



# PROCUREMENT PLAN

THAMES-COROMANDEL DISTRICT COUNCIL

[Insert title of procurement]

[Procurement Reference #]



# Purpose

The primary uses of the document are to:

- Define the procurement activity, to form the basis of its management and assessment of overall success
- Bring together the strategy for the procurement and prior analysis into an operational plan to carry out the procurement and select a supplier/s
- Record approval for the procurement to proceed on the basis set out in this plan.
- To ensure consideration has been given to the optimal procurement strategy, methodology and outcomes at a local, regional and national level.
- To deliver an end-to-end Procurement solution for the Council.

# When to use

This Procurement Plan is intended for use in procurements which are:

- between \$50,000 and \$250,000 with a low to medium risk rating – complete the **Core Information section**
- over \$250,000, or any procurement with a high-risk rating – complete both the **Core and Additional Information sections**

# How to use

All sections within the **Core Information Section** must be completed for procurement over \$50,000 regardless of risk rating. For those projects over \$250,000 or of any value with a high risk rating the **Additional Information section** must also be completed.

If you're using a Business Case or Project Plan, the information provided within these documents must be equivalent to the sections required for completion in the Procurement Plan. It's acceptable to use a Business Case or Project Plan in place of a Procurement Plan, subject to the guidelines and checklist in **Section 2** [remove Section 2 if not required].

Please remove all [comment guidelines] from your document before submitting for review or approval.



# Approvals

## Approval

- This Procurement Plan has been reviewed and approved by the following Council staff.
- Funds for this procurement have been secured.
- The procurement and selection of a supplier should proceed based on the information in this plan.

The following document is being used to seek approval

Choose an item.

All signatories must have signed a **Conflict of Interest and Confidentiality Declaration** for this procurement.

Proposed by	Signature	Decision date
Name: Title: Role in this procurement: [Business Owner/Project Manager]		

Supported by	Signature	Decision date
Name: Title: Role in this procurement: [Procurement Lead]		

Approved by Delegated authority holder	Signature	Decision date
Name: CEO (or designate)		

*The procurer's line manager is responsible for approving this Procurement Plan, according to the DFA.*

# Contents

1.	Procurement information .....	6
1.1	Procurement details.....	6
1.2	General information.....	6
1.3	Procurement scope .....	6
1.4	Proposed contract details.....	6
1.5	Estimate of value .....	7
2.	Procurement methodology .....	7
2.1	General procurement strategy statement .....	7
2.2	Procurement method .....	7
3.	Procurement exemption.....	8
4.	Risk.....	8
4.1	General risk management .....	8
5.	Supplier information.....	8
5.1	Current supplier/contracts.....	8
6.	Stakeholders.....	8
7.	Procurement timeframe .....	9
7.1	Basic timeframe.....	9
8.	Evaluation plan .....	10
8.1	Evaluation methodology .....	10
8.2	Evaluation panel .....	11
9.	Procurement team .....	11
9.1	Team members basic .....	11
	Additional information section .....	12
1.	Procurement information .....	12
1.1	Category strategy .....	12
1.2	Constraints.....	12
1.3	Assumptions .....	12
2.	Procurement methodology .....	12
2.1	Market analysis and procurement strategy.....	12
3.	Risk.....	12
3.1	Detailed risk management plan.....	12
4.	Stakeholders.....	12
5.	Probity.....	13
6.	Procurement timeline.....	13
6.1	Detailed timeframe .....	13
7.	Procurement team .....	14
7.1	Team members detailed.....	14

7.2	Role descriptions.....	14
7.3	Quality responsibilities.....	15
8.	Communication plan .....	16
Appendices .....		17
Section 2 .....		18

# Core information section

This must be completed for all procurements over \$50,000 with a low or medium risk rating.

## 1. Procurement information

### 1.1 Procurement details

Procurement initiative	[Project name]	
Reference #	[Procurement reference number]	
Date	[Date]	
Procurement manager	[Name and Title]	
Sponsor	[Name and Title]	
Author/s	[Name/s of person/s writing this plan]	
Conflicts & Confidentiality	Have all Conflicts of Interest and Confidentiality documents been completed?	Choose a response

### 1.2 General information

[Outline core business justification for this procurement. Explain what is happening now and what particular business circumstances this proposal will address. Add any further relevant decisions or events, i.e.:

- Current status of the provision of good or service (AOG, Regional or Local)
- State factors leading up to reasons for proposing the procurement project
- State any research done to date in support of this project.]

[Describe objectives of procurement - what will be achieved by the procurement (expressed in measurable terms), how the business will change as a result of the procurement. It should be written in active terms for example, "to establish..." or "to ensure..." or "to implement...". Anything stated in the objectives must be achievable within the procurement and under the control of the procurement lead.]

### 1.3 Procurement scope

[Give a description of what will be purchased – a summary of the specifications. Sometimes you may have to specify areas that are out of scope, if this is not clear. Detail any technical/specialist standards and quality management standards that must be complied with and reflected in the goods or services.]

