

# Quick-Guide: GMC-Lite



## What does this Quick-Guide cover?

This Quick-Guide is for government agencies. It provides information on how to use the Government Model Contract-Lite template (GMC-Lite). Find the template on our website [procurement.govt.nz](http://procurement.govt.nz).

## What is GMC-Lite?

GMC-Lite is the government’s template for very low-risk and low-value minor contracts. It complements the standard Government Model Contract (GMC-Standard template). It is designed to be an agency’s default template for purchasing very low-value, extremely low-risk common goods or services.

## When should I use GMC-Lite?

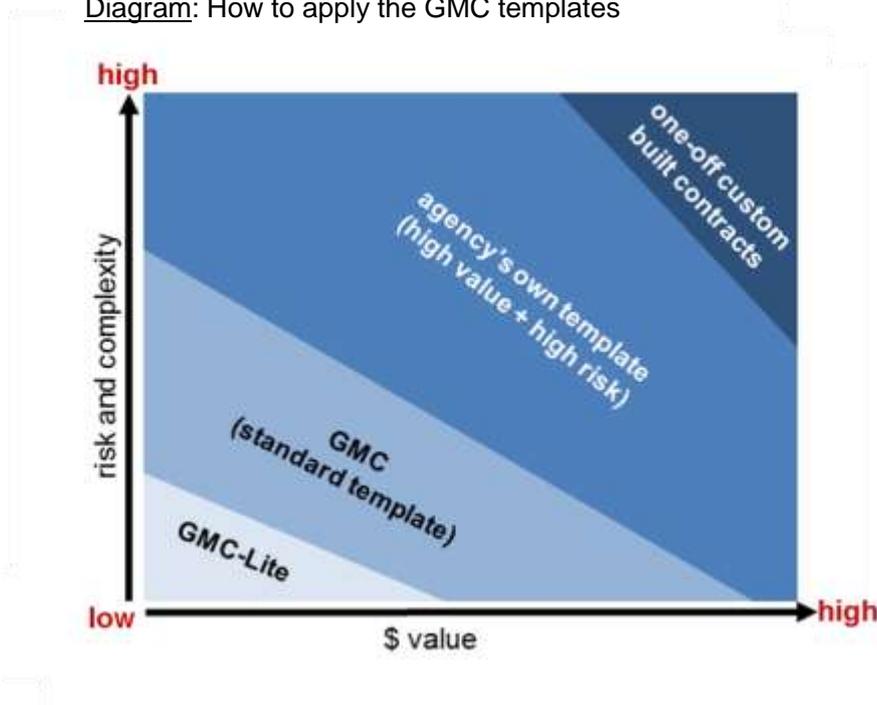
Agencies must ensure that they use the GMC-Lite for small purchases. It is for each agency to determine, depending on the scale of their procurement activities, what very-low value, extremely low-risk means. The GMC-Lite is intended to cover items that would normally be contracted for using a purchase order or by agreement over the phone or by email. It could cover such things as a one-off purchase of office equipment, catering or short term contractor support services.

## How does this fit with other contract templates?

It is for each agency to determine how the GMC-Lite fits with its other contract templates. To assist, agencies should consider using a scaled approach based on the relative value, risk and complexity.

value, risk and complexity	appropriate template
extremely low-risk + very low-value	GMC-Lite
low/medium risk + low/medium value	GMC-Standard template
high risk + high value	agency’s own template
high risk + high value + high complexity	one-off custom built contract developed by legal team

Diagram: How to apply the GMC templates



## Is the template for goods or services?

You can use the template to purchase:

- goods
- services
- a combination of goods and services.

You only need to add information in the sections highlighted in yellow. Do not alter the terms and conditions.

## What government agencies can use the template?

All Public sector agencies can use the GMC-Lite template. Unlike the GMC-2 standard template there is not a separate version of GMC-Lite for Public Services (Crown agencies) and Public sector agencies (non-Crown) to use.

## Can I add new legal conditions?

The legal conditions in GMC-Lite are designed to cover the risk associated with the purchase of very low-value and extremely low-risk common goods and services. Sometimes additional risk can arise in these contracts such as:

- confidentiality
- intellectual property.

Where additional risk arises you can:

- if minor in nature add the additional risk in the 'Specific Standards' box
- consider using the GMC-Standard template.

## How do I send the contract for signing?

You can send the GMC-Lite contract for signing by:

- posting it as a letter
- attaching it as a scanned document to an email
- cutting and pasting the contract into the body of an email.

For more information on how to contract by email refer to the Guide to e-commerce on our website.



For more information on Government Model Contracts and templates, visit our website [procurement.govt.nz](http://procurement.govt.nz)