biosecurity New Zealand's website at  
[www.biosecurity.govt.nz/protection-and-response/mycoplasma-bovis](http://www.biosecurity.govt.nz/protection-and-response/mycoplasma-bovis)

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# This opportunity in a nutshell

The Ministry for Primary Industries (MPI) is providing funding for a select group of primary industries businesses who are or have been affected by *Mycoplasma bovis* (*M. bovis*) for recovery, long term land use planning and technical advice. This fund is for those properties which fall into **one of the categories** below:

1. The property is currently under a notice under section 130 of the Biosecurity Act 1993 as being a restricted place (RP);
2. the property has previously been served notice under section 130 of the Biosecurity Act as being a restricted place (RP);
3. A sharemilker or contract milker whose cattle have been impacted by being on a property under 1 or 2 above;
4. If your property is currently under a Transitional Notice of Direction (TNOD) under Section 122 of the Biosecurity Act 1993 as a transition to becoming a Restricted Place (RP), due to *M. bovis*.

Farmers from a farm that have been affected by *M. bovis*, can access support through MPI funding for professional advisory services up to the value of \$5000 per property.

MPI are looking for what will be referred to as an MPI Approved Supplier, to provide consultancy advice to land managers, including sharemilkers, contract milkers and land owners on aspects of advice relating to their recovery.

## What we need

MPI is seeking to appoint providers who will be responsible for the delivery of consulting and advisory services to primary industries sector businesses who wish to seek business advice in relation to *M. bovis* recovery.

MPI wants the process for which farmers can access advisory services to be as simple as possible. Land managers and/or land owners who wish to accept this offer can access these services through MPI's 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 by their approved consultant/advisor that they engage, to sign confirmation they have received advisory services in relation to *M. bovis* recovery and details of the work completed. The consultant or 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 under MPI funding must be related to farm advice to support recovery from the effects of *M. bovis*.

MPI requires that services be available in a timely and efficient manner. If the business to be approved is not based in the farmer's region, it is expected that any visits to the area to see land owners and land managers is coordinated and as cost-efficient process as possible.

## What's important to MPI?

MPI is looking for credible providers who have the capability, experience and resources readily available, to deliver primary industry consultancy/advisory services to a particular group of people who have experienced impacts from the *M. bovis* eradication programme. Interested providers need to have a good track record in conducting business consultancy services within the primary sector. Sectors include all farm businesses with cattle: dairy, beef, and mixed production properties with cattle as a component.

Land owners and/or land managers, and associated sharemilkers and contract milkers who wish to take up this offer can access these services through MPI's approved schedule of providers of advisory and professional consultancy. From March 2019, farmers will be able to approach an approved MPI supplier (MPI to publically publish) and access the advisory services to assist with *M. bovis* recovery. No forms or applications are required to be completed by farmers to MPI directly. MPI will liaise with those approved providers, and they will liaise directly with eligible farmers.

## Why participate in this service offer?

This is a unique opportunity to be part of *M. bovis* recovery efforts. Suppliers will support eligible land owners and/or land managers, and associated sharemilkers and contract milkers, who have been impacted by *M. bovis* to consider and implement initiatives that encourage business recovery, whilst focusing on both sustainability and long-term business viability. Through investment in individual advisory services, MPI seeks to support rural communities in affected areas, while ensuring individual and tailor-made solutions are considered for those who are adversely affected by *M. bovis*. While this offer does not guarantee you any work, even if approved, it does provide you with an opportunity to apply to be on the approved suppliers list which could provide you with future business.

# SECTION 1: Key information

## How to apply to be an approved service provider

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### Context

- A. This document invites suitably qualified suppliers to apply to be recognised as an approved provider for an *M. bovis* Recovery Advice.
  - B. This is a single-step application process.
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### Timeline

- A. Here is our timeline for this application process.

[time] [DD MM YY]

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Applications open week starting 01 - 03 - 19

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Applications assessed by MPI as they are received

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All applicants notified of outcomes within 2 weeks

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Contracting with those successful within 3 weeks of MPI receiving the application

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Anticipated contract start date as soon as MPI receives a signed contract.

