



Ministry of Education Major Works Construction Contracts

Overview of Compilation and Execution

This document sets out the process to compile and execute a Major Works construction contract.

If you have any queries in regards to this process, please email EIS.ContractAdmin@education.govt.nz in the first instance.

1. Compilation of Contracts

- a) The external project manager (ext PM) or Delivery Manager (DM), as the case may be, compiles the contract in accordance with the content list attached to this document, entitled 'Content list for compiling MOE Major Works Construction contracts NZS3910:2013'; and
- b) The schedules to the Contract are dealt with in the contract in the following ways:
 - i. If the Ministry is happy to use a standard form of document as set out in the schedules to NZS3910, then that document is only referred to in the Contract special conditions as applying but is not actually attached to the Contract;
 - ii. If the Ministry has its own alternative form of document that it wishes to use in place of one of the standard forms of document set out in NZS3910, then it will attach the Ministry's replacement form of document in the appropriate schedule to the Contract; and
 - iii. If a standard NZS3910 schedule does not apply at all (i.e. neither the standard NZS3910 form nor a Ministry version of the standard form applies), then the Contract will specifically state that the particular NZS3910 schedule does not apply.
 - iv. The document, entitled 'Content list for compiling MOE Major Works Construction contracts NZS3910:2013' should be referred to in order to ensure that every schedule is attached and that the schedules are in the right order.

2. Execution

The ext PM arranges for a review of the compiled contract and its supporting documentation (as detailed in 'Capital Works process for Major Works contracts - guidance notes') by the projects DM.

Once the DM has reviewed and approved the compiled contract and its supporting documentation, the DM couriers (or delivers) the documents to the appropriate (regional) Contract Administrator who will arrange contract execution, distribution and storage.



Content list for
compiling MOE Major '

Figure 1: Content list for compiling MOE Major Works Construction Contracts NZS3910:2013