



How to post a Future Procurement Opportunity (FPO) on GETS

GETS now allows agencies to post Future Procurement Opportunities (FPOs). An FPO alerts suppliers to potential upcoming procurement activity. An FPO is not a commitment by an agency to procure the stated goods and / or services but indicates the agency's potential future procurement activity, so that prospective suppliers can be prepared and informed. Agencies can update their FPOs in real-time as the project progresses.

Follow these steps to add an FPO to GETS:

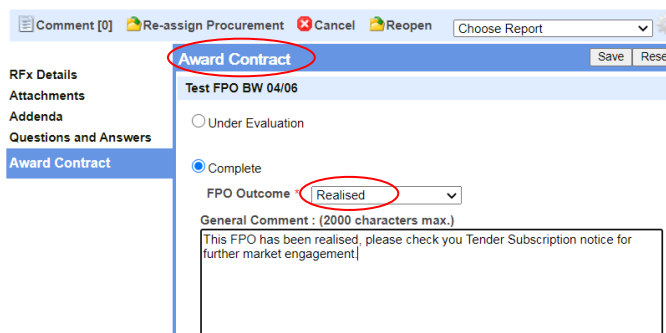
1. Sign in as an Electronic Tender Coordination Officer (ETCO) or Purchasing Officer (PO).
2. Press 'Add RFX', located at the top right of the Purchaser Home Screen.
3. For RFX Type, enter tender details and select 'Future Procurement Opportunity' and save.
4. Fill in the required information and publish the FPO.
5. Manage the FPO, updating the tender with relevant information as the FPO progresses through the procurement stages.
6. Once an outcome has been reached, notify the supplier by completing the FPO.

Listed below are the new fields which have been created in the FPO to inform suppliers of the scope and status of the FPO:

- **Project Status:** Informs suppliers of the FPOs status. There are three options to choose from:
 - **Initial development** (Concept phase) – the buying agency is investigating options to procure in the future (high-level information expected around the activity). Budget may or may not be available.
 - **Awaiting approval** – the buying agency intends to procure and is currently seeking approval to progress to the next phase of the project (medium-level information expected about the activity).
 - **Confirmed** – the buying agency has approval for this project / activity and will be progressing with a procurement in the future (more detail / certainty expected around the activity).
- **Indicative Total Value:** The indicative value of any contracts that may be entered into as a result of this FPO, this value is intended to set an expectation of the scope of work that is required.
- **Expected number of contracts offered**
- **Indicative RFX publication date:** The indicative publication date is the date the Buyer is expecting to advertise its Notice of Procurement. The FPO will transition to a confirmed tender on this date. Please note that the date will be presented to suppliers by calendar quarter.
- **FPO outcome:** In GETS the FPO outcome is located under the 'Award Contract' tab. The FPO is located here once it has reached its Indicative RFX publication date. The FPO does not replace the Award Notice. The FPO outcome field has two values (Realised and Cancelled) that will help notify the market of any further engagement.

Note: An agency must publish a *Contract Award Notice* on GETS when it has awarded a contract subject to the *Rules (Rule 48)*.

Agency View:



A view of what the supplier will see:

Awarded Status

This future procurement opportunity has been realised, please see related tenders below.

- [2567296 - linkage test](#)

Further information:

This FPO has been realised, please check your Tender Subscription notice for further market engagement

Completion date: Friday, 24 July 2020 12:15 PM (Pacific/Auckland UTC+12:00)

New features introduced for FPOs

- **Ability to re-open a FPO that has been closed**
FPOs can be reopened at any time to allow supplier engagement if needed. (Example: An agency received budget to proceed with a procurement which they had initially cancelled due to unavailable funding at the time).
- **New suppliers will be able to subscribe**, and gain access to, publicly- answered questions, documents and updates.
Suppliers will receive a separate notice about FPOs with advice and guidance.
- **Updates to the way parent/child tenders are displayed**
When a FPO has been successfully completed, any open tender that links the FPO as the parent tender will be displayed under the completion notice, allowing suppliers to quickly find relevant information.

If you need further assistance on how to use GETS please contact 0508 GETS HELP (0508 438 743).