



# Low Emission Transport Fund Request for Proposals

## Response Form

Adoption of Public Charging  
Infrastructure

Round 5, October 2022

## Low Emission Transport Fund – Request for Proposal Public Charging Infrastructure (Round 5)

This Request for Proposal will utilise an online form, found on the EECA website. This document is provided to support your response process, and cannot be used to submit a Registration.

If you need any assistance with completing the form, or if you have questions about your application, please contact the LETF point of contact [LETFund@eeca.govt.nz](mailto:LETFund@eeca.govt.nz).

### Key Dates

- ROI released: Wednesday 5 October 2022.
- Deadline for Questions: 4pm, Wednesday 26 October 2022. (Submit questions to [LETFund@eeca.govt.nz](mailto:LETFund@eeca.govt.nz)).
- **Deadline for Registrations: 12pm, Wednesday 2 November 2022.**
- The Proposal Validity Period is six months from the deadline date.

### Key Actions

1. Read the RFP document and any supporting information to ensure you have understood:
  1. the Investment Principles;
  2. our Funding and Eligibility Conditions;
  3. our Evaluation, Assessment and Decision-Making Approach; and,
  4. the Criteria against which Applications will be assessed.
2. Read the LETF FAQ document.
3. Periodically check the [EECA website](#) for any updates relating to this RFP.
  1. Note: Applicants who save their progress in this Response Form and have entered an email in the Key Contact area will receive updates at that address.
  2. Fill in this online form. You may upload supporting information such as summaries of past projects, letters of support.

Your application must be made via this online form. EECA will not accept Response Forms received by email, post or hand delivery.

## Section 1 Applicant

### 1. Key Details

1 Lead Applicant key details	
<b>Legal name</b>	
<b>Trading as (if different)</b>	
<b>Type of organisation</b>	Limited liability company / Incorporated society / Trust / Charitable Trust / Incorporated Society / Other (please specify)
<b>NZ Company Number (if a company), NZBN or Charitable Trust/Incorp Soc number</b>	
<b>Street address</b> [Address, city/town, postcode]	
<b>Brief organisational overview</b> [maximum of 50 words]	
2 Contact person details	
This will be the only person who receives all the correspondence relating to the Registration. Fill out all fields unless otherwise indicated	
<b>Name</b> [Title, First and Last name]	
<b>Job title or role</b> [For example, Director, Manager, etc.]	
<b>Contact phone number</b>	
<b>Contact email address</b>	
3 Co-Respondent key details	
Use the copy and paste function to add additional Co-Respondents if required	
<b>Legal name</b>	
<b>Trading as (if different)</b>	
<b>Type of organisation</b>	Limited liability company / Incorporated society / Trust / Charitable Trust / Incorporated Society / Other (please specify)
<b>NZ Company Number (if a company), NZBN or Charitable Trust/Incorp Soc number</b>	

**Key personnel**

Please provide contact details, role descriptions and brief profiles for each of the key personnel who will materially influence any subsequent projects.

Name:

Organisation:

Contact details:

Role:

Qualifications or relevant experience:

[Repeat for additional]

**Partner organisations**

Please provide brief profiles for each of the key partner organisations who would be involved in delivering projects under the subsequent RFP.

[Repeat for additional]

## Section 2 Minimum Eligibility Conditions

Note: Any Registrations that do not meet all of the minimum eligibility conditions will not be progressed to a full assessment.

To see the eligibility conditions please refer to Section 3 of the ROI document.

1 Eligible entity and project	
<b>Is the lead organisation associated with this project an eligible entity?</b> [Refer to Sections 2.7 and 3.3 of the ROI document to find about which entities are eligible for funding. If your lead organisation is not a NZ-based entity, you are not eligible]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Can the Respondent deliver projects in New Zealand?</b> [Projects that would be delivered in another country are not eligible to receive LETF funding. The Project may utilise overseas suppliers, but the resulting asset and decarbonisation outcomes must be New Zealand based.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the project involve eligible technologies or activities?</b> [Refer to Section 3.3 of the ROI document to find out about eligible and ineligible technologies and activities]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 Health, safety, reputation	
<b>Are you committed to working safely, and ensuring the health and safety of workers and others affected by the proposed project work, and do you have appropriate systems and processes to undertake the work safely?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If your registration is successful, do you agree to provide EECA with more detail relating to your health and safety policies, plans and procedures if required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you committed to working in a manner that will not damage EECA's reputation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 3 Assessment Criteria

The following sections include details of the assessment criteria that will be used by the Assessment Panel when assessing Registrations to the LETF.

Your Registration will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.

If you have made any assumptions about how you would deliver future projects, clearly state these assumptions.

EECA's intention is to gain sufficient information from each Respondent to fully inform the assessment and decision-making process. Please attach any further information or supporting documentation that will support or verify any statements made in response to these questions.

