Instructions are *green italic*, remove when done.

If red, type there, and font will be correct format.

***This template (Contract Works Procurement Plan - Short) is for the procurement of Contract Works with a value of under $100k or procured through a panel of suppliers.***

***For procurements with a value of $100k or more, use the Contract Works Procurement Plan (the full version).***

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| --- | --- |
| **Contract Works Procurement Plan Short**  **(for School-led Projects)** | |
| **Procurement Title** | [Name of the School] (the School) – [Project Title] – [Nature of Contract Works] – [Reference number, if available] |
| **Purpose** | This Procurement Plan seeks approval to [detail]. |
| **Procurement Value ($NZ exclusive of GST)** | |  |  | | --- | --- | | Intended Contract value (excluding contingency): | [$value] | | Contingency: | [$value] | | All potential additional expenditure: | [$value] | | **Total Procurement Value** | **[$sum value]** |   [Explanation for make-up of procurement value and how it was estimated e.g. benchmarked from previous projects, Quantity Surveyor used.]  The budget has been approved in writing by the Procurement Sponsor. Prior written approval of the Procurement Sponsor will be obtained should for any additional budget be required.  Funding will be allocated from [source of funding *(e.g. 5YA)*]. |
| **Project Background** | Background to this procurement is:   * + Outcome sought   + History * requirements for phasing and/or staged handover of the project   + Project consultants are:     - [e.g. Project Manager]: [name]     - [e.g. Quantity Surveyor]: [name]     - [e.g. Lead Designer]: [name]     - [Other (specify)]: [name]. |
| **The Requirement** | * + [Nature of the Works *(e.g. demolition, new build, redevelopment, roofing replacement)*]   + [Size/scale]   + [Requirements for phasing and/or staged handover of the project.]   + [Description of the site, including conditions and known constraints.]   Timeframe limitations are:   * [Time related limitations *(e.g. Contract Works must be delivered during school holidays)*].   **Insurances**   |  |  | | --- | --- | | **Type** | **Detail** | | Public Liability | Minimum $2 million | | Motor Vehicle: | $1 million | | Plant and Equipment | Sufficient | | Contract Works: | Ministry Contract Works Insurance: Contractor liable for $5,000 excess except $25,000 for loss arising from testing and commission | | Existing buildings/structures | Principal responsible: Contractor liable for excess/nominal deductibles where it causes the loss |   The Contractor must:   * + have a comprehensive, workable programme for completing the Contract Works   + have a robust method, approach, systems and processes to effectively manage cost, time, quality and health and safety risks   + operate a documented health and safety policy and health and safety system that aligns with AS/NZS 45001:2018 and the requirements set out at [Property projects: contractor health and safety](http://www.education.govt.nz/property-contractor-health-and-safety/)   + implement a *(Option 1)* [Site Specific Safety Plan (SSSP) for the Contract Works that aligns with the SSSP at: [Property projects: contractor health and safety](http://www.education.govt.nz/property-contractor-health-and-safety/)] *(Option 2)* [Task Analysis for the Contract Works that aligns with the Task Analysis at: [Property projects: contractor health and safety](http://www.education.govt.nz/property-contractor-health-and-safety/)]. *A SSSP should be required when indicated by the complexity and/or risks associated with the Contract Works (e.g. working at height, overhead/underground work, presence of asbestos).*   The Contractor must be capable in relation to health and safety as evidenced by accreditation to one of the following health and safety accreditations or to a comparable health and safety accreditation:   * + AS/NZS 45001:2018 (Occupation Health and Safety Management Systems)   + One of the industry based health and safety accreditations listed at [Property projects: contractor health and safety](http://www.education.govt.nz/property-contractor-health-and-safety/).   Safety hazards and associated critical risks that have been identified as specific to the Contract Works and which must be included in the [SSSP] *or* [Task Analysis] are:   * + [List safety hazards and associated critical risks identified to date].   Contractor’s personnel (including those of all subcontractors) who are likely to have unsupervised (not chaperoned by a school staff member or parent) access to students at the School during normal school hours must be Police vetted (a review by the School Board of a person’s criminal conviction and other relevant information held by the New Zealand Police Vetting Service). An adverse police vet may result in the vetted person being refused access to the School. |
| **Contract** | The Contractor will be engaged through a Minor Works Contract ([Construction contracts for professional services and works](https://www.education.govt.nz/suppliers-and-providers/procurement/procurement-goods-and-services/property-procurement-process-project-managers/property-procurement-step-5-award-contract#sign-the-contract-1)). *(Optional)* Significant non-standard terms and conditions to the Contract are:   * [describe significant non-standard terms and conditions]. |
| **Procurement Strategy** | [Direct source] *or* [Closed tender]: Request for Quote (RFQ) to:   * + [Tenderer’s name]   + [Tenderer’s name]   + [Tenderer’s name]   [Rationale for the choice of the Tenderer(s) invited to quote].  The cumulative value of direct sourced procurements (inclusive of this procurement) from this school with each of the above suppliers has not exceeded $100,000 (excl GST) in the last 12 months, [YES/NO]. *If ‘no’, please provide further explanation.* |
| **Evaluation Plan** | The Evaluation Plan is detailed at Appendix 1 |
| **Procurement Timeline (indicative)** | |  |  | | --- | --- | | **Event** | **Date** | | Procurement Plan approved | Date | | RFQ Released to Supplier(s) [direct source/closed tender] | Date | | Deadline for questions from Tenderer(s) | Date | | Deadline for Quotes | Date | | Evaluation Team (ET) briefing | Date | | ET moderation meeting | Date | | Recommendation Report approval | Date | | Intended Contract start | Date | |
| **Procurement Roles** | |  |  | | --- | --- | | **Procurement Role** | **Name** | | Drafted by Procurement Officer | [Signature of person conducting the procurement]  [Name] [Date] | | Endorsed by Procurement Owner | [Signature of the person representing the Principal]  [Name] [Date] | | Endorsed by Procurement Leader | *(For Ministry-led procurement:)* [Signature of member TPRCommercial Procurement]  [Name] [Date]  *(For School-led procurement:)* A copy of this procurement plan was sent to [name] (Ministry Property Advisor) on [date (no less than two business days prior to approval)] | | Approved by Procurement Sponsor | [Signature of Delegated Financial Authority/Cost Centre Owner]  [Name] [Date] | |

