

**From:** Nick Thompson <s 9(2)(a) @tcil.co.nz>  
**Sent:** Monday, 10 July 2017 11:40 a.m.  
**To:** consultancy.coe  
**Subject:** RE: All of Government Procurement: Protective Security Consultancy Services Sub Panel: RFP [UNCLASSIFIED]

Thanks – N

**From:** consultancy.coe [mailto:consultancy.coe@mbie.govt.nz]  
**Sent:** Monday, 10 July 2017 11:36 AM  
**To:** Nick Thompson <s 9(2)(a) @tcil.co.nz>; consultancy.coe <consultancy.coe@mbie.govt.nz>  
**Subject:** RE: All of Government Procurement: Protective Security Consultancy Services Sub Panel: RFP [UNCLASSIFIED]

Hi Nick,

The Intention to Respond has closed however the survey was not a pre requisite for respondents to the RFP. The RFP and instructions on how to respond can be found here <https://www.gets.govt.nz/MBIE/ExternalTenderDetails.htm?id=18768824> if you have any questions on the RFP please be sure to ask them on GETS.

Kind regards,

**AoG Consultancy CoE**  
[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)

New Zealand Government Procurement, Market Services  
Ministry of Business, Innovation & Employment

15 Stout Street, Wellington NEW ZEALAND 6011 | PO BOX 1437 Wellington NEW ZEALAND 6140  
[www.procurement.govt.nz](http://www.procurement.govt.nz)



**From:** Nick Thompson [mailto:s 9(2)(a) @tcil.co.nz]  
**Sent:** Monday, 10 July 2017 10:03 a.m.  
**To:** consultancy.coe  
**Subject:** FW: All of Government Procurement: Protective Security Consultancy Services Sub Panel: RFP [UNCLASSIFIED]

Hi Julienne I am trying to register interest in the below which was brought to my attention on Friday 7 July – unfortunately it looks like the window to register our interest has closed – can you please register us or help me out?

Thanks

Nick

"If you are intending on submitting a response to this RFP, please register your interest via the link: <https://www.research.net/r/Intentiontorespond> before 5PM Thursday 6 July. Your registration will help the CoE better plan for the evaluation of your responses."

**From:** [psr@nzsis.govt.nz](mailto:psr@nzsis.govt.nz) [mailto:[psr@nzsis.govt.nz](mailto:psr@nzsis.govt.nz)]

**Sent:** Friday, 7 July 2017 3:37 PM

**To:** [janette@protectivesecurity.govt.nz](mailto:janette@protectivesecurity.govt.nz); [ian@protectivesecurity.govt.nz](mailto:ian@protectivesecurity.govt.nz); [barry@protectivesecurity.govt.nz](mailto:barry@protectivesecurity.govt.nz)

**Subject:** All of Government Procurement: Protective Security Consultancy Services Sub Panel: RFP [UNCLASSIFIED]

Good day to you all,

Hopefully you will already be aware of this opportunity but the MBIE Consultancy Centre of Excellence (CoE) is creating a Protective Security Services Sub Panel within the Risk Management and Operations subcategory to deliver Protective Security Consultancy Services. The RFP has gone live and closes on 21 July 2017. Please follow this link to the RFP document: <https://www.gets.govt.nz/MBIE/ExternalTenderDetails.htm?id=18768824>

We cannot provide any information relating to the tender but can refer you to GETS for all information. Any questions must be directed via GETS.

## Protective Security Services Sub Panel

The Protective Security Requirements (PSR) outlines the Government's expectations for managing personnel, physical and information security. The PSR will better help agencies manage business risks and assure continuity of service delivery. The PSR clearly sets out what agencies must and should consider to ensure they are managing security effectively.

