**Procurement plan lite template**

**Between $50,000 and $100,000 and above**

Agency instructions

* This template is intended for procurements valued between $50,000 to $100,000.
* Your agency may customise this template to reflect its practice and requirements – especially the approvals section.
* When customising, consider including user instructions like the example given below. Note that the yellow highlighted areas specify where to customise.

**Selecting a New Zealand business**

It is expected that contracts are awarded to New Zealand businesses that are capable and have capacity to deliver the contract below the value thresholds of:

* $100,000 for goods, services and refurbishment works;
* and $9 million for new construction works.
* Example of user instructions
* A procurement plan describes the process used to approach the market, evaluate bids and identify the recommended supplier. This template is designed to be used for low-value low-risk procurements between $50,000 to NZ$100,000. For procurements valued between $5,000 to $50,000, use the *Procurement plan xtra-lite template*. Procurements valued less than $5,000 do not need a procurement plan. However, you must ensure that you have written approval for the scope, delivery date and budget.
* This template covers the common elements usually included in procurement. However, you will need to tailor it to your needs. Keep it simple – the level of analysis and detail you include should be proportionate to the nature, scope, value, complexity and risk of the procurement.
* A procurement plan [choose: should / must] be completed and approved before initiating your tender process (e.g. advertising on GETS). You will need approvals from:
* e.g. project sponsor gives authority to proceed to market
* e.g. delegated financial authority holder gives authority to spend (if different from sponsor).
* If you would like assistance in preparing the agency’s plan or a constructive peer review of the draft, please contact [enter contact details for the procurement team].

|  |
| --- |
| [Insert agency logo] |
| [Name of agency]  Procurement plan lite |

[Name of procurement project]

**Approvals**

|  |  |
| --- | --- |
| Project sponsor | |
| **Approval to:** | Proceed to tender and identify the preferred supplier. |
| **Name:** |  |
| **Position / title:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| Holder of delegated financial authority | |
| **Total budget approved:** | [insert: total cost over whole-of-life $] |
| **Budget type:** | Opex / Capex |
| **Budget code:** |  |
| **Name:** |  |
| **Position / title:** |  |
| **Date:** |  |

**What this agency is buying and why**

* This plan relates to the purchase of [insert]. A summary of our requirements is [insert]. The key objective of this procurement is [insert].
* An estimate of the total cost over the whole-of-life of the contract, exclusive of GST is [$ insert]. We require the contract to commence by [insert date].

**Tendering process**

There is currently no All-of-Government, syndicated or other collaborative contract that can meet this requirement. The recommended approach to market is a [choose: one-step open competitive tender / two-step open competitive tender / one-step closed competitive tender / two-step closed competitive tender]. The tender team will comprise non-voting and voting members.

**Tender team: non-voting members**

|  |  |  |
| --- | --- | --- |
| Role | Name | Organisation |
| **Chair of evaluation panel:** |  |  |
| **Administrative support:** |  |  |

**Tender team: voting members**

|  |  |  |
| --- | --- | --- |
| Representative/s | Name | Organisation |
| **Business group/owner:** |  |  |
| **User group/beneficiary:** |  |  |
| **Subject matter expert:** |  |  |

Indicative timeline (single-stage tender)

|  |  |
| --- | --- |
| Action | Indicative date |
| **Pre-procurement** | |
| Procurement plan approved |  |
| Tender documents developed |  |
| Tender documents approved |  |
| Pre-procurement market engagement |  |
| Advance notice published on GETS |  |
| **Tender** | |
| Tender advertised on GETS |  |
| Supplier briefing/s |  |
| Last date for supplier questions |  |
| Last date for agency to answer questions |  |
| Tender closing date |  |
| **Evaluation** | |
| Panel confidentiality & conflict of interest declarations signed |  |
| Evaluation panel meets – short lists suppliers |  |
| Panel minutes and recommendation |  |
| Recommendation accepted / rejected |  |
| **Post-evaluation** | |
| Advise bidders of outcome |  |
| Debrief unsuccessful suppliers |  |
| Due diligence & contract negotiation |  |
| Contract Award Notice published on GETS |  |
| Contract start date |  |

**Evaluation methodology**

The evaluation model that will be used is weighted attribute as per the table below. Price will not be a weighted criterion. Instead price will be taken into account in determining overall value for money over the whole-of-life of the contract. A two-envelope process will be used and suppliers’ pricing will only be opened once the criterion scoring is completed.

**Evaluation criteria**

|  |  |
| --- | --- |
| Criterion | Weighting |
| **Technical merit (fit for purpose)** |  |
| E.g. Degree to which good/services meet or exceed requirements | 30% |
| E.g. Quality of goods/services | 10% |
| **Capability of the supplier to deliver** |  |
| E.g. Supplier’s size, structure and annual turnover | 5% |
| E.g. Track record in delivering similar goods/services | 15% |
| E.g. Understanding of the requirements | 25% |
| E.g. Operational and financial systems to manage delivery | 15% |
| Total weightings | 100% |

**Rating scale**

The panel will use this rating scale to evaluate suppliers’ bids against the criteria.

|  |  |  |
| --- | --- | --- |
| Description | Definition | Rating |
| **Excellent** | Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services. Response identifies factors that will offer potential added value, with supporting evidence. | **9-10** |
| **Good** | Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services. Response identifies factors that will offer potential added value, with supporting evidence. | **7-8** |
| **Acceptable** | Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services, with supporting evidence. | **5-6** |
| **Minor reservations** | Satisfies the requirement with minor reservations. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services, with little or no supporting evidence. | **3-4** |
| **Serious reservations** | Satisfies the requirement with major reservations. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services, with little or no supporting evidence. | **1-2** |
| **Unacceptable** | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource and quality measures required to provide the goods/services, with little or no supporting evidence. | **0** |

**Contract**

The short listed supplier will be offered a [choose: contract for services / supply agreement / contract for goods and services] based on the agency’s standard terms and conditions. The proposed contract term is three years with options to extend [insert: i.e. 3+1+1]. The [choose: quality standards/key performance indicators] for measuring the supplier’s performance are [insert]. The timeframes for delivery are [insert]. Specific reporting requirements are [insert]. Payment will be based on the supplier’s successful completion of milestones as detailed in the contract. New intellectual property arising as a result of the contract will be the property of [insert].

**Risk**

Overall this procurement is deemed low-value, low-risk.

**Key risks to be managed**

|  |  |  |
| --- | --- | --- |
| Risk | Mitigation action | Responsible |
|  |  |  |
|  |  |  |

**Probity**

Probity in this procurement will be managed by:

|  |
| --- |
|  |
| * acting fairly, impartially and with integrity, acting lawfully, and being accountable and transparent * ensuring compliance with the agency’s code of conduct is complied with * ensuring that financial authority for the procurement is approved before proceeding to   tender   * identifying and effectively managing all conflicts of interest * protecting the supplier’s commercially sensitive and confidential information * providing each supplier with a comprehensive debrief at the end of the tender process. |