### 1.4 Proposed contract details

[Provide details on the proposed contract]

Proposed contract	[Provide details of the proposed contract form to be used, e.g.:] Contracts to be developed and added Preferred Supplier Contract (already in place) Purchase order P-Card
Any additional contractual terms or issues	[Provide information on any possible contractual terms or issues which the approver of this plan should be aware of, e.g., intellectual property, non-standard/additional insurance requirements.]
Length of the arrangement	The proposed term is to be [xxx] [Provide information on the proposed length of the arrangement contract with the supplier and any intended right of renewal options.]

## 1.5 Estimate of value

[Provide details of the contract/purchase value]

Expected \$ value of the contract/purchase	[Provide information on the annual value and total whole of life cost (include total purchase value, on-going consumables, maintenance and servicing, licensing, staff training, freight costs)]	
Budget detail	Has the funding been approved?	Choose a response
	Is funding required from other agencies (e.g. NZTA)?	Choose a response
	[Provide any additional costs likely to be incurred (legal review, etc.) and any associated documents that have been attached (Capex approval form)]	

## 2. Procurement methodology

### 2.1 General procurement strategy statement

[Describe the procurement approach you will take - quotes or RFx, number of tenderers, closed or open process, etc.]

### 2.2 Procurement method

[Describe the procurement approach you will take - quotes or RFx, number of tenderers, closed or open process, etc.]

The method for the first or only phase	Choose an item.
If there is a second phase, choose the method to be used	Choose an item.

### 3. Procurement exemption

Is this a request for a procurement exemption?	Choose a response
The exemption reason should comply with one or more of the criteria outlined in the Procurement Policy.	[Provide a basic overview of the reason for the exemption requested in the Procurement Exemption form]
Has the approved Procurement Exemption form been completed?	Choose a response

[Complete the Procurement Exemption form and attach the approved form in the Appendices at the back of this document.]

### 4. Risk

#### 4.1 General risk management

Risk description	Risk level	Approach	Action
[Describe any identified risks]	Choose an item.	Choose an item.	[If the risk is to be managed or mitigated, how will this happen, and who will manage it?]

### 5. Supplier information

#### 5.1 Current supplier/contracts

Current supplier	[Name]		
Current contract #	[Current contract number, if any]	Current contract expiry date	[Provide current contract expiry date]
Current annual expenditure	[Provide current annual expenditure and note any exceptions]		
Relevant history	[Describe any relevant history to the supplier/contract]		

### 6. Stakeholders

[Complete the consultation checklist and identify any required actions in the stakeholder table]

Consultation checklist	
Impact	Yes/No



<p>Is this procurement liable to impact the reputation of the Council?</p> <p><b>If yes, you must inform [Department to be advised] and involve them in the assessment of the options.</b></p>	Choose a response
<p>Does this procurement involve any security issues, building alterations, building space requirements, environmental impacts, staff relocation, electrical services, essential power requirements, compressed air, hot or cold water, or any other service connection?</p> <p><b>If yes, you must inform [Department to be advised] and involve them in the assessment of the options.</b></p>	Choose a response
<p>Does this procurement involve any hardware or software that needs to be connected to or to operate on our network or be supported by IS? Does it involve any telecommunications equipment or services?</p> <p><b>If yes, you must inform [Department to be advised] and involve them in the assessment of the options.</b></p>	Choose a response
<p>Does this procurement involve a significant hazard (something that can cause serious harm)?</p> <p><b>If yes, you must inform [Department to be advised] and involve them in the assessment of the options.</b></p>	Choose a response
<p>Does the procurement impact the community/external users/industry?</p> <p><b>If yes, you must inform [Department to be advised] and involve them in the assessment of the options.</b></p>	Choose a response

## 7. Procurement timeframe

### 7.1 Basic timeframe

Milestone	Due date
Approve the procurement plan	
Proposed date to go to market	
Evaluation date	
Negotiation date	
Award date	
Contract start date	

## 8. Evaluation plan

[If evaluation details have not yet been finalised, state that separate approval of the Evaluation Plan will be sought before approaching the market]