The CoE is creating a Sub Panel on behalf of the lead security agencies to further qualify Panel Providers from within the Risk Management and Operations subcategory to deliver Protective Security Consultancy Services. We are seeking Providers who are able to demonstrate a thorough understanding of the PSR within the state sector operating environment and the current risk context of New Zealand government, and its individual agencies. Providers on the Panel may be able to provide one or more of the following services:

- Threat assessments
- Risk assessments
- Security planning
- Security governance
- Security assurance
- Security design
- Security awareness

Existing and new Providers to the Risk Management and Operations subcategory interested in being a part of the Protective Security Services Sub Panel will need to respond to additional RFP questions as outlined in Appendix 6 of the RFP.

Regards

PSR Team

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**From:** Nick Thompson <[REDACTED]@tcil.co.nz>  
**Sent:** Monday, 21 August 2017 11:01 a.m.  
**To:** David Campbell; [REDACTED]  
**Subject:** RE: PPSR email containing unknwn address [UNCLASSIFIED]

Thanks David – [REDACTED] can you look into this please

N

**From:** David Campbell [mailto:David.Campbell@mbie.govt.nz]  
**Sent:** Friday, 18 August 2017 5:02 PM  
**To:** Nick Thompson <[REDACTED]@tcil.co.nz>  
**Subject:** PPSR email containing unknwn address [UNCLASSIFIED]

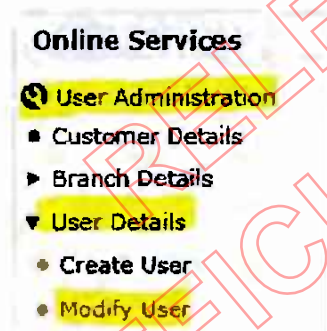
Hello Nick

I have investigated this email address that appeared on your emails for the creation of a secured party group.

When registering SPG's or Financing statements on the PPSR website. The person who is registering it will also receive an email.

Are you able to check the email address listed on the account?

To check this, have the person who normally creates these SPG's log in. Select User Administration on the left > User Details > Modify user



If the email address listed there is the one in question, that solves it. If not please respond to this email and let me know the user ID you have logged in with.

Thank you for your enquiry and have a great weekend.

**David Campbell**

Customer Service Advisor

Market Services Group

Ministry of Business, Innovation & Employment

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david.campbell@mbie.govt.nz | PPSR 0508 777 746 | International: +64 [REDACTED]

[www.mbie.govt.nz](http://www.mbie.govt.nz)



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**From:** Nick Thompson <s 9(2)(a) @tcil.co.nz>  
**Sent:** Friday, 6 October 2017 11:37 a.m.  
**To:** consultancy.coe  
**Subject:** RE: Protective Security Services Sub Panel [UNCLASSIFIED]

Hi Julienne certainly – I think she may be on leave – could you speak to Harry Maher who is the Director Health & Safety for DOC

**Harry Maher**  
Director, Health & Safety  
Department of Conservation  
s 9(2)(a)  
[hmaher@doc.govt.nz](mailto:hmaher@doc.govt.nz)

Thanks

Nick

---

**From:** consultancy.coe [<mailto:consultancy.coe@mbie.govt.nz>]  
**Sent:** Friday, 6 October 2017 11:20 AM  
**To:** Nick Thompson <s 9(2)(a) @tcil.co.nz>  
**Cc:** consultancy.coe <[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)>  
**Subject:** Protective Security Services Sub Panel [UNCLASSIFIED]

Hi Nick

I am contacting you regarding your submission for the Protective Security Services Sub Panel and the referees provided. We have successfully made contact with Josh Adams at MBIE, however, are having difficulty making contact with Kathy Houkamau. Do you have another referee that we could contact instead? Preferably one that you have mentioned as part of your response to 15.3.1 Experience and Track Record.

I would appreciate it if you could please get back to me as soon as possible so we can finalise our process.

