



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HIKINA WHAKATUTUKI

Ministry for Primary Industries
Manatū Ahu Matua



Request for Proposals

New Zealand Food Safety Science and Research Centre

July 2014

Quick Reference Guide

What is the New Zealand Food Safety Science and Research Centre, and why is it being established?

The establishment of a New Zealand centre of food safety science and research is one of 29 recommendations in the Government Inquiry into the Whey Protein Concentrate (WPC) Contamination Incident Report, released in December 2013. The New Zealand Food Safety Science and Research Centre (the 'Centre') will coordinate and deliver food safety science and research for New Zealand. The establishment of the Centre represents an increase in the funding available for food safety science and research, and will ensure that the New Zealand food safety system remains among the best in the world.

Who can apply to host the Centre?

New Zealand based research organisations, or legal entities representing such organisations, with a track record in food safety science and research. This research organisation must have been selected by the Science Board via the EoI process and attended the workshop on the 28th and 29th of May 2014, where the structure, scope and functions of the Centre were discussed and refined.

What funding is available?

Funding of up to \$500,000 is available for six months to develop the business and research plans that will lead to the further development of the Centre. It is anticipated that combined total funding from government and industry of up to \$5 million per year will be available (Beehive Release Wednesday 16 April 2014; <http://www.beehive.govt.nz/release/govt-establish-food-safety-science-research-centre>) upon approval of these business and research plans.

When are proposals due and what information must they contain?

The MBIE Portal will be opened for proposals on Monday 7 July 2014. Proposals are due by 3pm on Friday August 29th 2014. Proposals must meet the assessment criteria, as specified in the Ministerial Notice titled '*Criteria for selecting the Food Safety Science and Research Centre host*', published in the *New Zealand Gazette* on Friday 11 July 2014, and as reflected in this Request for Proposals.

Assessment, decision-making and contracting.

Proposals to host the Centre will be assessed against the assessment criteria by an independent panel. The Science Board will make the funding decision. If your proposal is successful, MBIE will contract with a single legal entity (Centre Contractor) for an initial period of six months, with the release of further funding subject to delivery of business and research plans for the Centre acceptable to the Science Board.

Further information.

If applicants have questions on the investment process, please e-mail investmentemailaccount@mbie.govt.nz. MBIE will forward any questions received and answers to all eligible research organisations.

GST

All financial figures in this document are GST exclusive.

Introduction

The establishment of a New Zealand centre of food safety science and research is one of 29 recommendations in the Government Inquiry into the Whey Protein Concentrate (WPC) Contamination Incident Report, released in December 2013.

The New Zealand Food Safety Science and Research Centre (the 'Centre') will coordinate and deliver food safety science and research for New Zealand. The establishment of the Centre represents an increase in the funding available for food safety science and research, and will ensure that the New Zealand food safety system remains among the best in the world.

The selection of a host for the Centre (the 'Host') and the establishment of the Centre will be a two-step process. The first step will be to select a research organisation to be the Host of the Centre. The second step will be for the Host to work with key stakeholders to develop the detailed business and research plans by which the Centre will operate.

This Request for Proposals (RfP) invites proposals from eligible research organisations to be the Host of the Centre, who will then proceed with the development of the business and research plans for the Centre.



Outcomes sought

The aim of the Centre is to ensure:

- the delivery of excellent food safety science and research to minimise the risk of foodborne illness and maximise economic growth opportunities;
- an increased level of food safety knowledge and capability across the science sector, industry and Government;
- the provision of cutting-edge food safety outputs to relevant stakeholders, in a timely manner;
- national and international visibility, reputation and credibility for New Zealand food safety science and research.

Research scope

The Centre will focus on public good food safety science and research. The research activities of the Centre should cover the complete food value chain, as well as taking into account food safety mitigation actions that might include actions taken by the consumer (e.g. handling and preparation of fresh foods).

Specifically, the Centre should cover:

- biological, chemical, physical and radiological food safety hazards;
- hazards associated with substances added to food;
- risk assessment, risk management, risk communication and fore sighting of public good food safety issues;
- linkages with relevant science and research providers and programmes in New Zealand and internationally.

