



REQUEST FOR PROPOSALS (RFP)

Ngāti Rangī Trust is a charitable trust established in 1992 as a result of revived participation in tribal activities and the need to have a formal voice to respond to the range of issues in the Ngāti Rangī rohe (area). The Trust was established with the support and endorsement of the Whanganui River Māori Trust Board so that Ngāti Rangī could promote environmental, political, social and cultural aspirations, and participate in the Treaty of Waitangi settlement process.

The Trust has four team areas as well as two project teams, these are:

- Te Ao Tūroa – our environment
- Hauoratanga – our wellbeing
- Ngāti Rangitanga – our culture
- Muramura Te Ahi – our prosperity

Project Teams:

Te Pae Tata – Ruapehu Community Learning and Tech Hub
Ruapehu Whānau Transformation Plan

There are 16 staff employed either on fulltime or part time basis with the Trust on two primary locations.

Project description

This RFP is to attract proposals to review and recommend IT solutions for the Trust's day to day running including; ongoing IT support, hardware and software, CRM, website review and recommendations (and subsequent management and hosting), data storage, backup and archiving, shared document platform recommendations.

Project requirements and project objectives

1. Ongoing IT support

The Trust requires a review of potential ongoing IT support needs and a recommendation of an organisation that can provide the services for those needs, be it the person/s undertaking the review or another company/person which is a better fit for the Trust's needs. An impartial view on ability to undertake the ongoing service is paramount.

2. Hardware and software

Checklist for IT for on boarding new staff which can be supplied to the company/person in which is supplying the Trust with their IT services. This also includes reviewing the supply of fit-for-purpose hardware and recommending any changes (if any) to the current supply of hardware. A number of specialist and general software packages are used across the organisation which need to be reviewed to ensure they are cost-effective, user-friendly and properly suited to the needs of the Trust.

3. CRM software

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A stakeholder management system needs to be identified which will allow the Trust a comprehensive yet easy to use system to track stakeholder interactions and contracts and member databases. A subsequent training package will need to be developed for staff.

4. Website management

The Trust has four websites all of which are on different platforms for various reasons. This will need to be reviewed to ensure consistent platforms which are user friendly and fit-for-purpose for the Trust. Consequent website maintenance and support is also required; alongside a review of current capacity and capability of Trust staff to maintain needs to be assessed with findings of further support needed to maintain the websites for best practice.

5. Data storage

A review is needed of current secure data storage including NAS drives, SharePoint and servers on both primary sites. A best process for this needs to be recommended and company/person to implement the solution identified.

6. Backup and archiving

A backup and appropriate archiving system, in light of the sensitive cultural nature of the data, needs to be reviewed and identified and company/person to implement the solution identified.

7. Shared document platform

Currently the Trust use multiple Drop Box accounts as well as SharePoint, this needs to be review and simplified to one platform and process with correct permissions for staff to certain folders set up.

Project budget

Negotiable

Milestones and deadlines

Milestones as per the points above. Overall deadline of three months from date of proposal acceptance.

Specific requirements

Experience working for a Māori organisation is an advantage but not essential.

Contact information and submissions

Proposals should be sent to Elijah Pue no later than 5:00pm on Friday 13th July 2018 via email, Elijah@ngatirangi.com or call 06 385 9500.