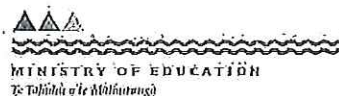


MEMO



To: Tina Cornelius, Chief Financial Performance Officer
From: [REDACTED] ICT Workstream Lead, The Ministry in Wellington Accommodation Project
CC: Hamish McCaw, Manager Corporate Property and Resource Management Unit
[REDACTED] Procurement Leader, Facilities Management
[REDACTED] Senior Manager, IT Procurement and Group support
Date: 1 August 2014
Subject: Approach to audio visual design for the Ministry in Wellington Accommodation Project
Commercial in Confidence

Purpose

To obtain agreement on the approach the project will take to contracting an audio visual provider for design work for the Ministry in Wellington Accommodation Project.

Background

The Ministry is planning a move to new accommodation in late 2015. We are currently going through the design phase of the layout and services for the new accommodation. As part of this work the project has a requirement for audio visual design consultancy services to provide a coordinated AV package for tender. The AV services are to be designed in conjunction with the for the SHF works, which are currently being designed by Warren and Mahoney and Beca.

Meeting Room Technology Syndicate

In 2014 an All of Government contract was signed with 3 suppliers for meeting room technology. This allows government agencies to initiate work via an RFQ process with only these suppliers.

Timing

The developed design stage is currently underway with detailed design to be completed in December 2015. An audio visual design and consultancy service provider should be brought on board early so they can be a part of this design process.

Proposed approach

It is proposed that an invite document is developed and issued to the current suppliers in the Meeting Room Technologies Syndicate asking them to submit a fee proposal for audio visual design and consultancy services. These will be evaluated against a number of factors including:

- Audio Visual design capability
- Experience in similar sized projects
- Resource availability
- Cost

This document will be issued in early August 2014 with the aim to appoint a service provider by the end of August 2014.

The suppliers involved in the Meeting Room Technologies Syndicate are:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Consultation

The project has consulted with Hamish McCaw, [REDACTED] on this proposal and they support the recommended approach.

Risks

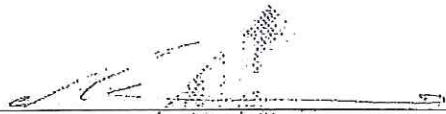
There is a low risk that other suppliers who are not in the Meeting Room Technologies Syndicate may question why it is not being put to the whole market.

Estimated cost

Recommendations

It is recommended that you:

Approve the project to develop the documentation to approach the suppliers in the Meeting Room Technologies Syndicate for the Ministry.


Tina Cornelius, Chief Financial Performance Officer

Date: 21/5/14

DRAFT