Governance principles for the Centre

The following governance principles have been developed in consultation with New Zealand's food industry, food safety researchers, government agencies, and other food safety stakeholders. The Centre is expected to operate in accordance with these guidelines in achieving the outcomes and functions outlined in this document:

- (a) The Centre's governance and management arrangements empower it to act independently in fulfilling its functions. The Centre's governance group will be expertise-based, rather than representative.
- (b) The Centre will operate in an efficient manner that ensures 'value for money'. The governance and management arrangements for the Centre will reflect the need for efficiency in the Centre's operations.
- (c) Advice provided to the Centre's governance is representative of the Centre's stakeholders. It will represent the views of New Zealand's food industry, research organisations, and the government.
- (d) To allow the views of different stakeholders to be expressed, advice provided to the Centre governance may not always be 'consensus based'.
- (e) To ensure an international perspective on the Centre's strategic direction and research priorities, a range of international expertise should provide advice to the Centre's governance.

Vision Mātauranga policy

The Centre is expected to give effect to the Vision Mātauranga policy. The Vision Mātauranga policy aims to unlock the science and innovation potential of Māori knowledge, resources and people for the benefit of New Zealand. It focuses on four themes:

- (a) Indigenous Innovation – contributing to economic growth through distinctive science and innovation.
- (b) Taiao/Environment – achieving environmental sustainability through iwi and hapū relationships with land and sea.
- (c) Hauora/Health – improving health and social well-being.
- (d) Mātauranga – exploring indigenous knowledge and science and innovation.

Functions of the Host

The key functions of the Host during the establishment of the Centre include:

- establishing the governance and management of the Centre;
- ensuring the development of research and business plans;
- ensuring the development of research collaborations, networks and stakeholder relationships;
- providing infrastructure, administration and financial management support to the Centre;
- demonstrating leadership in the food safety science and research sector.

Functions of the Centre

The high level functions of the Centre will be:

- promoting, co-ordinating and delivering high-quality, internationally recognised food safety science and research that is prioritised through mechanisms involving government, industry, science providers and other key partners, and supports export growth;
- evaluating and aligning existing food safety science and research capability and capacity to make best use of New Zealand and international science resources;
- linking and collaborating with the international science community (e.g. China, European Union research platforms).

More specifically the Centre will be responsible for:

- promoting 'fit-for-purpose' research collaborations using 'New Zealand's best teams', and accessing the best science and technology from New Zealand and internationally;
- identifying emerging risks and opportunities for food safety science and research;
- setting the overall strategy for the Centre's investment;
- allocating and prioritising research funding;
- drawing upon a range of industry, science and government expertise to ensure the relevance of this research;
- providing trusted and independent advice on food safety issues in New Zealand;
- effectively communicating information on emerging food safety risks, opportunities, and research outcomes to the appropriate audiences (including public outreach);
- the management of key information, intellectual property, and confidentiality issues;
- providing leadership, both domestically and internationally, for New Zealand's food safety science and research;
- linking to and collaborating with the international food safety science community;

- interacting with and influencing international food safety stakeholders (industry, researchers and regulators).

Host selection process

The Ministry of Business, Innovation and Employment (MBIE) and the Ministry for Primary Industries (MPI) invited an Expression of Interest (EoI) from research organisations with an interest in food safety science and research, to participate in a workshop on May 28th and 29th 2014. The Science Board selected research organisations to attend this workshop using criteria set in the Ministerial Notice titled '*Notice setting the criteria for selecting New Zealand Food Safety Science and Research Centre workshop participants*', published in the *New Zealand Gazette* on Thursday 1 May 2014. The workshop involved representatives from the New Zealand food industry, research organisations and government. This workshop was used to refine the structure, governance, and functions of the Centre.

The workshop refined the governance principles under which the Centre should operate, the functions that the Centre should perform, and the functions of the Host. These workshop outcomes have been used to inform the assessment criteria for selecting the host organisation.

