

---

# REQUEST FOR PROPOSALS



National Occupational Health  
and Safety Advisory Committee

*Komiti Tūhātaha Mahi A-Motu Hauora me te Haumaru*

---

**Review of Methods and Systems used to Measure  
and Monitor**

**Occupational Disease and Injury Internationally:**

**A Technical Report to the National Occupational  
Health and Safety Advisory Committee**

## Table of contents

<b>SECTION 1. INTRODUCTION .....</b>	<b>2</b>
1. PURPOSE AND OBJECTIVES OF THE RFP.....	2
2. DISCLAIMER .....	2
3. DEFINITIONS .....	2
4. ROLE AND RESPONSIBILITIES OF NOHSAC.....	3
5. ROLE AND RESPONSIBILITIES OF DoL .....	3
<b>SECTION 2. SERVICE SPECIFICATION .....</b>	<b>4</b>
1. INTRODUCTION .....	4
2. SERVICE OBJECTIVES.....	4
3. REVIEW REPORT .....	5
4. METHODS .....	6
5. CONTENT AND STRUCTURE OF THE REVIEW REPORT.....	6
6. INTERIM REPORTING.....	8
7. TIMEFRAME .....	8
8. AVAILABLE BUDGET .....	8
<b>SECTION 3. RESPONDING TO AN RFP .....</b>	<b>9</b>
1. INTRODUCTION .....	9
2. RESEARCH PROPOSAL .....	9
3. SUBMISSION OF RFP RESPONSES.....	10
4. FORM, CONTENT AND PREPARATION OF RFP RESPONSE.....	11
5. EVALUATION CRITERIA .....	11
6. ACCEPTANCE OF TENDER .....	12
7. CONFIDENTIALITY .....	12
8. SUBJECT TO CONTRACT .....	13
9. AGREEMENT .....	13
10. NO LIABILITY .....	13
11. TIMETABLE .....	13

## SECTION 1. INTRODUCTION

### 1. Purpose and Objectives of the RFP

- 1.1 This RFP seeks to commission a review of methods and systems used to measure and monitor occupational disease and injury Internationally on behalf of the National Occupational Health and Safety Advisory Committee (NOHSAC). A separate contact has previously been issued for a review of methods and systems used to measure and monitor occupational disease and injury in New Zealand.
- 1.2 For this purpose, respondents are invited by the Department of Labour (“DoL”) to submit proposals offering to supply specific research services (the “Services”) as defined in Section 2 of this Request for Proposals (“RFP”).
- 1.3 This RFP intends to select only one Respondent to provide the Services.
- 1.4 This RFP provides a basis for identifying the Respondent’s methods and approach to providing quality Services and provides the basis for identifying cost effective and timely Services.
- 1.5 This RFP will enable a sound commercial contract to be established that clearly defines terms and conditions, Services, performance reporting and pricing requirements and the relationship expectations during the contract.

### 2. Disclaimer

- 2.1 Whilst all reasonable care has been taken in compiling this RFP document and the details are presented in good faith, no warranty or guarantee (expressed or implied) is given by DoL as to the completeness or accuracy of the document or any information provided in connection with it. DoL will not be liable in contract or tort (including negligence), equity or any other cause of action for any direct or indirect damage, loss or cost (including legal and lawyer/client costs) to Respondents or any other person in respect of this RFP.

### 3. Definitions

- 3.1 In this RFP, unless a contrary intention is apparent:

**“DoL”** means the Department of Labour (or its nominated representative) a government department located in New Zealand.

**“International”** means those countries with developed Health and Safety Systems including Surveillance Systems. For the purpose of this RFP this must include Australia, Canada, The European Union, United Kingdom, and the United States.

**“NOHSAC”** means the National Occupational Health and Safety Advisory Committee, an independent committee reporting directly to the Minister of Labour.

**“Request for Proposal”** or **“RFP”** means this document and all its parts inviting Respondents to submit a response to meet NOHSAC and DoL’s research service requirements.

**“Research Services”** means those products and Services outlined in Section 2: Service Specification of this RFP that are to be provided by the successful Respondent;

**“Respondent”** means a person, partnership or any other body (whether corporate or otherwise) who submits a response as per the requirements of this RFP;

**“Response”** means the Respondent’s written response to this RFP;

**“Specification”** means the specifications contained in Section 2: Service Specification.

**“Surveillance Systems”** means systems for the ongoing systematic collection, analysis, and interpretation of data for purposes of improving health and safety.