Thanks

Julienne

**AoG Consultancy CoE**  
[Consultancy.coe@mbie.govt.nz](mailto:Consultancy.coe@mbie.govt.nz)

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**From:** Nick Thompson <[REDACTED]@tcil.co.nz>  
**Sent:** Tuesday, 10 October 2017 3:19 p.m.  
**To:** Josh Adams  
**Subject:** FW: Consultancy Services Panel Refresh - Outcome [UNCLASSIFIED]  
**Attachments:** Outcome Letter Thompson & Clark Investigations Limited.pdf

Thanks Josh for being a referee for us, just to let you know we were successful with our RFP

Speak soon

Nick

**From:** consultancy.coe [<mailto:consultancy.coe@mbie.govt.nz>]  
**Sent:** Tuesday, 10 October 2017 2:55 PM  
**To:** Nick Thompson <[REDACTED]@tcil.co.nz>  
**Cc:** consultancy.coe <[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)>  
**Subject:** Consultancy Services Panel Refresh - Outcome [UNCLASSIFIED]

Good Afternoon,

Thank you for responding to the Consultancy Services Panel Refresh RFP.

We have now finalised our evaluation process and wish to advise you of the outcome which is outlined in the attached letter.

If you have any queries on the outcome please do not hesitate to get in touch with us.

Kind regards,

**AoG Consultancy CoE**  
[Consultancy.coe@mbie.govt.nz](mailto:Consultancy.coe@mbie.govt.nz)

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**NEW ZEALAND**  
GOVERNMENT PROCUREMENT

Thompson & Clark Investigations Limited  
PO Box 301 775  
Albany Auckland 752  
Attention: Nick Thompson

TELEPHONE +64 4 472 0030  
FAX +64 21 473 4638  
15 Stout Street  
PO Box 1473  
Wellington 6140  
New Zealand

10-Oct-17

Dear Nick,

**RE: All of Government Consultancy Services Panel Refresh Request for Proposal**

Thank you for your response to the All-of-Government (AoG) Consultancy Services Panel Refresh Request for Proposal (RFP). We are pleased to advise that you have been successful in the tiers and subcategories as follows. For new Providers your appointment to the Panel is subject to successfully entering into a services agreement with the Ministry of Business Innovation and Employment. Existing Providers will receive an updated Acceptance Letter following confirmation of the details below.

Tier	Subcategory
3	Operations Management and Risk
3	Protective Security Services Sub Panel

**Organisational Information**

To ensure that we include the correct information in your Appointment Letter, please confirm the following information that you submitted as part of your RFP response is true and correct. This information should be sent via return email by 5PM 16 October 2017.

Detail	Response
Legal Company Name (This must match exactly what your organisation is named in the New Zealand Companies Office Register, or international equivalent) <a href="https://www.business.govt.nz/companies/">https://www.business.govt.nz/companies/</a>	Thompson & Clark Investigations Limited
New Zealand Business Number (if applicable) (This must match exactly what your NZBN is in the New Zealand Companies Office Register, or international equivalent)	9429036060023

Contact Person (This nominee will be named in the Services Agreement, should your organisation confirm your acceptance of the revised Services Agreement and be appointed to the Panel)	Nick Thompson
Contact Person's Email Address	s 9(2)(a) @tcil.co.nz

### Services Agreement

It is important that we retain consistency of agreement terms across Providers to ensure fairness and to aid contract management activities due to the large number of contracted Providers. We do not intend to make any changes to or enter into negotiations with any Respondents regarding the Services Agreement.

### Tier 1 and 2 Respondents - Price Reduction Opportunity

We will be providing Tier 1 and 2 Providers with RFP Scores and Pricing scores in relation to other unnamed Respondents within the relevant Tier and subcategory(ies). Following review of your RFP Score/Pricing score positions, you will have an opportunity to reduce your pricing if you wish to improve your value for money position. Please submit your revised Pricing rate card as per the instructions included in the letter you will receive shortly.

### Online Panel Directory

Upon appointment, your organisation's details will be uploaded to the Online Panel Directory, which will be available to agencies when the contract commences. The Online Panel Directory makes it simple for government agencies to most efficiently and effectively participate in the AoG Consultancy Services contract. Participating agencies can search, filter, compare and shortlist panel providers through a secure centralised source of all providers' information.