Research organisations that were selected by the Science Board (via the EoI process) to participate in the workshop are invited to submit a proposal to host the Centre. Collaborative participation in the Centre is strongly encouraged. Organisations that were not successful in the EoI process cannot host the Centre but can still be involved in the Centre if they have appropriate expertise acceptable to the Centre.

Proposals to host the Centre will be assessed against the assessment criteria (Ministerial Notice titled '*Criteria for selecting the Food Safety Science and Research Centre host*', published in the *New Zealand Gazette* on Friday 11 July 2014) by an independent panel (names of the panel members will be published on the MBIE website). The Science Board will make the funding decision. Detailed governance arrangements and business and research plans will be developed, in conjunction with MBIE, MPI and industry, in the six months post-establishment of the Centre. Continued funding of the Centre will be dependent on approval of these plans by the Science Board. Assessment criteria for these plans will be provided to the Host.

Eligibility

Who can submit a proposal to host the Centre?

The following organisations have been selected by the Science Board as eligible to apply to host the Centre, in accordance with criteria set in the notice '*Notice setting the criteria for selecting New Zealand Food Safety Science and Research Centre workshop participants*', published in the *New Zealand Gazette* on Thursday 1 May 2014:

- (i) AgResearch
- (ii) Cawthron Institute
- (iii) Institute for Environmental Science & Research
- (iv) Massey University
- (v) Plant & Food Research
- (vi) The University of Auckland
- (vii) The University of Otago

Applicants must meet any applicable timing, formatting, system, or other similar administrative requirements imposed by the Ministry of Business, Innovation and Employment in supplying administrative services to the Science Board under section 10(7) of the Research, Science and Technology Act 2010.

Funding

Funding amounts

Funding of up to \$500,000 is available for six months. This funding is being provided to establish the Centre governance, and develop the detailed business and research plans that will lead to the further development of the Centre. Allocation of the funding is at the discretion of the Science Board.

It is anticipated that combined total funding from government and industry of up to \$5 million per year will be available (Beehive Release Wednesday 16 April 2014; <http://www.beehive.govt.nz/release/govt-establish-food-safety-science-research-centre>) upon approval of these business and research plans.

Application Process

Proposals to host the Centre must be submitted by one legal entity.

You must submit your proposal through the MBIE Portal by 3pm on Friday August 29th 2014. The MBIE Portal is a secure, online space where you apply for funding. The MBIE Portal is accessed at <https://ims.msi.govt.nz/myfirst/>. MBIE will not accept proposals received after the closing deadline.

If you have not previously applied for MBIE funding through the MBIE Portal in the name of the Centre Contractor, you need to register. Refer Appendix B: Guide to submitting your proposal to the MBIE Portal.

In the MBIE Portal you will be asked to provide certain information to identify and summarise your proposal.

Assessment Process

The research organisations that were selected to attend the workshop through the EoI process have already satisfied a range of criteria.

The criteria for selecting the Host will be based on the ability of eligible research organisations to meet the functions required of the Host and their ability to uphold the governance principles on which the Centre will be established.

Assessment Criteria

Proposals to host the Centre require eligible research organisations to demonstrate that they meet the following assessment criteria, as specified in the Ministerial Notice titled '*Criteria for selecting the Food Safety Science and Research Centre host*', published in the *New Zealand Gazette* on Friday 11 July 2014:

Collaboration, network development, and stakeholder relationships

- (a) To what extent:
- (i) does the applicant have a successful track record of, and robust processes for, establishing and leading multi-party research collaborations;
 - (ii) does the applicant demonstrate the support of relevant New Zealand based research organisations, the New Zealand food industry and other food safety science and research end-users to host the Centre;
 - (iii) does the applicant outline an effective approach and process for establishing a science network across all key food safety science expertise in New Zealand;
 - (iv) does the applicant have a strong track record of engaging effectively to deliver high quality industry-relevant research programmes;
 - (v) does the applicant outline a process for ensuring relevant industry and science stakeholders are engaged in the development of the Centre's business plan and research plan; and
 - (vi) does the applicant have linkages to international regulators, research organisations, and food industry organisations appropriate for hosting the Centre?