**Please observe the guidance on maximum word count for each question.**

**Refer to Section 3 of the RFP document for a detailed explanation of the Assessment Criteria.**

A. Your Project	Weighting 40%
<p>A.1. Describe your project and the services involved</p> <ul style="list-style-type: none"> <li>• Describe your vision for a network of public chargers.</li> <li>• Describe your project for this RFP, including how the project might be staged (and the user experience and costs at each stage), and how your project will meet the minimum specification for the site. If you recommend a different specification, detail this and why.</li> <li>• Describe what this prototype project will test that should be taken into account in designing the future network.</li> <li>• What key components or aspects do you consider vital for the success of the Project? Why are the costs appropriate, what other options were considered, what trade-offs have you considered?</li> <li>• How will your Project fit within the community in terms of amenities; will the Project overlap or support existing services?</li> <li>• EECA anticipates the site will be in service for 20+ years given the level of investment in the site construction and electrical connection. What acquisition model would you pursue?</li> <li>• EECA envisages dual branding for the sites, with the potential to morph this in future as additional sites are added and a national network is constructed. What is your suggested approach? Are you envisaging potentially additional charging operators at the site in future or a single operator?</li> </ul> <p>A.2. Funding model and contributions</p> <ul style="list-style-type: none"> <li>• Describe the funding model you see working best for this project. How might this model change for a network of similar projects?</li> <li>• Detail Project partners and their roles/contributions to the Project.</li> <li>• Detail individual Project components and the contribution you are requesting for each in the table in the online form. See section 3 of the RFP for project components that EECA will not contribute to.</li> </ul> <p>A.3. Potential future development</p> <ul style="list-style-type: none"> <li>• Confirm your intentions should you be successful in this round; do you plan to provide part or all of a future national network of similar sites? What would you require for that, e.g. from Government, Local Councils, Waka Kotahi, investors?</li> <li>• How might your solution change for a future network of sites? Consider branding, interoperability, infrastructure, legal or regulatory implications and other factors.</li> </ul>	
B. Ability of the Project to meet the needs	Weighting 30%

- Power availability and use – Confirm site power requirements and power management plans, both initially and as stages are developed; how will the project impact network capacity, and possible impacts on other local users; how might this be managed?
- Charging operation - Please describe your development plan showing how the expansion/staging will work and how the site will be monitored for operational parameters such as queuing, non-delivery, user conflict and so on. Note that successful projects will be used as case studies for development of a future network.
- User experience – Describe how the Project will deliver on accessibility, safety, utility and user experience (for example services available onsite).
- Interoperability – Describe your billing system and how it will offer interoperability and seamless user experience. If your proposed solution for the prototype sites will not initially deliver this, detail your plan to meet the requirement in future.

### C. Ability to implement

Weighting 30%

- Speed of delivery - How quickly can the Project be delivered? Tie this to your staging plan if you have one.
- Project dependencies - what EECA interdependencies are you relying on to successfully complete the pilot?
- Project plan and risk - What are the Project management strategies and mitigations to be deployed to ensure the Project remains on track and potential delays are mitigated? (specific to the Project). Please upload a high level project plan showing acceptable milestones and realistic timelines that will see the Project delivered within the contracted period (Note: EECA accepts the plan may require adjustment when the Project is contracted).
- Legal, property and regulatory due diligence - what is your Project's readiness to deliver? (e.g. site scoping, regulatory and other approvals in place, supplier quotes and timelines, Applicant co-funding committed and approved, clarity about ownership of assets).

**Supporting documents can be uploaded.**

## Section 4 Declaration

I declare on behalf of the Respondent any Co-respondents:

**Please check**

- that I have read this form and the RFP document and I fully understand the procedures, terms, conditions and criteria.
- that this Response Form and the RFP document together outline the basis on which this Registration is made and the procedures, terms, conditions and criteria for the Low Emission Transport Fund.
- that the statements in this Registration are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentations made.
- that all named key personnel and partner organisations have agreed to be included in this Registration.
- that EECA and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the Respondent or project (except that marked as “Confidential”) for the purposes of gaining or providing information related to the processing and assessment of this application.
- that the Respondent will, if requested by EECA or its advisers in connection with this ROI process, provide any additional information sought and provide access to its records and suitable personnel.
- that if successful, I consent to the public release, including publishing on the internet, of the name of the Respondent, contact details of the Respondent and a description of capability, and undertake to cooperate with EECA on communications relating to this Registration, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with EECA.
- that I understand EECA’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this Registration, the provisions of this Act apply to all of the information provided in this Registration.
- that all activities outlined in the Response form are lawful activities that will be carried out lawfully.
- the Respondent is not in receivership or liquidation nor will the project be managed by someone who is undischarged as bankrupt or prohibited from managing a business.
- that EECA has sole discretion to determine which Registrations (if any) may be short-listed and that I understand that there is no agreement for EECA to provide any funding or Funding Agreement as a result of this RFP.
- that I will work with EECA in good faith towards an agreeable Funding Agreement, with an intent to commit by 1 March 2023.
- that I will work with EECA in good faith to agree a joint branding strategy for the site(s) as part of the Funding Agreement.
- that I have considered any possibility for real or perceived conflict of interest as defined in Section 4.4 of the RFP document and confirm that:
  - I have no real or perceived conflict of interest
  - OR
  - I may have a real or perceived conflict of interest as detailed below:  
Insert details here...
- that I am authorised to make this Registration on behalf of the Respondent (including any Co-respondent) identified in Section 1 of this form.



**Signature**

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

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Print name  
**TITLE**  
**ORGANISATION**

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Signature

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Date