

Northland Regional Council Procurement Policy and Procedures

Our procurement

Procurement covers all the business processes associated with purchasing the goods/services/works we use to run our business and deliver our public service objectives. It starts with identifying our needs, then planning the best way to meet them; continues through sourcing the goods/services/works then managing the contract; and ends with expiry of either the contract or the asset's useful life.

The purpose of this purchasing policy is to detail council procedures for procuring goods or services. This policy should be referred to in conjunction with council's Tendering Policy included as Attachment 1. The policy is based on decentralised purchasing controlled by managers, to maximise flexibility, timeliness and autonomy.

The objective of this purchasing policy is to ensure that procurement is done in the most effective and efficient manner that provides value for money, while providing for appropriate internal controls to ensure these objectives are met.

What is value for money?

Value for money is determined by considering all the factors, which are relevant to a particular purpose, for example, experience; quality; reliability; timeliness; service, as well as initial and ongoing costs.

These factors can have a significant impact on benefits and costs. It is important to note that value for money does not automatically mean the "lowest price" – it means the offer that is most advantageous to council after considering the above factors.

Goods and services tax (GST)

All dollar values mentioned throughout this policy are GST exclusive. This relates to levels of staff financial delegated authority as well as quotations and tenders gained for the purchase of goods and services.

Purpose and scope

These policy and procurement procedures outline the approach that council will take to planning, sourcing and managing its procurement. They must be followed by all our temporary and permanent employees.

Variations and exceptions to this policy

- The Chief Executive Officer (CEO) can authorise variations to this policy, upon receiving written application of any variations sought.
- Legal services can be obtained without the need to tender or obtain written quotations; however the principle of value for money needs to be robustly applied when engaging legal services.
- All of government contracts/suppliers are exempt from the requirement to tender or obtain multiple written/verbal quotations.

Our procurement objectives

- Undertake procurement in the most effective and efficient manner that provides best value for money.
- Get the best results from our spending, including sustainable value for money over the life-time of the goods/services/works we buy.
- Raise performance standards through fair and effective management of our suppliers and service providers, to get the best public services for Northland.

How we work

We will generally align with the *Principles of Government Procurement* and *Government Rules of Sourcing* when planning, sourcing and managing our procurement, as these set the standard for good practice.

The way we buy goods/services/works will vary depending on the value, complexity and risk involved. We will apply the approach best-suited to the individual purchase, within the general framework of the *principles* and *rules* – encouraging competitive tendering whenever possible.

Principles of government procurement

-  1. Plan and manage for great results.
-  2. Be fair to all suppliers.
-  3. Get the right supplier.
-  4. Get the best deal for everyone.
-  5. Play by the rules.

Government rules of sourcing

For a copy, visit [www.procurement.govt.nz => government-rules-of-sourcing](http://www.procurement.govt.nz=>government-rules-of-sourcing).

Planning

When planning procurement projects we will:

- Use processes that are proportionate to the size, complexity and risks involved in the contract to get the best outcomes;
- Make sure we have up to date knowledge about the market and the effect our procurement has on it;
- Involve suppliers early in the process to explain our needs, learn about them and explore opportunities for new solutions before going to market; and
- Ensure we have financial approval aligned with council's financial delegation policy and approved budgets before going to market.

Sourcing

When we buy goods/services/works, we will:

- Purchase off government collaborative contracts;
- Focus on supporting Northland goods and service providers by buying locally in those situations where all other attributes are equal, and noting that we must give all suppliers a full and fair opportunity to compete;
- Choose suppliers that have demonstrated their ability to meet our requirements and offer the best value for money over the lifetime of the goods/services/works, taking into account:
 - all the costs of ownership over that lifetime; and
 - suppliers' ability to deliver what we need at a fair price and on time; and
- Have an approved purchase order/contract in place before the supplier starts delivering goods/services/works – except when using a purchasing card.