Governance and management

- (a) To what extent:
- (i) do the proposed governance arrangements give effect to the governance principles described in the 'Governance principles for the Centre' section above;
 - (ii) does the applicant outline effective draft governance and management arrangements for the Centre;
 - (iii) does the applicant outline a process for selecting the Centre's governance, including advisory groups, and key management roles;
 - (iv) does the applicant propose an effective process for developing the Terms of Reference for the Centre's governance;

- (v) does the applicant demonstrate the ability to establish processes to set science and research priorities that are supported by stakeholders; and
- (vi) does the applicant demonstrate the involvement of New Zealand based research organisations and New Zealand food industry stakeholders in the development of their draft governance and management arrangements?

Host support to the Centre

- (a) To what extent:
 - (i) does the applicant have the capability and resources to provide administrative functions to support the establishment and ongoing operation of the Centre including basic infrastructure (e.g. IT systems);
 - (ii) does the applicant have access to appropriate research infrastructure to support food safety science and research;
 - (iii) does the applicant have the capability and resources for the financial management of the Centre;
 - (iv) does the applicant demonstrate a successful track record in the financial management of multi-party research collaborations;
 - (v) does the applicant propose effective processes for recruiting the Centre chief executive and any support staff;
 - (vi) does the applicant propose effective processes for developing the business plan and research plan; and
 - (vii) does the applicants proposal demonstrate a commitment to minimising establishment costs and lead-time?

Sector leadership

- (a) To what extent:
 - (i) does the applicant demonstrate their ability to deliver against the principles of the Vision Mātauranga policy (as described in the 'Vision Mātauranga policy' section above), and a commitment to implementing Vision Mātauranga principles in the Centre's operations; and
 - (ii) does the applicant demonstrate a strong reputation in the field of food safety science and research across government, industry, research organisations, and internationally?

Who makes the decisions?

MBIE will provide your proposal to an independent assessment panel. The panel will assess proposals against the criteria in the Ministerial Notice titled '*Criteria for selecting the Food Safety Science and Research Centre host*', published in the *New Zealand Gazette* on Friday 11 July 2014. The panel will include experts in food safety science and research, food safety regulation, Vision Mātauranga, governance, and industry/end user representation.

To aid its assessment, the panel may ask for information from MBIE or from other sources.

At this stage MBIE reserves the right to carry out due diligence on any applicant or any party materially involved if MBIE considers this necessary to confirm the financial stability of a Centre partner or any other matter material to a proposal.

Once the assessment panel has assessed the proposals, MBIE will provide to the Science Board information from the assessment process on each proposal and any other relevant information required under the criteria for assessing proposals, or that the Science Board may request.

The Science Board will make decisions on proposals for funding against the assessment criteria in the Gazette Notice.

The Science Board may:

- Approve your proposal.
- Decline your proposal.
- Set pre-contractual conditions.
- Vary the proposed duration by setting a different term to that proposed or by stage-gating the investment i.e. by requiring certain conditions to be met at a point in the term of funding.
- Vary the funding allocated from that proposed, such as by providing a reduced amount of total funding.

If the Science Board decides not to fund any proposal, it may ask applicants to revise and resubmit their proposal.

Contracting

If the Science Board decides to fund your proposal, MBIE will enter into a Contract with you (subject to your meeting any pre-contractual conditions). This Contract will be made available via the MBIE website. The Science Board may vary this contract as a term of its funding decision. By submitting a proposal you agree to accede to the terms and conditions of the Contract, if the Science Board decides to fund your proposal.

If the Science Board decides to fund your proposal the process will be as follows:

1. A Contract will be signed by you and MBIE. That contract contains:
 - The standard terms and conditions on which the Science Board has agreed to provide funding. The contract provides that the terms and conditions will apply each time the Science Board approves a proposal for funding for a new Work Programme.
 - An appendix containing a template Work Programme Agreement.
 - Template schedules for each Work Programme Agreement. These are not populated in the Contract itself as the Work Programme Agreement appended to that contract is only a template.