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- B. All dates and times are dates and times in New Zealand.
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### How to contact us

- A. Direct all enquiries to us via the MPI funding email mailbox [funding@mpi.govt.nz](mailto:funding@mpi.govt.nz) with the words 'Query on M.bovis Funding for Recovery Advice Services' in the subject line.
  - B. Alternatively you can contact MPI by phone on 0800 00 83 33
  - C. Our point of contact  
Name: Janine Alfeld  
Title/role: Senior Investment Adviser
- 



### Address for submitting your Applications

- A. Proposals should be submitted by email/electronically to the following address: [funding@mpi.govt.nz](mailto:funding@mpi.govt.nz)
  - B. Sent by post or hard copy or delivered by hand to our office:  
Ministry of Primary Industries  
Private Bag 4765, Christchurch 8140
  - C. Proposals can also be completed with the help of MPI's *M. bovis* Case Managers or other MPI authorised personnel.
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# SECTION 2: Background

## Background

*M. bovis* is a bacterium that can cause a range of serious conditions in cattle – including mastitis that doesn't respond to treatment, pneumonia, arthritis, and late-term abortions.

The disease may be dormant in an animal – causing no symptoms at all. But in times of stress (for example, calving, drying-off, transporting, or being exposed to extreme weather), the animal may shed bacteria in milk and nasal secretions. As a result, other animals may be infected and become ill or carriers themselves. The disease does not pose a health risk for humans.

This is the first time *M. bovis* has been found in New Zealand. The bacteria is an Unwanted Organism under the Biosecurity Act 1993

As at 1 March 2019, the disease is still not widespread and eradication is considered feasible. Sampling indicates that there has been only a single incursion. So far 139 properties (correct as at 28 February 2019) have been served a restricted place notice under the Biosecurity Act based on the presence or likely presence of the disease. The disease has been confirmed to spread through the mixing of animals and the feeding of untreated milk to calves.

## ***Mycoplasma bovis* eradication decision**

On 28 May 2018, it was announced that the Government, along with the dairy and beef industries, agreed that an attempt will be made to eradicate *M. bovis*. This means we're trying to completely get rid of *M. bovis* from New Zealand's dairy and beef herds. Science is a key part of this. The Government is investing \$30 million over 2 years in scientific research to support the fight against *M. bovis*.

DairyNZ, Beef+Lamb New Zealand and Federated Farmers support MPI's decisions.

Industry organisations believe that the measures are necessary to protect all New Zealand cattle farms from the disease. New Zealand is one of the few countries where *M. bovis* is not endemic. Because of this, the industry groups support measures to keep it that way.

This can be a difficult time for the farmers involved.

Individual support includes getting advice for those involved to make good informed decisions and consider long-term business outcomes for:

- Farm business continuity
- Management of land
- Future use of land
- Whole Farm systems management
- Other farming options

MPI is providing funding for primary industries businesses affected with *M. bovis* as detailed at the beginning of the document for recovery, long term land use planning and technical advice.

MPI are looking for MPI Approved Suppliers, to provide advisory/consultancy advice to land managers and land owners on aspects relating to *M. bovis* recovery.

# Services Specification

## Description

MPI are seeking to provide an easy process for eligible farmers within the primary sector to access primary industries *M. bovis* recovery advice. Each property will be eligible for professional advisory services up to the value of \$5,000 per farm enterprise from an MPI approved supplier.

An eligible farmer is either:

1. If your property is currently under a notice under section 130 of the Biosecurity Act 1993 as being a restricted place.
2. If your property has previously been served notice under section 130 of the Biosecurity Act as being a restricted place.
3. A sharemilker or contract milker whose cattle have been impacted by being on a property under 1 or 2 above.
4. If your property is currently under a Transitional Notice of Direction (TNOD) under Section 122 of the Biosecurity Act 1993 as a transition to becoming a Restricted Place (RP), due to *M. bovis*.

## 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
- 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, 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:

- Any work that is not related to *M. bovis* recovery
- Legal services related to compensation claims made under section 162a of the Biosecurity Act.

Where approved suppliers are unsure of whether requested work is out of scope for *M. bovis* recovery advice, they should **before commencing the work** contact MPI Investment Programmes ([funding@mpi.govt.nz](mailto:funding@mpi.govt.nz)) to seek clarification.

## What we require: capability

We are seeking suppliers that are able to demonstrate the following capability:

- Experience working with the primary industries sector 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 requirements (CVs, bio's, history and qualifications), testimonials.