# APPENDIX 1: Contract Works Evaluation Plan – Conformance and [Best] Value

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| **Procurement Title** | [Name of the School] (the School) – [Project Title] – [Nature of Contract Works] – [Reference number, if available] |
| **Evaluation Method** | Conformance and [Best] Value evaluation will be used to evaluate Quotes and select a preferred Quote:   1. Review for conformance with tender process terms and conditions and initial due diligence. Quotes that are determined not to conform with process terms and conditions or meet initial due diligence requirements may be excluded from further evaluation and/or selection. Procurement Reviewer’s written approval is required for:  * acceptance of a late Quote * exclusion of a Quote from further evaluation/selection.  1. Evaluation as either “Pass/Fail” for each of the following non-price criteria:  * Proposed Solution: comprehensiveness, deliverability and robustness of services/deliverables, programme, method, approach, systems and processes (including for health and safety) * Capability: sufficiency of skills and expertise (Key Personnel and sub-contractors) as evidence by qualifications, recent relevant experience and track record * Capacity: sufficiency of resources, availability and contingency (Key Personnel and sub-contractors)   Where a Quote is evaluated as “Pass” for non-price criteria, any additional benefit or reduction of risk will be noted.  A Quote evaluated as “Fail” for one or more non-price criteria will be excluded from further evaluation and selection.   1. Separate price analysis to:  * confirm validity of the quoted price (complete/realistic/reasonable) * determine whether the quoted price represents value for money based on comparison with prices for recent, comparable engagements and/or evaluators’ experience of reasonable market expectations. * calculate a single, comparable Adjusted Price for each Quote.  1. Selection of a preferred Quote being the Quote determined to represent best value based on:    1. conformance with non-price criteria    2. provision of additional benefit and/or reduction of risk    3. price and budget    4. the Principal’s desire to maintain/develop market capability and competition    5. due diligence. |
| **Evaluation Team**  **\*Please ensure the school is offered a role on the ET** | |  |  | | --- | --- | | **Evaluation Team (ET) Role** |  | | ET Chair (scoring) | [Name] [Title/role/organisation] | | Evaluator | [Name] [Title/role/organisation] | | Evaluator | [Name] [Title/role/organisation] | | Price Analyst | [Name] [Title/role/organisation] | | Advisor (non-scoring) | [Name] [Title/role/organisation] | | Observer (non-scoring) | [Name] [Title/role/organisation] | |
| **Due Diligence** | Due diligence may be undertaken before, during or after evaluation on one or more Quote/Tenderer to determine whether entering into a Contract with a Tenderer may expose the Principal to undue risk including:   * reference checks * clarifications, interviews, and/or presentations * Police vetting of personnel * checks to determine the accuracy/completeness/validity of Quotes (including Price) * Companies Office search * review of a Tenderer’s financial viability * review of a Tenderer’s business practices and other probity issues * review of a Tenderer’s disputes with the Ministry and/or other parties * review of a Tenderer’s ownership/structure * review of a Tenderer’s director status * review of a Tenderer’s conduct in relation to the [Supplier Code of Conduct](https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf). |
| **Evaluator Resources** | The following resources/information will be provided to ET members:   * Conflict of Interest Declaration and Confidentiality Agreement * Quotes * Evaluation Plan * Evaluators’ Guide. |