2. A Work Programme Agreement will also be signed by you and MBIE. That agreement contains:
- Appendix One of the Contract that acknowledges that the parties have entered into a Contract, and that the terms set out in that contract apply in respect of the Work Programme Agreement.
 - Schedules that set out the details of the Work Programme. The content of those schedules will be extracted directly from information provided by you through the MBIE Portal subject to any variation required by the Science Board.

Period of funding

The initial Work Programme Agreement will cover funding for six months. At its discretion, the Science Board may choose to fund you for a period that is shorter or longer than this period.

By the end of this six month period you must submit business and research plans for the Centre. The Science Board will make further funding decisions based on these plans. Further funding will be subject to a second Work Programme Agreement.

Timeline

Key Step	Date
MBIE Portal opens for submission of proposals.	7 July 2014
MBIE Portal closes for the submission of proposals.	29 (3pm) August 2014
Assessment panel assesses proposals.	September 2014
Science Board considers assessment information and makes funding decisions.	October 2014
Funding decisions are announced.	October 2014
Contract commences.	November 2014
Delivery of Centre Business and Research plans.	June 2015

Appendix A: Further terms that apply to this RfP

1. General

The terms of this RfP are set out below. The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a proposal will be deemed to have agreed to these RfP terms and conditions without reservation or variation.

2. Investigations and reliance on information

Applicants must examine this RfP and any documents referenced by this RfP and carry out all necessary investigations before submitting a proposal. If you are in doubt as to the meaning of any part of this RfP, you must set out in your proposal the interpretation and any assumptions you used.

Neither MBIE nor the Science Board will be liable (in contract or tort, including negligence, or otherwise) to anyone who relies on any information provided by or on behalf of MBIE or the Science Board in connection with this RfP.

3. Reliance by applicants

All information contained in this RfP or given to any applicant by MBIE is for the purpose of allowing that applicant to prepare its proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.

4. Reliance by MBIE

MBIE may rely upon all statements made by any applicant in its proposal and in correspondence or negotiations with MBIE or its representatives.

Each applicant must ensure all information provided to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. Each applicant will notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in its proposal or in any additional information provided by the applicant.

5. Inducements

You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE or any member of the Science Board in connection with this RfP process.

Business-as-usual communications (relating to funding under existing arrangements between MBIE and the applicant) will be maintained with the usual contacts. However, during the RfP process, applicants must not use business-as-usual contacts to solicit or discuss details of this RfP with any person at MBIE or its agents, including the assessment panel members.

6. Ownership and intellectual property

This RfP and any other documents supplied by MBIE to any applicant remain the property of MBIE. All copyright and other intellectual property rights in this RfP and any documentation and other information provided to any applicant or any other person by or on behalf of MBIE in connection with this RfP will remain with, and belong at all times to, MBIE or its licensors. MBIE may request the immediate return of all documents supplied and any copies made of them at any time. Applicants must comply with any such request in a timely manner.

Any proposal or information supplied by you to MBIE will become the property of MBIE and may not be returned to you. Ownership of the intellectual property rights in a proposal does not pass to MBIE. However, in submitting a proposal, each applicant grants MBIE a non-exclusive, non-transferable, perpetual licence to use, disclose, and copy its proposal for any purpose related to this RfP process.

By submitting a proposal, each applicant warrants that the provision of that information to MBIE, and the use of it by MBIE for the evaluation of its proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

7. Confidentiality

MBIE will treat your proposal as confidential, but you should be aware that MBIE is subject to the Official Information Act 1982 and may be required to release information supplied in your proposal in accordance with that Act, or as otherwise required by law.

You should also be aware that the information in your proposal will be stored by MBIE, and may be used by MBIE, a Minister, any of MBIE's advisors (including relevant third parties) or any other government agency (including any Crown entity), NZTE, and the regional business partner organisations that MBIE and NZTE work with to support growth and innovation.

8. The proposal process

You should be aware that the following rights are reserved:

- Your proposal may not be approved.
- All or any proposal(s) may be rejected.
- This RfP may be suspended or cancelled, or replaced with a new RfP, at any time.
- Any date in the RfP process may be amended or extended.
- This RfP or any associated documents may be amended.
- Any irregularities or informalities in the RfP process may be waived.
- Part of a proposal from any applicant(s) may be accepted.
- This RfP may be reissued.
- This RfP process may be suspended and/or cancelled (in whole or part) if a material or significant issue emerges during the process.
- Any information provided with a proposal may be retained or destroyed.

