



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

PROCUREMENT PLAN

Addendum 1

Healthy School Lunches Alternative Provision
Model – 2026 Contributing Primary Schools

MOE30205

Approvals

Business Endorsements

Name	Position/Title	Signature	Date
Andrew Gibson	Director Special Projects	 RE Re School Lunches procurement	15/08/2025
Lynda Pura-Watson	General Manager – Ākonga and Community Delivery	 RE Re School Lunches procurement	18/08/2025

Procurement Approvals

Name	Position/Title	Signature	Date
9(2)(a) 	for Chief Procurement Officer	 RE Re School Lunches procurement	18/08/2025

Addendum 1

This addendum:

- Updates the proposed timeline, including Governance Board related activity
- Add additional detail on negotiation planning
- Updates the evaluation team membership

Proposed Timeline

The indicative timeline is provided below.

Action	Indicative date
Pre-procurement	
Procurement Plan approved	14 July 2025
Request for Proposal (RFP)	
RFP Issued	22 July 2025
Supplier briefing/s	28 July 2025
Supplier notification of intent to respond	30 July 2025
Last date for supplier questions	13 August 2025
Last date for agency to answer questions	18 August 2025
RFP closing date	10am Thursday 21 August 2025
Governance Board	
Receive advice on number of responses	3pm 21 August 2025
Receive provisional advice on compliant tender coverage and non-compliant pricing	8:30am 27 August 2025
Consider emerging risks	8:30am 27 August 2025
Evaluation	
Panel confidentiality and conflict of interest declarations completed	8 August 2025
Precondition assessment	22-23 August 2025
Individual evaluation	25-29 August 2025
Evaluation panel meets	Week of 1 September 2025
Respondent clarification discussions (if required)	Week of 1 September 2025
Post-evaluation	
Recommendation to Shortlist drafted	Week of 8 September 2025
Recommendation to Shortlist approved	Week of 8 September 2025
Commencement of negotiation planning	Week of 8 September 2025
Negotiations	15 September – 1 October 2025
Recommendation to Award drafted	Week of 29 September 2025
Recommendation to Award approved	Week of 13 October 2025
Advise bidders of outcome	Week of 20 October 2025
Contract issue/execution	Complete by 27 October 2025
Debrief unsuccessful suppliers	Mid November 2025
Contract award notice published on GETS	November 2025
Contract start date	1 January 2026

Shortlist/Preferred Supplier(s) Recommendation / Negotiation

Following the RFP evaluation negotiation is planned to be undertaken with shortlisted suppliers.

Where sufficient coverage (i.e. supply to most/all schools) is not available across the individual shortlisted suppliers and a single supplier offers significant coverage (i.e. supply to most/all schools) on their own, the Ministry may select that supplier for contract negotiations. If exercised, approval of this approach will require appropriate supporting rationale and the approval of the Chief Procurement Officer and the General Manager – Ākonga and Community Delivery.

A negotiation plan will be prepared for endorsement by the Governance Board and approval by the Chief Procurement Officer. This plan will detail the negotiation timeline, Ministry negotiation team members, which may include Governance Board members, and negotiation parameters.

RFP Evaluation Team

The mandatory requirement assessment will be undertaken by:

9(2)(a)	Evaluation Chair
Procurement representative	Pre-condition assessor

The RFP evaluation team is:

Name	Role	Areas of expertise
9(2)(a)	Evaluation Chair (non-scoring)	Procurement
	Probity Auditor	External Probity
	Evaluation Team Member	Operational, existing programme
	Evaluation Team Member	Finance
	Evaluation Team Member	Operational, existing programme, health, nutrition, Māori engagement
	Evaluation Team Member	Supply & Logistics SME (School Transport programme)
	Evaluation Team Member	Sustainability & Waste SME
	Evaluation Team Member	Commercial