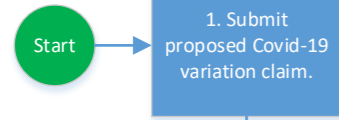


# COVID-19 Contractor Variation Claim Quality Assurance And Payments Process For Major Works

Contractor

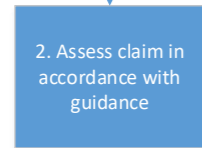


Contractor submits to Engineer To Contract (ETC) the proposed value of Covid-19 variation claim with supporting information. This should be submitted as a proposed value for assessment under clause 9.3 and not a payment claim. Claims should be submitted as soon as practicable.

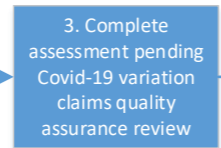
If not already issued Contractor issues payment claim to ETC for notified value of variation. **Note Covid-19 variation must be issued as a standalone payment claim.**

□ = Notes/Action  
 □ = Step

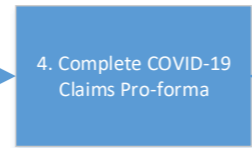
ETC



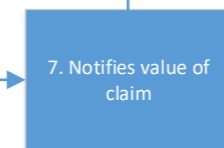
ETC assesses claim in accordance with the Contract and Ministry Guidance. The value is to be agreed by the ETC and Contractor in the first instance. Failing agreement, the value is determined by the ETC. Where a payment claim is received prior to the valuation being agreed or determined then the ETC may follow usual Contract payment requirements and issue a provisional progress payment schedule. ETC to note any item unverified that is paid as a reasonable estimate and otherwise note all Covid-19 variation claims paid on-account subject to adjustment in subsequent payment schedules under clause 12.2.9 pending Ministry's Covid-19 QA review. Proceed to step 10 for payment and continue with QA process.



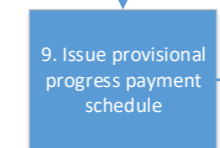
ETC's are asked to complete their assessments pending the Ministry's Covid-19 variation claims quality assurance review.



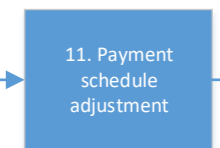
ETC completes Ministry Covid-19 Claims Pro-Forma and submits to [COVID19Variations@education.govt.nz](mailto:COVID19Variations@education.govt.nz) for quality assurance review.



The ETC issues instruction notifying value of the variation claim.

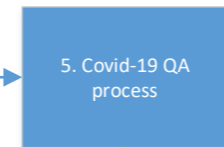


ETC follows Contract payment requirements and issues provisional progress payment schedule. ETC to note any item unverified that is paid as a reasonable estimate and otherwise note all Covid-19 variation claims paid on-account subject to adjustment in subsequent payment schedules under 12.2.9 pending Ministry's Covid-19 QA review.

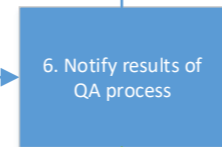


The Ministry COVID-19 claims admin team will notify ETCs of the results of its Covid-19 QA review and any amendments to or deductions required from subsequent payment schedules.

Ministry QA Team



The Ministry COVID-19 claims admin team will review the claims pro-forma and may request further information from ETC's.



The Ministry COVID-19 claims admin team will notify ETC's of the results of its Covid-19 QA review.

EIS Finance



**Ministry-led projects**  
 The scheduled amount is paid by the Ministry to the contractor in accordance with usual payments process.

**School-led Projects**  
 The scheduled amount is paid by the Ministry to the school in accordance with usual project funding process.