School Property Procurement Quick Reference Guide (2017-2)

Procurement help
For further Information, templates and guides: www.education.govt.nz search “procurement for school property projects”
For assistance and advice: EIS.Procurement@education.govt.nz

The procurement process

Step 1: Initiate
- Develop a summary Statement of Requirements
- Estimate the Procurement Value
- Obtain appropriate written approval to undertake the procurement

Step 2: Identify needs and analyse the market
- Allocate Procurement Roles
- Obtain COI Forms from everyone involved (procurements $50,000 or more)
- Conduct needs analysis, stakeholder consultation, market research and market engagement

Step 3: Specify requirements
- Develop a detailed Statement of Requirements
- Confirm the Procurement Value

Step 4: Plan the Approach to Market
- Select the Approach to Market method (see table over page)
- Draft and obtain approval for the Procurement Plan
- Draft the Approach to Market document(s) (RFQ/ROI/RFT/RFP)

Step 5: Approach the market and select supplier
- Issue an RFQ to potential Tenderers or advertise ROI, RFT or RFP openly on GETS
- Answer any questions from potential Tenderers
- Receive tenders (registrations/tenders/proposals/quotes)
- Conduct evaluation and select a preferred Tenderer
- Draft the Recommendation Report(s) and obtain approval from the Procurement Sponsor to shortlist from an ROI and/or to enter into contract negotiation with the preferred Tenderer

Step 6: Negotiate and award contract
- Notify unsuccessful Tenderers that they have been unsuccessful and for open tenders, offer a debrief
- Negotiate the contract with the preferred Tenderer
- Obtain approval from the Procurement Sponsor for the final form of the contract
- Have the preferred Tenderer and then the Procurement Sponsor sign two copies of the contract (one copy to be retained by the preferred Tenderer)

Procurement roles

- **Procurement Officer** manages and administers the procurement (eg the project manager)
- **Procurement Owner** represents the buyer/principal to the contract (the Ministry or board of trustees) for the procurement (eg school principal/EIS case manager). For procurements under $100,000, the Procurement Officer and Procurement Owner may be the same person
- **Evaluator** evaluates responses as part of the Evaluation Team (ET). The Procurement Officer and Owner may be evaluators. The Procurement Sponsor must not be an evaluator

Procurement Leader

- for Board of Trustees (BoT) procurement: a Ministry (EIS) property advisor
- for Ministry Procurement: a member of the Ministry’s EIS Commercial Procurement team

Approach to Market: An invitation to quote/register/tender/propose to either one or more potential suppliers or openly advertised on GETS. Approach to market documents are:
- Request for Quote (RFQ) direct source (one quote) or closed tender (multiple quotes)
- Request for Tender (RFT) 1 stage (or stage 2 of a 2 stage) open tender for contract works
- Request for Proposal (RFP) 1 stage (or stage 2 of a 2 stage) open tender for professional services (e.g. design)

Procurement Plan (template) details the Statement of Requirements, procurement strategy and evaluation plan for a procurement

Recommendation Report (template) summarises the evaluation, recommends a preferred Tenderer and details the rationale for selection.
### Minimum Approach to Market thresholds and templates

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* If cumulative value of under $50k spend with the same supplier exceeds $50k in 12 months, a closed tender applies (e.g. $20k direct source + $25k direct source + $10k = $55k: closed tender)

### Control points

<table>
<thead>
<tr>
<th>Template document</th>
<th>Procurement Officer</th>
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**Template document**

- **COI Management Plan**: D Draft, E Endorse (support), C Copy (2 business days prior to approval), A Approve, S Sign

**Procurement Leader**

- EIS - (normally 1 evaluator)
- BoT - (normally 1 evaluator)

**Evaluation method**

- **Conformance and Value**: Will the purchase meet the requirement and provide value for money? (normally 1 evaluator)
- **Conformance and Best Value**: Select the quote that meets the requirement and provides best value for money (normally 2-3 evaluators)
- **Weighted Attribute**: Tenders scored against weighted criteria (normally 3-4 evaluators)

**Minimum GETS advertising periods**

- Closed RFT/RFP to Tenderers shortlisted from an ROI: 13 business days
- Single stage open RFT/RFP: 15 business days

**Full business days (9am-5pm)**

- Closed RFT/RFP to Tenderers shortlisted from an ROI: 13
- Single stage open RFT/RFP: 15

**Examples**

- **Allow 2 business days for Procurement Leader review/endorsement prior to GETS publication**
- **Everyone involved in a $50,000 or more procurement must submit a COI Form**
- **Everyone involved in a procurement (regardless of value) must declare all COIs (by submitting a COI Form)**
- **Everyone involved in a procurement (regardless of value) must declare all COIs (by submitting a COI Form)**
- **Awarding of a contract of $25,000 or more to a BoT member requires prior authorisation by the Ministry**
- **This is requested by submitting a COI Form to the school’s property advisor for endorsement before approval by the Ministry’s EIS Procurement Director**
- **The Procurement Plan must be approved before approaching the market**
- **The Recommendation Report must be approved before awarding a contract**
- **All open tenders must be advertised on GETS. All tender documents (RFQ/RFT/RFP, draft contract) must be available through GETS and tenders must be submitted through GETS**
- **For all open tenders, Tenderers must be offered and/or provided with a debrief**
- **To source 10YPP Planning and/or Project Management services, use the supply panel selection process detailed here:**