While we have the information you provided in your RFP submission, we understand this may be out of date by the time the contract commences. We will provide an opportunity for you to edit your company information in the Online Panel Directory prior to contract commencement. We strongly recommend you take this opportunity to promote your service offering as this may be the primary way agencies seek information about your organisation.

### Next Steps

Once you have confirmed or corrected the information in the table above, we will issue the Appointment Letter for you to sign enclosing the Services Agreement. We anticipate this will be in late November.

If you have any questions about the RFP process, please contact us on [consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)

Kind Regards,

s 9(2)(a)

Tom O'Sullivan  
Manager Commercial Strategy & Sourcing  
New Zealand Government Procurement and Property  
Ministry of Business, Innovation and Employment

**From:** s9(2)(a) @tcil.co.nz>  
**Sent:** Monday, 16 October 2017 9:02 a.m.  
**To:** consultancy.coe  
**Subject:** RE: Consultancy Services Panel Refresh - Outcome [UNCLASSIFIED]

Good morning

This email confirms that the details recorded in your letter dated 10 October 2017 for Thompson & Clark Investigations Limited are correct.

Kind regards

s9(2)(a)

MOBILE  
POSTAL  
WEBSITE

s9(2)(a)

PO Box 301775, Albany, NSMC 0752, New Zealand  
[www.tcil.co.nz](http://www.tcil.co.nz)

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**From:** consultancy.coe [mailto:[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)]  
**Sent:** Tuesday, 10 October 2017 2:55 PM  
**To:** Nick Thompson <s9(2)(a) @tcil.co.nz>  
**Cc:** consultancy.coe <[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)>  
**Subject:** Consultancy Services Panel Refresh - Outcome [UNCLASSIFIED]

Good Afternoon,

Thank you for responding to the Consultancy Services Panel Refresh RFP.

We have now finalised our evaluation process and wish to advise you of the outcome which is outlined in the attached letter.

If you have any queries on the outcome please do not hesitate to get in touch with us.

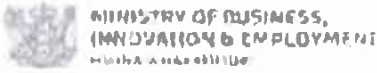
Kind regards,

**AoG Consultancy CoE**  
[Consultancy.coe@mbie.govt.nz](mailto:Consultancy.coe@mbie.govt.nz)

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**From:** s 9(2)(a) @tcil.co.nz>  
**Sent:** Thursday, 30 November 2017 2:01 p.m.  
**To:** consultancy.coe  
**Cc:** Nick Thompson; Gavin Clark  
**Subject:** RE: Letter of Appointment for AoG Consultancy Services [UNCLASSIFIED]  
**Attachments:** Appointment letter 27.11.17.pdf

Hi

Attached please find a signed copy of our appointment letter.

Kind regards

s 9(2)(a)

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s 9(2)(a)

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**From:** consultancy.coe [mailto:consultancy.coe@mbie.govt.nz]  
**Sent:** Monday, 27 November 2017 3:44 PM  
**To:** Nick Thompson <s 9(2)(a) @tcil.co.nz>  
**Cc:** consultancy.coe <consultancy.coe@mbie.govt.nz>  
**Subject:** Letter of Appointment for AoG Consultancy Services [UNCLASSIFIED]  
**Importance:** High

Good afternoon,

Congratulations on being appointed to the AoG Consultancy Services Panel and thank you for your patience throughout the process.

Please find attached:

- Your Appointment Letter (this is the only document that requires your signature)
- A copy of the Services Agreement
- Information regarding the Online Panel Directory (OPD)

#### Next steps

1. Please sign and return a scanned copy of the Letter of Appointment to:



[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz) , by 12pm 04<sup>th</sup> December 2017.

We are intending on making the announcement to agencies the week of the 4<sup>th</sup> of December, you will need to return your letter to us by then in order to have your name included in the agency announcement.