Contract management

To get the best from our suppliers, we will:

- Set clear performance measures, then monitor and manage the contract against them;
- Encourage and recognise suppliers for delivering great results; and
- Work with suppliers to make ongoing savings and improvements for both entities.

Meeting expectations

To build effective relationships with suppliers we will:

- Treat them all fairly and with respect;
- Be consistent, transparent, fair and accountable in the way we work;
- Be clear about what we require and how we will assess them before going to market;
- Give sufficient response time for our requests;
- Protect their commercially sensitive information and intellectual property;
- Offer a debrief to unsuccessful bidders; and
- Pay invoices promptly.

Playing by the rules

Our decisions and practices must be able to withstand public scrutiny at all times. Throughout our procurement activities we will:

- Clearly record our planning, processes and decisions so they can easily be audited;
- Document and manage conflicts of interest;
- Identify risks and get the right person to manage them; and
- Act lawfully, ethically and responsibly.

Thresholds and rules

Our standard procurement processes are based on the following monetary thresholds and rules.

Purchases in excess of \$150,000 and between \$50,001-\$150,000

For purchases in excess of \$150,000, a formal tender or request for quote (RFQ) is to be invited by public advertisement and/or GETS (Government Electronic Tender Services). Please refer to the separate tendering policy.

For purchases between \$50,001 and \$150,000, either a formal tender or RFQ is to be invited by public advertisement or GETS in accordance with council's tendering policy.

Occasions may arise where, due to extenuating circumstances, an advantageous result would not be achieved by advertising a tender or RFQ, for purchases between \$50,001 and \$150,000. As a minimum, three (3) formal written quotations will be required. In these circumstances, the reasons for the extenuating circumstances must be documented in writing and authorised by the relevant group manager or CEO prior to proceeding to seek quotations. Such contracts must be authorised and signed by the relevant group manager or CEO.

Purchases between \$20,001 and \$50,000

There are a number of options open to council staff for goods and services of this value.

Staff can either choose to advertise a tender or RFQ for the relevant goods and services following the guidelines listed in the above clause “purchases in excess of \$150,000 and between \$50,001 and \$150,000” or obtain at least three (3) written quotations and the most advantageous to council shall be selected.

Occasions may arise where, due to extenuating circumstances, an advantageous result would not be achieved by advertising a tender or RFQ or obtaining three (3) formal written quotations for purchases between \$20,001 and \$50,000. In these circumstances, the reasons for the extenuating circumstances must be documented in writing and authorised by the relevant group manager or CEO prior to proceeding to seek single quotations.

Goods and services between \$2,001 and \$20,000

At least two (2) written quotations are to be requested and the most advantageous to council shall be selected. If for some reason two (2) written quotes cannot be obtained, the reasons are to be documented and referred back to the group manager or CEO for acceptance and sign-off.

Goods and services between \$0 and \$2000

At least one (1) verbal quotation is required for goods and services at this level of order value. This verbal quotation is to be recorded on the requisition with the supplier's name, contact details and prices.

Rules applying to the above thresholds

Awarding of tenders for purchases in excess of \$150,000 shall be referred to the Tenders Committee for an award decision – please refer to the Tendering Policy.

- Detailed specifications and “Requests for Written Quotation” are to be provided to the suppliers providing quotations.
- Documentation must be retained on file regarding the process undertaken to source the successful supplier.
- If staff are not accepting the lowest-priced bid, then the reasons must be documented and forwarded to the group manager or CEO for acceptance and sign-off.
- Staff must operate within their level of financial delegation as authorised by the staff purchasing delegations register, and shall only have the ability to accept tenders or quotes within the limit of their approved financial delegation.
- Under no circumstances are orders to be split into their component parts so that the total value of the procurement is diminished to achieve a lower threshold. If the procurement has several stages, then the total overall expected value of all the stages of procurement is to be summed, to determine the threshold that applies.

Roles and responsibilities

All staff are responsible for applying our procurement policy and procedures.