#### **4. Role and Responsibilities of NOHSAC**

- 4.1 The National Occupational Health and Safety Advisory Committee (NOHSAC) is responsible for providing independent advice direct to the Minister of Labour on major occupational health and safety issues in New Zealand.
- 4.2 NOHSAC plays a key role in providing an independent assessment of the measures that would deliver the greatest benefit for the prevention of occupational injury and disease, and in developing an evidence-based approach to occupational health and safety issues.
- 4.3 NOHSAC was established in July 2003. This is NOHSAC’s third project.
- 4.4 NOHSAC will serve as the main governing board for this research project ensuring that the project design and content are compatible with NOHSAC’s requirements.

#### **5. Role and Responsibilities of DoL**

- 5.1 DoL provides a Secretariat function for NOHSAC, including the management of research projects, related contracts and budgets.
- 5.2 As part of this role, DoL anticipates having substantial involvement with the successful Respondent during the conduct of the project activities, through technical assistance, advice and coordination.

## SECTION 2. SERVICE SPECIFICATION

### 1. Introduction

- 1.1 This section describes the research requirements to be provided to NOHSAC. They are described so that the Respondent can ascertain the scope of the requested Services. The respondent should detail how they will provide the Services outlined in this specification.

### 2. Service Objectives

- 2.1 The main objective of the Services is to provide a thorough and critical review of methods and systems used to measure and monitor occupational disease and injury internationally. A secondary objective of the service is to determine the ability of surveillance systems to measure and monitor changes in work methods and organisation.
- 2.2 The service provider is to review international occupational disease and injury surveillance systems. Although this may in some instances involve reference to, or comparison with, disease and injury surveillance systems in New Zealand, a comprehensive review of New Zealand systems is not required.
- 2.3 The review should specifically address the following research questions:
- a) What types of methods and systems are currently used to measure and monitor the;
    - Prevalence and incidence
    - Trends
    - Distributionof occupational disease?
  - b) What types of methods and systems are currently used to measure and monitor the;
    - Prevalence and incidence
    - Trends
    - Distributionof occupational injury?
  - c) What are the strengths, weaknesses and gaps (if any) that exist in methods and systems used for the surveillance of occupational disease and injury internationally?
  - d) What are the barriers to the effective surveillance of occupational disease and injury internationally?
  - e) What future plans (if any) are in place to develop/improve individual occupational disease and injury surveillance systems?
  - f) What surveillance methods and systems internationally currently exist that are able to measure and monitor;
    - Changes in work methods
    - Changes in work organisation

- Emerging risks.

2.4 In this context, the term “occupational disease” includes both occupational diseases and work related diseases defined as follows by the World Health Organisation:

“Occupational diseases ... stand at one end of the spectrum of work relatedness where the relationship to specific causative factors at work has been fully established and the factors concerned can be identified, measured, and eventually controlled. At the other end (are) diseases (that) may have a weak, inconsistent, unclear relationship to working conditions; in the middle of the spectrum there is a possible causal relationship but the strength and magnitude of it may vary.

Work related diseases may be partially caused by adverse working conditions. They may be aggravated, accelerated, or exacerbated by workplace exposures, and they may impair working capacity. However, personal characteristics and other environmental and socio-cultural factors usually play a role as risk factors in work related diseases, which are often more common than occupational diseases.”

(Technical Report no. 174. Identification and control of work related diseases.  
Geneva: WHO, (1985)

2.5 It is expected that the review will:

- Review both international occupational disease and occupational injury surveillance systems existing as at 2004.
- Include government, employer, union, industry association and other non-governmental surveillance systems.
- Include compulsory and voluntary surveillance systems.

2.6 The review should provide an annotated inventory of existing international occupational disease and occupational injury surveillance systems that describes for each surveillance system:

- purpose of the surveillance
- population covered
- type of surveillance
- method and frequency of data collection
- sources of data and completeness of reporting
- data integration methods
- types of data analysis and interpretation used
- how information is disseminated and/or integrated into policy making.
- future plans for development/improvement.

### **3. Review Report**

3.1 The review is to be documented in a “technical report” comprising chapter headings along the lines of those described below.

- 3.2 The primary audience for the report will be NOHSAC. Other audiences may include the Minister of Labour, policy analysts, researchers, and health and safety professionals.
- 3.3 The technical report will contain an executive summary for the report as a whole, along with a summary for each chapter.
- 3.4 The report should highlight knowledge gaps as well as what is known.
- 3.5 A high quality of written presentation and report layout is expected.
- 3.6 The report is to be fully referenced using accepted referencing techniques.
- 3.7 The summaries of each chapter to be provided by the successful Respondent will help inform the development of a shorter “lay report” for a wider audience. The development of this lay report is, however, outside the scope of this RFP.