Once the appointment letter has been signed by our delegated authority we will return a countersigned copy to you. Once all providers have returned their signed copies, we will announce the contract and it will commence. Please retain a copy of the signed letter and Service Agreement(s) for your records.

Please note: new Providers must wait until they receive an email notification announcing that the contract is now live before delivering services under the contract. We will send your countersigned Appointment Letter soon after the announcement.

2. You will soon receive access to the Online Panel Directory (please note that if you are on the Protective Security Sub Panel you will receive tokens at a later date however you can still provide these services following the announcement)

Please see attached information on setting up your profile in the Online Panel Directory. Online Panel Directory assists Participating Agencies with searching and identifying suitable providers for their engagements. Please keep an eye out for an email as it will include your 'Tokens' which allow you to log in to the Online Panel Directory. Please note that the Tokens expire one week after the issue date.

Please note if you wish to change your name in the Online Panel Directory to your Trading name, please email the CoE to request the change.

We look forward to working with you.

Kind regards,

Jacky and Julienne

**AoG Consultancy CoE**  
[consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz)

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Thompson & Clark Investigations Limited (Provider)  
PO Box 301 775  
Auckland 752  
Attention: Nick Thompson

s 9(2)(a) [redacted] @tcil.co.nz

27 November 2017

Dear Nick

**Appointment Letter – All-of-Government Consultancy Services**

Thank you for your response to the All-of-Government Consultancy Services Panel Refresh Request for Proposal (RFP).

The Consultancy Centre of Expertise (the CoE) is pleased to appoint the Provider to provide the Services to Participating Agencies in the subcategories and Tiers set out below:

Subcategory	Tier
Operations Management and Risk	3
Protective Security Services Sub Panel	

In this Appointment Letter, capitalised terms used but not defined have the meaning given to them in the Services Agreement relating to the supply of consultancy services enclosed with this Appointment Letter (Services Agreement).

The CoE appoints the Provider to provide the Services to Participating Agencies, and the Provider accepts that appointment, subject to and in accordance with the terms of the Services Agreement.

This Appointment Letter together with the Services Agreement forms the entire agreement between the parties in relation to the Services (the Agreement).

The Agreement takes effect on the date on which both parties have signed this Appointment Letter (or, if two dates, the later date).

This Appointment Letter may be signed in two counterparts, each of which will be deemed an original, but both of which together are to constitute a single instrument.

For the purposes of the Agreement:

- The first Contract Quarter means the period from the date on which the Provider signs this Appointment Letter and ending on 31 December 2017.
- The first Contract Year means the period from the date on which the Provider signs this Appointment Letter and ending on 30 September 2018.
- The Provider and Participating Agencies will be able to access the live Online Panel Directory (OPD) from the date notified to the Provider and Participating Agencies by the CoE (which will be in early December 2017). Prior to this, the Provider will have an opportunity to update the OPD with the required information, as per instructions provided in addition to this letter. The Provider will be responsible for maintaining organisational information directly into the OPD once it is live for agencies.

#### **Protective Security Services Compliance**

Without limiting any provision of the Services Agreement, where the Provider has been engaged by the Participating Agency to provide Services within the Protective Security Requirements subcategory, the Provider must comply with the New Zealand Protective Security Requirements (PSR) and follow all Participating Agency-specific protective security protocols for the full duration of the relevant Consultancy Services Order.

Yours sincerely  
59(2)(a)

Angela Kygalas  
Director Delivery Services  
New Zealand Government Procurement  
Market Services  
Ministry of Business, Innovation and Employment

If Thompson & Clark Investigations Limited is willing to become a party to the Agreement on the terms set out in this Appointment Letter, please complete and sign this letter.

Return the signed copy to the CoE by emailing [consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz).

Please retain a copy of the signed letter and the enclosed Agreement for your records.