- Clarification may be sought from any applicant(s) in relation to any matter in connection with this RfP process.
- Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).
- MBIE or the Science Board may reject or not consider further any documentation related to your proposal that may be received from you, unless it is specifically requested.
- This RfP process may be run in such manner as MBIE may see fit.

9. No contractual obligations created

No contract or other legal obligations arise between MBIE and/or the Science Board and any applicant out of, or in relation to, this RfP or RfP process, until a formal written contract (if any) is signed by both MBIE and the successful applicant.

This RfP does not constitute an offer by MBIE or the Science Board to provide funding or to enter into any agreement with any applicant. The request for and receipt of proposals does not imply any obligation on MBIE to contract for any funding requested in any proposal. MBIE will not be bound in any way until the Contract is executed.

Neither MBIE nor the Science Board make any representations nor give any warranties in this RfP.

Any verbal communications made during the RfP process will not be binding on MBIE or the Science Board and are subject to the terms of this RfP.

10. No process contract

Despite any other provision in this RfP or any other document relating to this RfP, the issue of this RfP does not legally oblige or otherwise commit MBIE and/or the Science Board to proceed with or follow the process outlined in this RfP or to assess any particular applicant's proposal or enter into any negotiations or contractual arrangements with any applicant.

For the avoidance of doubt, this RfP process does not give rise to a process contract.

11. Exclusion of liability

Neither MBIE, the Science Board, nor any assessment panel members, officers, employees, advisers or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this RfP process, including without limitation:

- (a) the assessment process
- (b) the preparation of any proposal
- (c) any investigations of or by any applicant, its affiliates, and Centre members
- (d) concluding any contract

- (e) the acceptance or rejection of any proposal
- (f) the suspension or cancellation of the process contemplated in this RfP
- (g) any information given or not given to any applicant, its affiliates, and Centre members.

By participating in this RfP process, each applicant waives any rights that it may have to make any claim against MBIE and/or the Science Board. To the extent that legal relations between MBIE and/or the Science Board and any applicant cannot be excluded as a matter of law, the liability of MBIE and/or the Science Board is limited to \$1.

Nothing contained or implied in or arising out of this RfP or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

12. Costs and expenses

MBIE is not responsible for any costs or expenses incurred by you in the preparation of a proposal.

13. Governing law and jurisdiction

This RfP will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this RfP or any proposal.

14. Public statements

MBIE may make public the following information:

- the name of any applicant
- the public statement
- the total amount of funding
- the period of time for which funding has been approved.

Applicants are requested not to release any media statement or other information relating to the process outlined in this RfP and the submission or approval of any proposal in any public medium without providing sufficient advance notice to MBIE.

Appendix B: Guide for submitting your proposal to the MBIE Portal

Using the MBIE Portal

The proposal process consists of three stages:

1. registering in the MBIE Portal
2. preparing your proposal
3. submitting your proposal via the MBIE Portal.

1. Registering in the MBIE Portal

The MBIE Portal is a secure, online space where you apply for funding. If you or your organisation has not applied for MBIE funding through the MBIE Portal before, you need to register and receive a username and password and instructions for registration by return email. To register please contact your research office in the first instance (if your organisation has a research office) or e-mail investmentemailaccount@mbie.govt.nz and provide the following information:

- your organisation's name (if applying through your organisation),
- phone number, postal and physical address, e-mail address,
- the name of a contact person.

If you have technical problems or questions about the Portal, please e-mail investmentemailaccount@mbie.govt.nz or phone our support staff on 0800 693 778 who are available Monday to Friday, from 8.30am to 4.30pm.

2. Preparing your proposal

To submit a proposal, you must provide certain information. This information is provided to MBIE through data entry boxes in the MBIE Portal and documents you may upload into the MBIE Portal. This information is reviewed as part of the assessment process. Please ensure that it is accurate and complete.