#### **4. Methods**

- 4.1 The primary methods will be consultation with relevant agencies and organisations and a review of relevant literature. For the review of occupational disease as described in 2.2 (a) it is expected that extensive consultation will be required with relevant agencies and organisations due to limited information and research in this area.
- 4.2 The review should consider existing reports and reviews describing occupational disease and injury surveillance systems internationally.
- 4.3 It is expected that the review will use or refer to the following specific reports and documents when writing the review;
  - A review and analysis of a selection of OSH monitoring systems, 2003, European Agency for Safety and Health at Work.
  - Possible Applications of Disease Minimum Data Set To Future Activities Relating to Occupational Disease, April 2002, National Occupational Health and Safety Commission, Canberra, Australia.
  - Worker Health Chart book, 2004 (Prepublication), National Institute Occupational Safety Health. US Dept of Health and Human Services.

#### **5. Content and Structure of the Review Report**

- 5.1 The content and structure of the report should reflect the Service objectives above.
- 5.2 The following structure is a guide only. The successful Respondent may adopt a different structure in consultation with NOHSAC.

##### **Executive Summary**

The technical report will contain an executive summary for the report as a whole, along with a summary for each chapter.

## **Introduction**

This section will describe the intended audience, scope, definitions, review objectives and the methods used. It will provide a positive context for the report describing the potential social and economic benefits of improved surveillance methods and systems for occupational disease and injury.

## **Occupational Disease**

This section will describe the current international situation. This section should therefore be based on both a literature review and consultation with relevant organisations.

- critically review existing occupational disease surveillance systems as outlined in 2.6
- identify the strengths, weaknesses and gaps (if any) in relation to the surveillance of occupational disease
- identify opportunities for improving the administration/management, data collection, accuracy and timeliness of existing occupational disease surveillance systems.

## **Occupational Injury**

This section will describe the current international situation. This section should therefore be based on both a literature review and consultation with relevant organisations:

- critically review existing occupational injury surveillance systems as outlined in 2.6
- identify the strengths, weaknesses and gaps (if any) in relation to the surveillance of occupational injury.
- identify opportunities for improving the administration/management, data collection, accuracy and timeliness of existing occupational injury surveillance systems.

## **Barriers to Effective Surveillance**

This section should identify any barriers to the effective surveillance of occupational disease and injury. Barriers should be categorised in terms of:

- expertise required to manage and administer surveillance systems
- inadequate hazard/exposure assessment
- data ownership and access issues
- knowledge gaps
- reporting including the cost of collecting, analysing and disseminating data
- primary purpose of data collection and suitability for measuring and monitoring occupational disease and injury

## **Transformation of the Labour Market**

This section should identify any current surveillance systems that are capable of measuring and monitoring changes in work patterns, participation of new groups in the

labour market and the recognition of new risks especially those of a psychosocial nature.

## **6. Interim Reporting**

- 6.1 The successful Respondent will provide a short progress report to NOHSAC and the DoL each month.
- 6.2 At an early stage in the project, the successful Respondent will provide an indication to NOHSAC of the proposed overall structure of the report (e.g. an annotated contents page) for approval by NOHSAC.

## **7. Timeframe**

- 7.1 Draft or part report ready for consideration by NOHSAC members by Friday, 29 April 2005.
- 7.2 Final report is required by Wednesday, 16 July 2005.

## **8. Available Budget**

- 8.1 Available budget for the Services (i.e., the report itself) is up to \$NZ70,000 (excl GST).
- 8.2 DoL will assume the cost of consultation, printing, and launch of the report.

## **SECTION 3. RESPONDING TO AN RFP**

### **1. Introduction**

- 1.1 This section is a step-by-step guide to completing and submitting a research proposal to NOHSAC.

### **2. Research proposal**

- 2.1 The proposal must set out how the Respondent will meet the requirements of Section 2: Service Specifications and should consist of the following sections:

#### **Cover Information**

Provide cover information about the project, such as the short title of the project, the name and address of the research provider, institution (if any) and team members (if any). The research provider should sign this Section.

#### **Abstract /Summary**

Provide a concise description of the proposed research in lay terms.

#### **Background**

Outline the purpose, rationale, and significance of the study.

#### **Relevance**

Describe the relevance of this research to both NOHSAC and the Minister of Labour and the ways the research might be used by potential stakeholders.

#### **Method /Approach**

Describe research objectives.

Provide specific details of the quality assurance procedures that will be used to guarantee the quality of work.

Describe approach to interaction with government agencies and other organisations.

Identify any materials or services to be provided by the DoL and their effect on the specified completion date.

#### **Ethical Issues**

Identify the ethical issues (if any) that arise in relation to this research project.