Related procurement documents

Procedures, policies and guidance

- Council's tendering policy, which describes the policy and procedures for tendering.
- Council's financial delegation register, which details staff financial delegation purchasing limits.
- *Government Rules of Sourcing*.
- *Principles of Government procurement*.
- *Procurement Guidance for Public Entities*, office of the Auditor General.

Attachment 1 - Northland Regional Council Tendering Policy

Purpose and objective

The purpose of this tendering policy is to detail council procedures when procuring goods or services via tender or request for quotation (RFQ). This policy should be referred to in conjunction with council's purchasing policy. Council is required to formally tender or RFQ for goods and services where described in the purchasing policy.

The objective of this tendering policy is to ensure that procurement is done in the most effective and efficient manner that provides value for money, while providing for appropriate internal controls to ensure these objectives are met.

Variations and exceptions to this policy

The Chief Executive Officer (CEO) can authorise variations to this policy, upon receiving written application of any variations sought.

Tender procedures

Calling for tenders:

1. The officer in charge of the project for which tenders are to be sought will advise the governance support manager who will record the project in a tender book, allocate a tender number and advise the information management team, who will process tenders received in the mailroom.
2. All public tenders will be advertised in appropriate newspapers or GETS, the first such advertisement being inserted a minimum of 15 working days before the tender closing date.
3. Advertisements are to call for tenders to be submitted in a sealed envelope marked "Tender – Contract No. ..." The advertisements must prominently contain the words "Highest (or lowest) or any tender not necessarily accepted."
4. Marked tenders received will immediately be deposited in the locked tender box held at the reception area in the Water Street office, Whāngārei.
5. Unmarked tenders and tenders received by fax or email will be placed in an envelope, sealed and marked "unmarked tender for contract ...", and placed in the sealed tender box.
6. Tenders will close according to the details contained in the tender documentation.
7. Tenderers may be encouraged to offer alternative tenders that do not fully meet the prescriptive conditions of tendering but provide innovative solutions and better value for money. Council must specify the circumstances in which alternative tenders will be considered. Where a tenderer offers an alternative, a tender for that alternative should not be sought from other tenderers. Council should not breach confidentiality by using information contained in alternative tenders as the basis for calling subsequent tenders.
Alternative tenders should not be accepted from tenderers that have not submitted a complying tender.
8. The officer in charge of the contract will place an estimate of the value of the contract in the tender box before tenders are received.
9. **No tender received after the closing date and time will be accepted.**

10. Late tenders are to be handed to the governance support manager unopened who will take such steps as are necessary to determine the name of the tenderer and return it with a letter advising that it was received after the close of tenders and not considered. Late tenders should be returned unopened.

Procedure after the close of tenders

1. At the appointed time for the closing of tenders, the governance support manager (or other appropriate representative) will check that no tenders are waiting to be processed, and will check with the information management team to ensure no faxed or emailed tenders were received before the closing time.
2. The tender box is to be opened in the presence of a councillor, the officer in charge of the contract and the governance support manager (or their appointed representatives).
3. As tenders are opened, the name of the tenderer and the amount of the tender will be recorded by the governance support manager in a tender book.
4. When all tenders have been opened, each tender will be initialled by the councillor present. The tender book will be signed by the councillor and the governance support manager (or other appropriate representative).

Tender evaluation and award

The governance support manager will pass all tenders to the officer responsible for the contract, who will prepare a tender evaluation report. The minimum detail to be included in the officer's report is as follows:

1. A description of the proposed work (that is, the scope of the contract).
2. Details of the tender opening (date, time, place and officers present) and a list of tenderers and tendered prices (GST exclusive) as submitted, including the officer's pre-tender price estimate.
3. A list of tendered prices (GST exclusive).
4. An evaluation of the tender prices against the estimate and a commentary on significant variations. This includes:
 - i) A statement that the contractor who has submitted the lowest tender is considered to be capable of supplying the goods or services successfully to the required standards within time and within budget.
 - ii) All valid tenders must be evaluated strictly in accordance with the terms of the tender documents and specifications. If the lowest tender is not recommended for acceptance, a similar statement is required for the recommended tenderer, together with reasons for not recommending the lowest tender or lower tenders (if more than one).
 - iii) A financial statement showing details of all expenditure required to complete the works and the actual funds available will be included.
5. The recommendation of the officer evaluating the tenders.

