

# Ministry of Education Attendance Services Procurement Workshop

Guidance and tips for Respondents

26-27 June 2025



Te Tāhuhu o  
te Mātauranga  
Ministry of Education

# Our Documentation pack



- Read the whole documentation pack carefully. Note the timelines, especially the closing date and time. Also note the last date to ask any questions. GR1
- Make sure you understand our Requirements (Part 3 of our documentation pack), our evaluation criteria and the response form requirements. The evaluation criteria are mapped to our response form questions and identify what we will be evaluating/scoring your proposal against.
- Feel free to ask questions – it is important you are clear on the Ministry’s process and our expectations.
- The Response form (Part 5 of our documentation pack) is the template you need to fill out and submit as your application/proposal. Remember, a separate Response form is required to be completed for each catchment you are responding to supply.

# Response Tips 1



- Answer all the questions in the response form.
- In preparing your response, carefully consider what each question is asking; e.g. Is it asking you to Explain, Describe, Outline, Provide a Summary, Provide an overview, etc
- Note that most of our questions are asking for answers to reflect the relevant catchment features/ considerations, For example, your answer to the question related to your approach/solution should acknowledge and reflect the relevant catchment features/ considerations in your answer
- Consider the evaluators and make it easy for them to read and assess your response to each question. Unless it is necessary, don't refer to responses to other questions as part of your answers.
- Avoid very wordy responses and long sentences. Tables, diagrams and bullet points are a good way to communicate clearly.

## Response Tips -2



- Assume that the evaluation team does not know you or your previous work. Evaluators can use existing knowledge to confirm or challenge (via a clarification question) the written responses, but they can't base their evaluation scores on existing knowledge that isn't included as part of the Response.
- The weightings for each criteria/question indicates the relative importance of each question. Use this a guide for how much to write. I.e. a 10% weighted question is twice as important as a 5% weighted question.
- If response guidance is provided, ensure you have covered all the points raised in that guidance (as well as any anything in the Requirements) as part of your response.
- If a suggested response length to a question is provided (eg: response guide 1-2 pages), use that as guidance
- If a hard response limit to a question is provided (eg: no more than ½ page), comply with that limit

## Response Tips -3



- Think about your point of difference – What sets you apart? Have you clearly communicated that within your response? For example, have you communicated your point of difference as part of your outlined approach, or the description of the capability and capacity in your team, or your description of the depth of relationships you have with key stakeholders.
- Clearly reference any attachments, e.g. CVs or people profile, outline implementation plans, etc – make it easy for the evaluators to navigate and find the relevant material
- Proofread for errors and clarity

# GETS – I don't GET it!

# Getting Started with GETS



You can access the GETS website by entering the following address: [www.gets.govt.nz](http://www.gets.govt.nz)

If you have registered from the GETS home screen you can login here

If you have not registered as a [supplier](#) you can set up a 'Real Me' login here

The screenshot shows the GETS.GOV.T.NZ website. The header includes the New Zealand logo and navigation links: 'Create New Account', 'Purchaser Login', and 'Supplier Login: ? Real Me'. A search bar is also present. The main content area has a sidebar with 'ONLINE SERVICES' including 'Create New Account', 'Purchaser Login', and 'Supplier Login'. The main content area displays a welcome message and a table of 'Current Tenders'.

RFx ID	Reference #	Title	Tender Type	Close Date	Organisation
20071452	[Name]	Learning Management System (LMS)	RFx	12:00 PM 20 Sep 2018 (Pacific/Auckland UTC+12:00)	Tertiary Education Commission

# Subscribing to a Tender Notice on GETS



You need to subscribe to a tender notice to access attachments, raise questions or submit a response.

## To subscribe:

1. Open the tender.
2. Click '**Subscribe to this Notice for full access**'.
3. Make sure that the supplier details are correct.
4. Click '**Submit**'.

**NOTE:** You can see all tenders you're subscribed to by clicking '**Subscribed Tender Notices**' on the navigation bar.

### Training Test

#### Details

RFx ID : 2537022

Tender Name : Training Test

#### Overview

this is a test RFx for training purposes.

[Subscribe to this Notice for full access.](#)

### Subscribe to this Notice for full access

Fields marked with an asterisk(\*) are mandatory.

#### Subscribe to this Notice Contact Details

Given Name \*

Surname \*

Telephone Number \*

Facsimile

#### Email notification of addenda

E-mail Address \*

☒ Check here to receive email updates for Addenda and Q&A for this tender

☐ Receive email notification when similar tender has been published



# GETS Overview: Submitting a Response



Confirm you have got a receipt notification and that it is showing your attachments have loaded and been submitted

**If in doubt...**



Contact the **GETS Helpline**:

**0508 GETS HELP (0508 438 743)**

**info@GETS.govt.nz**

# He Pātai | Questions?



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education

[education.govt.nz](https://education.govt.nz)

We **shape** an **education** system that delivers  
**equitable** and **excellent outcomes**

He mea **tārai** e mātou te **mātauranga**  
kia **rangatira** ai, kia **mana taurite** ai ōna **huanga**



**Te Kāwanatanga  
o Aotearoa**  
New Zealand Government