Describe the ways the research procedures will address these issues.

#### **Cultural Issues and Obligations under the Treaty of Waitangi**

Identify the cultural issues that arise in relation to this research project and describe the ways these are addressed.

#### **Research output / deliverables**

Describe the research products that you will deliver.

Describe your recommendations for dissemination of the research.

**Timeframe**

Detail the project timeline specifying the project milestones and their respective completion dates.

**Budget**

Detail an itemised budget excluding GST.

**Conflicts of interest**

Identify any actual and potential conflicts of interest for your team members and/or organisation in undertaking this research.

**Research team members' roles, knowledge and experience**

Outline your knowledge and experience in relation to the project. If any team members are involved, outline the roles it is proposed each team member will have in this research project. All personnel involved in providing the Services must have the skills, experience and training necessary to provide the Services.

**CV(s)**

Provide CVs for key personnel working on the research project (max 2 pages each person).

**Referees**

Provide the names and contact details of two referees for whom your team has undertaken contract research in the recent past.

**3. Submission of RFP Responses**

3.1 The RFP shall close at the place of closing at 4.00 pm on Friday 29 July 2004.

3.2 The place of closing is:  
Occupational Health and Safety Service  
Department of Labour  
Level 4, Unisys House  
56 The Terrace  
PO Box 3705  
Wellington  
Attention: Mark Wagstaffe  
[Mark.wagstaffe@nohsac.govt.nz](mailto:Mark.wagstaffe@nohsac.govt.nz)

3.3 Responses should be clear, legible and provide all information requested in this RFP.

3.4 Responses should be emailed to the above email address.

- 3.5 Any response received by DoL that does not conform with all or any of the requirements of this section may be rejected, accepted and/or penalised during evaluation, at DoL's discretion.

#### **4. Form, Content and Preparation of RFP Response**

- 4.1 Each Respondent shall provide the name, telephone number, e-mail and contact address of one individual who shall provide one point of contact in order to answer questions which may arise during examination of their response or who can provide additional information if requested by DoL.
- 4.2 The submitted pricing shall allow for all of the Respondent's obligations in providing the Services in accordance with this RFP.
- 4.3 Responses are to be signed for or on behalf of the Respondent by a duly authorised officer of the Respondent.
- 4.4 All pricing provided in any response should be valid for a minimum period of six months from the RFP closing date.
- 4.5 Responses once submitted cannot be modified except with the written consent of DoL. DoL is entitled to rely on any information provided by or on behalf of any Respondent in respect of this RFP, including statements made in subsequent correspondence or negotiations.
- 4.6 The cost of preparing and submitting a response shall be borne by the Respondent.
- 4.7 All responses will become the property of DoL. Unsuccessful proposals will be destroyed on conclusion of the tender and contractual process.

#### **5. Evaluation Criteria**

- 5.1 Respondents will be selected against the following criteria, applied and assessed by NOHSAC in its sole discretion:
- Research provider (or any member of his or her team) has knowledge and experience relevant to the research topic and the research methods;
  - Research provider has proven experience in undertaking and successfully completing similar research projects;
  - Research provider has sufficient organisational support and resources to see the research through to completion;
  - Research proposal addresses the research scope and will meet NOHSAC's objectives for the research;
  - Research includes processes for quality assurance;
  - Research approach meet ethical standards;
  - Specific cultural and technical requirements of the research are covered in the proposal and team;
  - Obligations under the Treaty of Waitangi are discussed in the proposal and addressed in the approach;

- Research team is able to work positively and constructively with NOHSAC, DoL, and other stakeholders in carrying out the research;
- Proposal meets output, budget, and timeframe requirements;
- NOHSAC's and DoL's confidence in the Respondent's ability to establish and maintain a mutually acceptable business relationship
- Capacity to carry out all of the Services detailed in this RFP;
- Compliance with terms and conditions of this RFP;
- Any other criteria chosen by NOHSAC or DoL.

## **6. Acceptance of Tender**

- 6.1 The lowest price response or any response will not necessarily be accepted.
- 6.2 DoL may accept responses from a number of Respondents.
- 6.3 Each Respondent shall be notified in writing of acceptance or rejection of its response as soon as possible. No response shall be deemed acceptable unless and until the Respondent has been notified by DoL in writing.
- 6.4 If in the opinion of NOHSAC, none of the responses submitted are acceptable, DoL reserves the right to enter into negotiations with one or more Respondents for a satisfactory offer.
- 6.5 DoL shall exercise this right only after notification to all Respondents that their responses were unsuccessful. This clause does not restrict DoL's right to negotiate as provided in paragraph 6.4 in this section.
- 6.6 Nothing contained or implied in the RFP shall oblige DoL to discuss, justify or give reasons for any of its decisions or actions relating to this RFP or any response.