Below are the general key areas to be taken into consideration when evaluating a tender:

Price – while price is one of the most important aspects of procurement, it does not always follow that the lowest price will always win the contract. The requirement is for the most commercially favourable and advantageous tender to be accepted. This may not necessarily be the cheapest tender, but it may address more adequately other areas of evaluation.

Commercial considerations – these might include the ability of the supplier to deliver the goods and/or services as and when required; the capacity of the supplier to meet environmental and health and safety standards; any previous poor supply performances; inferior product quality; ability to meet appropriate quality standards as set by council and suitability of the product being tendered.

Financial considerations – refers to the financial viability and stability of the supplier. If there are questions in this regard, then appropriate advice should be sought.

Risk – a formal risk assessment must be conducted for all tenders over \$150,000. The resulting risk profile will be used in conjunction with analysis of other evaluation criteria.

Negotiating with tenderers

If after formal evaluation of a tender, none of the tenders are acceptable to council, negotiations may be conducted with the tenderer that submitted the most acceptable tender based on the evaluation criteria. Prior to entering into negotiations directly with one or more of the tenderers, a report must be written to council's tender committee with a recommendation for council to reject all tenders. The tender committee must then adopt a second recommendation that specifically allows council officers to negotiate directly with one or more tenderers or other parties as deemed appropriate by council.

The purpose of the negotiations will be made clear to all participants prior to the start of negotiations. The aim of this is to achieve a tender that is mutually acceptable. Written records of all negotiations, including documentation covering who does what, when and why, must be maintained by council.

Council should exhaust negotiations with the tenderer who submitted the most acceptable tender before negotiating with the next most acceptable tenderer, unless time constraints or the closeness of the tenders dictate otherwise.

In any tender related negotiations or evaluations, council must deal fairly with all tenderers in a manner that reflects the ethical principles stated below. Council officers must not in any way use the negotiation as an opportunity to trade off different tenderers' prices against others in an attempt to seek lower prices. This practice is known as 'bid shopping' and is unacceptable in any tender-related negotiations or evaluations.

Formal negotiations with a tenderer are different to gaining clarification of issues during the evaluation of a tender. Through the evaluation process, questions may arise from information provided by one or more of the tenderers. A member of the evaluation team may seek clarification on these matters from the relevant tenderer as required. The purpose of this contact

is not negotiation, but for clarification purposes only – this contact is not to be used to negotiate other terms and conditions with any particular tenderer, or to allow them the opportunity to gain some advantage over other tenderers.

Awarding of contracts

1. Managers, within their purchasing delegated authority limits, have authority to accept a tender, provided that:
 - i. The tender is for less than \$150,000 and within the sum provided in the approved annual budgets.
 - ii. There are no questions as to the tenderer's ability to undertake the contract.
2. Tenders for sums in excess of \$150,000 will be referred to the Tenders Committee, consisting of the council chairman (or in his absence the Deputy Chair) and the CEO.
3. The committee will have the power to award a tender outright or to refer tenders to council for prior approval as they see fit.
4. Unsuccessful tenderers are to be informed of the name of the successful tenderer and the successful tender price within 10 days of acceptance of a tender.
5. For tenders, staff of the department concerned will prepare the contract documents and a contract agreement.
6. When a contract is signed, one set of completed documents will be mailed to the contractor and council's set will be electronically filed in the document management system (Objective) by the information management team.