We recommend that you familiarise yourself with the Portal and the information you need to provide, before starting your proposal.

- Log in to the MBIE Portal and browse the sections and questions.
- Note the sections where uploaded documents are asked for, and ensure you have these available.
- Note where you are required to use a template, and download the relevant templates from the Portal.

Please adhere to page limits as these will be strictly enforced.

Once you have familiarised yourself with the information you need to provide, log into the MBIE Portal to enter your proposal information.

3. Submitting your proposal

When you have completed all sections you can print and submit your proposal in the 'Print and manage' section. Other options for actions in the 'Available actions' section depends on your role and on the status of your proposal. The actions are:

- Print/preview this proposal.
- Submit to MBIE: submits the completed proposal.
- Manage users for this proposal: super users can manage access to a proposal by other users in their organisation. Super users have full access to any proposal from their organisation. Other users can be assigned different levels of access such as view or edit.

Users who create a new proposal will automatically be assigned edit access.

Icons and help text

Coloured icons beside each section of the proposal form indicate your progress.



You have not started and saved the section yet, or validation of the section was unsuccessful.



You have started and saved progress in the section.



Validation of the section was successful.

- The  icon is a link to 'help text'.
- A red asterisk ***** indicates a compulsory section that must be completed before you save that section. You will receive an error message if you do not do so.
- A black asterisk ***** indicates a compulsory section that must be completed before you submit your proposal. Unlike sections marked with a red asterisk, you can leave these sections without entering any data and return to them later, before submitting your proposal.

The Portal also features 'help text' guidelines throughout the proposal process.

Text boxes

You will be required to enter information into a text box in some sections. Many text boxes contain character limits that are stated in each section. To help you, a character count is displayed. You cannot add pictures, tables, or graphs to the text boxes, but can attach these in the upload section in the proposal form.

Content to be submitted through the MBIE Portal

This detail below is a copy of the proposal form in the Portal and is provided for ease of reference.

Summary	
Summary	<p>The following information is required:</p> <ul style="list-style-type: none">• Total MBIE funding requested• Full title of your proposal• Start and end dates
Executive Summary	<p>Provide a summary of all aspects of your proposal. You may wish to consider including information on the following topics:</p> <ul style="list-style-type: none">• Collaboration, network development and stakeholder relationships.• Governance and management arrangements.• Host support for the Food Safety Science and Research Centre.• Sector leadership. <p>For successful proposals, this section will be extracted directly into a Work Programme Agreement.</p>
Public Statement	<p>Your public statement should describe what you are aiming to achieve through the proposal. It could be a summarised public version of your Executive summary</p> <p>It will be made publicly available, so it should be written for a non-scientific audience and should not contain any commercially sensitive information. Please also list up to five key words that describe your research.</p> <p>You may wish to include contact details for enquiries.</p> <p>For successful proposals, this section will be extracted directly into a Work Programme Agreement.</p>
Vision Statement	<p>The vision statement provides a sense of what the medium- to long- term outcome for New Zealand could be (roughly 5-10 years from now) for any given piece of research. It is a short, aspirational, yet credible assessment of the potential outcomes that may arise from the research to be carried out.</p>

Selection Criteria Questions

<p>Collaboration, network development and stakeholder relationships</p>	<p>Key Question: As the host of the Food Safety Science and Research Centre, how do you intend to form collaborations, networks and stakeholder relationships? In your answer you may wish to consider addressing the following points:</p> <ul style="list-style-type: none"> • Does your organisation have a successful track record of establishing and leading multi-party research collaborations? • Does your organisation have robust processes in place for establishing such collaborations? • Does your organisation have a strong track record of delivering high quality, industry relevant research programmes? • What linkages does your organisation have to appropriate international regulators, research organisations and food industry organisations, which can be leveraged as host of the Centre? • What process are you proposing to establish a science network across all key food safety expertise in New Zealand? • Provide evidence that your organisation has the support of relevant New Zealand based research organisations, industry and other food safety science and research end users to host the Centre. • What processes do you have in place for ensuring that relevant science and industry stakeholders are engaged in the development of the governance and management arrangements, and the business and research plans for the Centre?
<p>Governance and management</p>	<p>Key Question: What governance and management arrangements do you propose for the Food Safety Science and Research Centre? In your answer you may wish to consider addressing the following points:</p> <ul style="list-style-type: none"> • Do the proposed governance arrangements give effect to the governance principles described in the Gazette Notice and RfP? • What process do you propose for developing the Terms of Reference for the Centre's governance? • What is the process for selecting the Centre's governance, including advisory groups and key management roles (i.e. the Chief Executive and any support staff)? • Have other New Zealand based research organisations and food industry stakeholders had involvement in developing the governance and management arrangements?