**Signed as an agreement**

**SIGNED** by Thompson & Clark Investigations

limited  
s 9(2)(a)  


Signature

Nick Thompson

Name

Director

Position

30 November 2017

Date

**Signed as an agreement**

**SIGNED** by Her Majesty the Queen in right of  
New Zealand acting by and through Carolyn  
Tremain, the Chief Executive of the Ministry of  
Business, Innovation and Employment

Signature

Date

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**From:** s 9(2)(a) @tcil.co.nz>  
**Sent:** Tuesday, 12 December 2017 10:05 a.m.  
**To:** consultancy.coe  
**Cc:** Nick Thompson  
**Subject:** RE: Letter of Appointment for AoG Consultancy Services [UNCLASSIFIED]  
**Attachments:** s 9(2)(a)@tcil.co.nz\_20171212\_095713.pdf

Good morning

Attached is a signed signature page agreeing to the wording amendment under "Protective Security Services Compliance".

Regards

s 9(2)(a)

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**From:** "consultancy.coe" <consultancy.coe@mbie.govt.nz>  
**Date:** 7/12/17 14:31 (GMT+12:00)  
**To:** Nick Thompson <s 9(2)(a) @tcil.co.nz>  
**Cc:** "consultancy.coe" <consultancy.coe@mbie.govt.nz>  
**Subject:** Letter of Appointment for AoG Consultancy Services [UNCLASSIFIED]

Good afternoon Nick,

We have been made aware of a paragraph in the Appointment Letter that incorrectly refers to compliance. Please see attached a new Appointment Letter and note the tracked changes to the Paragraph below:



## Protective Security Services Compliance

Without limiting any provision of the Services Agreement, where the Provider has been engaged by the Participating Agency to provide Services within the Protective Security Requirements subcategory, the Provider must not undermine the protective security capability of the Participating Agency ~~comply with the New Zealand Protective Security Requirements (PSR)~~ and follow all Participating Agency-specific protective security protocols for the full duration of the relevant Consultancy Services Order.

The New Zealand Protective Security Requirements (PSR) framework is not compliance and audit based but is designed to guide agencies in achieving PSR assurance objectives. The mandatory requirements provide the basis of the agency security objectives.

Apologies for the inconvenience this may cause however if you could please sign the attached letter by **13 December 2017** we will aim to announce the Protective Security Sub Panel by the end of next week.

With regard to the Online Panel Directory for your PSR Sub Panel profile, we are aiming to have this available to you in February. In the meantime, agencies will be notified of your status on the panel via the [www.procurement.govt.nz](http://www.procurement.govt.nz) website and will be sent a bulletin once the panel is live.

Once again apologies for the oversight.

Kind regards,

**AoG Consultancy CoE**  
[Consultancy.coe@mbie.govt.nz](mailto:Consultancy.coe@mbie.govt.nz)

New Zealand Government Procurement, Market Services  
Ministry of Business, Innovation & Employment

15 Stout Street, Wellington NEW ZEALAND 6011 | PO BOX 1437 Wellington NEW ZEALAND 6140  
[www.procurement.govt.nz](http://www.procurement.govt.nz)



New Zealand Government

[www.govt.nz](http://www.govt.nz) - your guide to finding and using New Zealand government services

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OFFICIAL INFORMATION ACT

If Thompson & Clark Investigations Limited is willing to become a party to the Agreement on the terms set out in this Appointment Letter, please complete and sign this letter.

Return the signed copy to the CoE by emailing [consultancy.coe@mbie.govt.nz](mailto:consultancy.coe@mbie.govt.nz).

Please retain a copy of the signed letter and the enclosed Agreement for your records.

**Signed as an agreement**

**SIGNED** by Thompson & Clark Investigations Limited

s 9(2)(a)



Signature

Nick Thompson

Name

Director

Position

12 December 2017

Date

**Signed as an agreement**

**SIGNED** by Her Majesty the Queen in right of New Zealand acting by and through Carolyn Tremain, the Chief Executive of the Ministry of Business, Innovation and Employment

Signature

Date

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