Ethical principles

The following principles will apply to all council tenders:

- Parties must conduct the tendering process with honesty and fairness at all levels.
- Parties must conform to all legal obligations.
- Parties must not seek or submit tenders without a firm intention to proceed.
- Parties must not engage in any practice, including improper inducements, which give one party an improper advantage over another.
- Tenderers must be prepared to attest to their probity, and not engage in any form of collusive practice.
- Conditions of tendering must be the same for each tenderer on any particular tender.
- All requirements must be clearly specified in the tender documents and criteria for evaluation must be clearly indicated.
- Evaluation of tenders must be based on the conditions of tendering and selection criteria only, as defined in the tender documents.
- Parties must not disclose confidential or proprietary information.
- Any party with a conflict of interest must declare that interest as soon as that party knows of the conflict.
- All dealings between client and tenderer are to be transparent and able to withstand public scrutiny.

These ethical principles apply to all parties in the tendering chain, both council and tenderer.

Confidentiality

All tender documents received by council will be treated as confidential if the content of the documents contain intellectual property, proprietary, commercial-in-confidence or other confidential information.

Contact person

Council must, in all tenders, nominate a person as a point of contact for any enquiries regarding the tender, the process or feedback.

Tender threshold

The tender threshold must be estimated honestly and with up to date market prices. Further, any options in the contract must be included in the estimate of the value of the contract, for example, if a contract for the first term will cost \$80,000 and an option to extend the contract for a further term is also worth \$80,000 then the tendering requirements are triggered because the value of the whole contract is possibly up to \$160,000.

As stated earlier in the policy, the officer in charge of the tender will place an estimate of the value of the contract in the tender box before tenders are received.

Order/contract splitting

Under no circumstances is a contract to be deliberately split into two or more parts in an effort to avoid the requirement for tendering.

Tendering methods

It is the responsibility of the delegated council officer to select the most appropriate tendering method. It is common to choose the tendering method that is best suited to the procurement to be undertaken.

1. *Open tenders*: where council tenders by public advertisement or GETS with no restriction placed on who may tender.
2. *Selective tenders*: where invitations to tender for a particular proposed contract are made, following a public advertisement or GETS, asking for expressions of interest.
3. *Selected tenders/pre-qualified tenders*: where recognised contractors selected from a list prepared or adopted previously by the council are invited to tender for proposed contracts of a particular kind.

Tender documents

All tender documents should include the following information:

- Details of the tender requirements;
- Specification of the goods or services required that will provide equal opportunity for all potential tenderers to offer goods and services that satisfy council's needs;
- Give details of the work to be carried out, the goods or facilities to be provided, the services to be performed and if the proposed contract is an instalment contract;
- Give details of the instalments to be paid by or to council and the period over which the instalments are to be paid and the intervals between payment of the instalments;
- Must designate any supporting information required from tenderers;
- Must nominate a contact person for availability during the tender process;
- Must identify the selection criteria on which the assessment of tenders will be based;
- Must clearly define the contractual obligations of both parties;
- Must draw attention to any special conditions or obligations under the contract which may depart from council's normal practice;
- Include a statement that no binding contract exists until the successful tender is accepted;
- Clear instructions regarding how submissions should be lodged with council, that is, via hard copy in the tender box only, or whether electronic or faxed submissions are

permissible. If electronic or faxed submissions are permissible, then detailed instructions regarding these methods of submission are to be included; and

- Include a statement about the communications protocol both during the tender period and after receipt of submissions.

Evaluation criteria

In addition to prices tendered, evaluation criteria should contain critical factors to be used in the evaluation of tenders. All tenders being considered must have a completed "Tender Evaluation Officers Report" – (attached). Evaluation factors typically include, but are not limited to:

- Whole of life costs/value for money;
- Ability to meet council's ethical standards;
- Innovation offered;
- Any perceived risks to council in awarding this tender;
- Delivery times offered;
- Quality offered;
- Previous performance of tenderer;
- Current commitments;
- Experience of tenderer and personnel proposed;
- Capability of the tenderer, including technical expertise, management, human resources, organisational and financial capability and capacity;
- The ability of the tenderer to meet the specifications as detailed in the tender documents;
- Tenderer's health and safety management practices and performance;
- Tenderers environmental management experience and performance; and
- Conformity of tender with the stated requirements.