## **7. Confidentiality**

- 7.1 It is a condition of this RFP that information provided in the RFP documents is for the sole purpose of allowing the Respondent to prepare and submit a response to the RFP. Receipt of this RFP by actual or potential Respondents indicates acceptance of the obligations relating to confidentiality set out in this RFP.
- 7.2 This RFP shall not be used in any other context nor shall it be disclosed to any party not directly involved in the formulation of a response. Where other parties are involved, they shall be deemed to be subject to the same requirements of confidentiality.
- 7.3 Respondents are advised that DoL is subject to the Official Information Act 1982. Respondents should mark their proposals "Commercial: In Confidence" if they wish to protect specific information. DoL cannot, however, guarantee that information marked as such can be protected if DoL receives a request for information under that Act.

- 7.4 Through the RFP process, DoL may collect and hold information about Respondents for the purpose of selecting Respondents to provide Services or similar Services. DoL may also use that information for business planning or statistical purposes.
- 7.5 In accordance with New Zealand Government policy, DoL may be required to disclose details of any contract(s) awarded as a result of this RFP, including a price band within which the actual or estimated value of the contract falls.

## **8. Subject to Contract**

- 8.1 The acceptance by DoL of any response, either with or without negotiation, or the undertaking of negotiation with an unsuccessful Respondent pursuant to paragraph 6.4 of these conditions, shall not create binding legal relations between DoL and the party whose response has been accepted or which is negotiating with DoL.
- 8.2 No contract, either express or implied, is created unless and until a formal written contract covering the relevant Services is executed by both DoL and the successful Respondent.

## **9. Agreement**

- 9.1 DoL expects its standard consultancy agreement to form the basis for any contractual agreement resulting from this RFP. A copy of this standard agreement is available on request from our contact person. The successful Respondent's response may form part of any final contract.

## **10. No Liability**

- 10.1 DoL shall have no liability for any information it provides, or for any costs incurred by Respondents in relation to their response, or for any cost or loss to any Respondent if they are unsuccessful, or if this RFP is cancelled, suspended or changed.

## **11. Timetable**

- 11.1 The timings for the phases are:

Issue of RFP	No later than 24 June 2004
Response Closing Date	4.00pm, 29 July 2004
Evaluation Period	2 – 6 August 2004
Advise Respondent of Decision	2 <sup>nd</sup> week of August 2004
Contract Negotiations	3 <sup>rd</sup> week of August 2004
Draft report	29 April 2005
Final report	16 July 2005

- 11.2 DoL reserves the right to alter this timeline, and Respondents will be advised of any changes to these dates.

## **12. Other terms and conditions of this RFP**

- 12.1 In submitting a response, Respondents are deemed to have read, understood, and agreed with all aspects of this RFP, including its terms and conditions.
- 12.2 Respondents are responsible for ensuring that they understand this RFP, for obtaining all information they need, and for verifying the correctness of any information on which reliance is to be placed, in preparing a response and in any subsequent negotiations. In submitting a response, Respondents are deemed to be fully informed.
- 12.3 This RFP will be governed by and construed with reference to the law for the time being in force in New Zealand. Respondents and DoL agree to submit to the exclusive jurisdiction of the New Zealand courts in any dispute or difference of any kind that may arise concerning this RFP or any related contract.
- 12.4 To the extent allowed by law, DoL reserves the unrestricted rights to at any time and without liability for any costs incurred:
- (a) change any date in this RFP process
  - (b) apply, or change, any policy or criteria relating to participation in this RFP process or evaluation of responses
  - (c) exclude any potential research provider from this RFP process (whether on the grounds of capability, price, security or operational requirements or otherwise)
  - (d) suspend or cancel this RFP process by notice
  - (e) change any rule of this RFP process by notice
  - (f) reject or not consider any non-compliant responses
  - (g) liaise or negotiate with any potential research provider or other person at any time without disclosing this to, or involving or doing the same with, any other provider or person (whether before, during, or after this RFP process)
  - (h) select part or all of a particular response unless the research provider has specifically identified that the services must be taken collectively
  - (i) have any of DoL's or NOHSAC's representatives at any reasonable time inspect any property, request any samples, or interview any personnel, of any potential research provider or other person as part of its evaluation process
  - (j) not accept the lowest or any response, or let any contract
  - (k) seek further information on the financial status, past performance, and customer relations from sources other than that supplied in responses, at DoL's discretion; and
  - (l) create any type and number of contracts for NOHSAC's requirements.