### What we require: capacity/capability/delivery

We are seeking suppliers that are able to demonstrate the following capacity:

- Ability to deliver within expected timeframes
- Identified personnel and subcontractors
- Confirmed availability during this time.

### Contract term

We anticipate service providers will be available to deliver services from March 2019. We are contacting eligible farmers directly during March 2019 to offer this *M. bovis* Recovery Advice service. Work can commence from the date a contract is signed. MPI will update the 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.

The anticipated Contract term and options to extend are:

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

### Other information

- Each time an eligible farmer engages services from an approved provider, MPI are to be advised by the approved provider of the approximate amount of services they have been engaged for and the client details before work commences so MPI can assess the volume of consultancy services currently being provided and to whom.
- Payment will be made on confirmation of successful delivery of services to land managers and land owners on a monthly invoice.
- MPI will require written confirmation by each individual eligible farmer from the approved supplier confirming they have received services, a brief outline of the work conducted and confirmation they are satisfied with the services provided to receive payment. Example of a template which could be used below:

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Name/address of farmer

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Consultancy firm/address

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Consultant name

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Description of work carried out

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Verified by farmer

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- Where a piece of *M. bovis* recovery work requested through this funding support is over the threshold of \$5000 plus GST per property, the balance/excess of that work will be liable to the land owner or land manager. It is important that a quote or estimate for work requested is given to each landowner or land manager **before** work commences to give an indication of the costs associated to the recovery work requested.

- MPI will manage the allocation of funds between approved suppliers and reserves the right to suspend funding if total maximum committed is reached. MPI will be in regular contact to confirm what work approved suppliers are currently working on and what work they have committed to in the future.
- Becoming an MPI approved supplier does not guarantee any MPI funded work by land owners and land managers. Those eligible for the advisory services are self-selecting for a provider, therefore, will be able to approach any approved supplier publicised by MPI in relation to this funding.
- MPI will monitor all approved suppliers and the work completed to ensure no duplication of work by land owners and land managers.

# SECTION 3: Evaluation

Our aim is to provide the best value-for-money life of the contract while delivering services to a high standard. This means suppliers achieving the right combination of fit-for-purpose, quality, price and delivery of services in a timely manner. This section sets out the evaluation approach that will be used to assess applications.

## Pre-conditions

Each application must meet all of the following pre-conditions to be eligible for the application to be considered. Applications which fail to meet one or more will not be further considered.

Respondents unable to meet all pre-conditions should conclude that they will not benefit from submitting an application or will unlikely be an MPI approved supplier of advisory services.

#	Pre-condition
1.	<b>Existing Clientele</b> An applicant must have existing or have had previous clientele affected by <i>M.bovis</i> , and currently be providing primary industry businesses with a form of advisory or consultancy services as related to 2.2 in this document. You must declare how many clients you currently or have previously serviced, and state what primary sectors they fall under and in what regions or catchments they fall into.
2.	<b>Provision of existing business services</b> An applicant must provide in their application, sufficient information about the business and the services they provide for MPI to be able to assess the suitability of the applicant as an approved supplier for this funding including maximum levels of work you could commit to under this agreement.
3.	<b>Suitably qualified and experienced staff</b> An applicant must declare all staff to be used a part of the contract and provide details of their experience and qualifications to demonstrate the quality of resource to be used.
4.	<b>Price</b> – You must disclose/declare the maximum price per hour that you will charge to deliver services and include indicative disbursement costs.
5.	<b>Contract terms</b> – You must either indicate that you agree with all clauses in full under the draft contract agreement or indicate which specific clauses you wish to negotiate on and why.

## Price

We wish to obtain the best value-for-money over the whole-of-life of the Contract. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity and price.

As part of the application process, we require an applicant to provide details of their normal charge out rates to check against industry standards to assess value for money.

## Decisions

In addition to meeting the pre-conditions for application consideration, decisions on the approval of suppliers is to be completed by MPI. A judgement will be made by an internal panel based on the following:

- 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: Our Proposed Contract

## Proposed Contract

Included with the application form is the Proposed Contract that we intend to use for the purchase and delivery of the Requirements.

In submitting your application you must let us know if you wish to question and/or negotiate any of the terms or conditions in the Proposed Contract, or wish to negotiate new terms and/or conditions.

The application form contains a section for you to state your position. If you do not state your position you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.