In the majority of tenders there will generally be no more than five or six evaluation criteria depending on each individual tender's requirements. The decision on the specific criteria to be used will be made by the appropriate officers responsible for each particular tender. All evaluation criteria should be consistent with the contract requirements and aim to identify the tenderer offering the best value for money.

The weighting of all the evaluation criteria must be determined prior to the tenders being closed and shall be described in the tender. Tenderers have a right to expect good faith and efficiency from those people calling and assessing the tenders.

For expressions of interest, the main considerations for selection of prospective tenderers are their capacity and capability to perform the requirements of the proposed contract.

For all tenders and expressions of interest, detailed documentation relating to the evaluation process and the selection of the successful tenderer should be kept and filed appropriately along with other relevant documentation.

Advertisement of tenders and expressions of interest

Tenders will be advertised in a newspaper and/or placed on the GETS website.

Enquiries by tenderers and the register of communication

Council must nominate a contact person, as stated earlier in this policy. All enquiries from tenderers to the contact person should be recorded, noting time and date of receipt, the issue

raised and any response provided. Any information given to a particular tenderer, which clarifies any aspect of the tender, must be promptly communicated in writing to all other tenderers. This does not apply to confidential or intellectual property information.

If an enquiry leads to the discovery of a significant error, then the information should be communicated to all tenderers.

Communication with tenderers after close of tenders

After the tender has closed and the evaluation process has begun, the following protocol should apply to contact between the tenderers and members of the evaluation panel and other council officials:

- Contact between council and a tenderer should be in writing at all times and only with the official contact person for that tender, as detailed in the tender documents. If a tenderer contacts a council officer by telephone, the conversation should be documented and confirmed in writing with the tenderer. This will then form part of the formal communications relating to each particular tender.
- In general, tenderer-initiated contact should not be allowed except for the notification of a mistake or anomaly.
- Council-initiated contact with a tenderer should be only for the purpose of clarification. The decision to contact a tenderer should be made by the entire evaluation panel.
- Where the evaluation panel decide to request clarification from a tenderer, all tenderers are to be given the opportunity to provide clarification on that aspect of the tender if necessary.
- Clarification can only be sought if information received in a tender is open to interpretation or is not clear and where this information is necessary to properly evaluate tenders.
- It is critical that council-initiated contact does not result in any tenderer gaining an unfair advantage over other tenderers, that is, the tenderer is not allowed to revise or enhance the original tender.
- All contact, whether council or tenderer-initiated must be well documented and records maintained.

Amendments to tender documents (addendums)

Where it becomes necessary to amend tender documents, the amendments must be advised as an addendum to all tenderers in sufficient time for them to properly consider the addendum before tenders close. Each addendum should state clearly that it is to be incorporated in the original tender documents. Addendums will be distributed via GETS. Consideration may need to be given to extending the tender period when an addendum is issued. If the tender period is extended, all tenderers are to be advised of the new closing date and times.

Late tenders

Council is not permitted to consider a tender unless it is received by council before the closing deadline.

Tenders submitted by facsimile or electronically, must be fully received prior to the closing time and date of the tender.

Notification of the outcome of tenders

Successful tenderers - After a formal report and subsequent acceptance by the manager responsible for awarding the tender, of the tender committee of a successful tender or tenderers, the responsible council officer is to notify the successful tenderer/s in writing (or by electronic means).

Unsuccessful tenderers - All unsuccessful tenderers should be advised in writing (or by electronic means) that their tenders were unsuccessful, only after formal resolution by the tender committee or the manager responsible for awarding the tender.

Risk management and insurance requirements

Council will ensure that appropriate risk management practices and procedures are included in its tender documentation. All successful tenderers will be required to comply with current environmental, health and safety legislative requirements and will effect and maintain appropriate insurance policies. Following is a list of the insurances a tenderer will generally be required to have, however please note that this list is not exhaustive and is to be used as a guide only as there may be other insurances required for particular contracts that are not listed:

- Public liability insurance cover; and
- Professional indemnity insurance cover.