	<ul style="list-style-type: none"> • What process do you propose for setting science and research priorities for the Centre that they are supported by all stakeholders?
Host support to the Centre	<p>Key Question: How will your organisation provide support services to the Food Safety Science and Research Centre? In your answer you may wish to consider addressing the following points:</p> <ul style="list-style-type: none"> • Does your organisation have the capability and resources to provide administrative functions to support the establishment and ongoing operation of the Centre, including basic infrastructure (e.g. IT systems)? • Does your organisation have access to appropriate research infrastructure to support food safety science and research? • Does your organisation have the capability and resources for the financial management of the Centre? • Does your organisation have a successful track record of financial management of multi-party research collaborations? • How do you propose to develop the business and research plan for the Centre? • How do you propose to minimise the costs and lead-time in the establishment of the Centre?
Sector leadership	<p>Key Question: Does your organisation have a strong reputation in the field of food safety science and research? In your answer you may wish to consider addressing the following points:</p> <ul style="list-style-type: none"> • What evidence is there that your organisation has a strong reputation across government, industry, research organisations and internationally, in the field of food safety? • Does your organisation have the ability to deliver against the principles of the Vision Mātauranga policy? • How will the Vision Mātauranga principles be implemented in the Centre's operations?

Project Details																	
Budget	<p>Please cost your proposal over the six month term of the contract and submit a budget for that period. The figures below should reflect the maximum amount of funding available from MBIE is \$500,000 (GST excl).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Personnel:</td> <td></td> </tr> <tr> <td>General operating expenses:</td> <td></td> </tr> <tr> <td>Building depreciation/rental:</td> <td></td> </tr> <tr> <td>Equipment depreciation/rental:</td> <td></td> </tr> <tr> <td>Overheads:</td> <td></td> </tr> <tr> <td>Subcontracting:</td> <td></td> </tr> <tr> <td>Other expenditure:</td> <td></td> </tr> <tr> <td>Total budget:</td> <td></td> </tr> </table> <p>Please provide a description of 'Other expenditure' items.</p>	Personnel:		General operating expenses:		Building depreciation/rental:		Equipment depreciation/rental:		Overheads:		Subcontracting:		Other expenditure:		Total budget:	
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General operating expenses:																	
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Overheads:																	
Subcontracting:																	
Other expenditure:																	
Total budget:																	
Project Team	<p>List your project team. The following roles are required:</p> <ul style="list-style-type: none"> • Contact person • Key individual(s) <p>Role definitions: The contact person is the person that MBIE will contact in the first instance regarding your proposal. Key individuals are those directly involved in the work programme.</p>																
Key Stakeholders	<p>Collaborative participation in the Food Safety Science and Research Centre is strongly encouraged. Please provide a list of key stakeholders that have been involved in the preparation of this proposal and/or have been identified as collaborators in the establishment and operation of the Centre. This may include, but is not limited to, research organisations, industry organisations, regulatory organisations, international food safety science stakeholders and other food safety science end users. Note that this does not exclude other collaborators (in addition to those listed below) from becoming involved in the Centre in the future. This information will be assessed alongside that provided in the 'collaboration, network development and stakeholder relationships' section. Please confine list to <u>key stakeholders</u> only.</p>																

	Name of Key Stakeholder Organisation	Please provide brief details of the role that this organisation has played in contributing to this proposal and/or how they are likely to be involved in the establishment and operation of the Centre (including key personnel if appropriate). Please limit to 400 characters for each organisation.