The tender documents will indicate the type and value of insurance that is required for contractors to hold. Tenderers will be required to supply to council copies of current “Certificates of currency of insurance” and will be contractually bound to maintain the currency of all required insurances for the term of the contract.

Contract management system

All tenders, expressions of interest and formal requests for quotation are to be recorded in council's formal contract management system in its document management system (Objective). Objective is the central repository for all tender-related documentation and processes and allows for detailed contract management from the development of the tender documentation through to award of the contract and day-to-day contract management issues.

Details of contracts awarded will be regularly published on the council's website as part of our commitment to transparency and the proactive sharing of information of interest to Northlanders. The contracts web report contains information about contracts valued at \$50,000 or more, awarded by the council each financial year. The staff member responsible for each contract will ensure that the Chairman's Personal Assistant forwards information to the web team to ensure the web report is kept up to date with all new contracts awarded. This web report lists:

- A brief description of the goods and/ services being supplied
- The name of the successful supplier-Private individuals will not be published—only companies
- The contract start date
- The contract value

Attachment 2

Northland Regional Council Tender Evaluation Officers Report

Add Project Name

Report Prepared by: *Officer name, title, date*

Background

Add detail as required, including tender method.

The Management Policies and Procedures Manual require that:

- Tenders in excess of \$150,000 shall be referred to a tenders committee made up of the Chief Executive Officer and NRC Chairman (or Deputy Chair).
- The tender committee shall have power to award the tender or refer the tenders to council for determination.

Description of Proposed Services/Goods

Add detail as required

Details of Tender Opening

Add who was present at tender opening and when tenders were opened.

Add names and values of tenders received, include any late tenders and state these are not to be considered.

Tender Evaluation/Discussion

Complete evaluation of tenders, include attributes and scores etc.

Identify any non-complying tenders and specific reasons for non-complying.

Identify preferred tender

Health & Safety

Is the preferred tenderer Health & Safety Pre-approved meeting requirements of NRC H & S Contract Management Manual Obj Ref : A852173

Yes / No

Is the preferred tenderer suitable for the proposed scope of works?

Yes / No

A778458

Financial Statement

Confirm budget is available and which account.

Comparison of Price With Engineers Estimates and Budget for range of tenders and preferred tender

Risk

Complete risk assessment – refer NRC Risk Framework for reference

Detail any risk items that require further consideration and mitigations.

Confirmation of Compliance With NRC Procurement & Tendering Policies & Procedures

Add statement to confirm compliance with NRC policies and/or any variations to the P&P.

Recommendation

Add recommendation for tender, including final amount to be awarded, when services are scheduled to start/end (or goods received) and identify the officer(s) that will be responsible for managing the tender.

Council decision

Does this tender need to go to council first for prior approval? Yes / No

Tender Committee Approval

NRC Chairman

Dated:

.....

...../...../.....

NRC Chief Executive Officer

Dated:

.....

...../...../.....

Document approval

The approval for distribution and use of this policy has been delegated:

Document information:

	Information
Document ID:	A778458
Document version:	1.0
File name	Procurement Policy and Procedures
Approved by:	Organisational Performance Committee
Date approved:	29 March 2016
Manager responsible:	Bruce Howse
Policy Author	Bruce Howse
Department/Section	Corporate Services – Finance
Date policy published:	29 March 2016
Date policy created:	18 November 2015
Review date:	March 2018

Document history:

Version	Issue date	Notes
1.0	29 March 2016	First published version
2.0	2 June 2016	Increase tender threshold
3.0	20 June 2017	Approved and adopted by council
4.0	11 December 2018	Amended tender closing date information.
5.0	12 December 2018	Added section advising that details of contracts awarded over \$50,000 will be published on the council's website.

Distribution list:

Name	Position	Section/Group/Department
All Staff	All Staff	All Staff