### 8.1 Evaluation methodology

Evaluation method	<p>[Provide information on the method you will use to evaluate submissions.</p> <p>E.g., “The following method will be used to evaluate and select the preferred submitter: Lowest Price Conforming / Weighted Attribute / other method”.</p> <p>If you are applying for a Procurement Exemption, state here how you will assess the suitability of the supplier (e.g., reference checks, etc.) or if already assessed, document the outcome of this assessment.]</p>																	
Criteria and weightings	<p>[List criteria and weightings as applicable. For a simple procurement activity, refer to quotes.]</p> <p>[Use criteria and weightings that are suitable for this procurement. This is an example only:]</p> <table border="1" data-bbox="483 994 1099 1330"> <thead> <tr> <th>Criterion</th><th>Weighting</th></tr> </thead> <tbody> <tr> <td>Preconditions – Pass/Fail</td><td>Pass/Fail</td></tr> <tr> <td>Relevant Experience &amp; Track Record</td><td>xx%</td></tr> <tr> <td>Relevant Skills</td><td>xx%</td></tr> <tr> <td>Resources</td><td>Pass/Fail</td></tr> <tr> <td>Methodology</td><td>xx%</td></tr> <tr> <td>Broader Outcomes</td><td>xx%</td></tr> <tr> <td>Price</td><td>xx%</td></tr> </tbody> </table>		Criterion	Weighting	Preconditions – Pass/Fail	Pass/Fail	Relevant Experience & Track Record	xx%	Relevant Skills	xx%	Resources	Pass/Fail	Methodology	xx%	Broader Outcomes	xx%	Price	xx%
Criterion	Weighting																	
Preconditions – Pass/Fail	Pass/Fail																	
Relevant Experience & Track Record	xx%																	
Relevant Skills	xx%																	
Resources	Pass/Fail																	
Methodology	xx%																	
Broader Outcomes	xx%																	
Price	xx%																	
Evaluation process	<p>[Amend as necessary]</p> <p>Evaluation scoring will be by consensus. If consensus cannot be reached, the average score of all panel members will be used.</p> <p>Submitters will be evaluated based on their written submissions.</p> <p>Presentations will be required from shortlisted submitters.</p> <p>The original evaluation scores of those shortlisted submitters will be reconsidered following presentations, reference checks and site visits (if any).</p> <p>If submitters cannot be separated on the basis of the evaluation process, preference be given to submitters whose predominant place of business are firstly within the Waikato region, and secondly, within New Zealand.</p>																	
Evaluation Matrix	Has an evaluation matrix been completed and appended to the document?	Choose a response																

## 8.2 Evaluation panel

The evaluation panel will comprise of Council representatives listed below:

Name	Role in this procurement

## 9. Procurement team

### 9.1 Team members basic

[List the names and roles of those identified so far as participating in the procurement project. Include external advisors]

Name	Title

# Additional information section

This must be completed for all procurements over \$250,000 or all high-risk procurements, regardless of value.

## 1. Procurement information

### 1.1 Category strategy

[Describe the detailed category strategy that has been developed to take into consideration the category as a whole and the opportunities associated with the category]

### 1.2 Constraints

The following constraints have been noted:

[Describe any constraints on the procurement.

Consider deadlines, resource levels, budgetary limits, quality and dependencies on other projects]

### 1.3 Assumptions

The following assumptions have been noted:

[Describe the assumptions that underpin the completion of this procurement.

Consider analysis, resourcing, quality, scope, financial and approach assumptions. These are realistic expectations about what will be in place or will happen that you want to highlight to check their validity. Ensure there is a corresponding entry in the risk log.]

## 2. Procurement methodology

### 2.1 Market analysis and procurement strategy

[Provide detail on market conditions, such as the level of competition, economic conditions and pricing structures and trends. Describe your strategy in light of market conditions and Council needs.]

## 3. Risk

### 3.1 Detailed risk management plan

[A risk management plan should be prepared and attached as an appendix to this plan, this should include a heat map of risks and detailed action plan including all mitigations, controls to be taken and potential consequences]

## 4. Stakeholders

[Describe how the following will be addressed (if relevant): stakeholder/customer expectations, user requirements, stakeholder input into evaluation criteria and performance measures, community/stakeholder/industry consultation etc.]

Stakeholders	
Department	Proposed stakeholder input
[Name of impacted stakeholder/department]	[Describe how input will be obtained and expectations met]

## 5. Probity

[Comment on whether or not independent oversight of the procurement process is necessary, e.g., appointment of a probity auditor (external or internal). Usually only required for high-risk or high-profile procurements.]

## 6. Procurement timeline

### 6.1 Detailed timeframe

[Insert your preferred method of displaying the project timeline. E.g. Gantt chart or milestone table as an appendix and provide a summary level of this below. Note any assumptions that need to be highlighted (e.g., resource availability).]

The following table shows the key milestones for the procurement:

Milestone	Due date
Approve Procurement Plan	
Finalise RFX document	
Advertising dates	
Opening Date	
Closing Date	
Evaluation	[Allow adequate time for everyone to evaluate and for a collective review if applicable]
Presentations	
Negotiations	



## 7. Procurement team

### 7.1 Team members detailed

The procurement team members, their roles and expected total hours for the procurement are outlined in the following table. [Add/remove names and roles as appropriate]

Resources required		
Name & title	Role in procurement	Expected total hours
	Procurement Lead	
	Evaluation Panel Member	
	Evaluation Panel Member	
	Evaluation Panel Member	
	Stakeholder – product or service end user	
	Stakeholder – product or service end user	
	Legal advisor	
	Probity auditor	
	Accounting support	
	Approval [Insert department name]	
	Approval [Insert department name]	
	Approval [Insert department name]	
	Approver (delegated authority)	
	Sponsor	

### 7.2 Role descriptions

[This can reference an existing document elsewhere if required.]

### 7.3 Quality responsibilities

[List any participants who will have special accountability depending on the nature of the goods or services. Identify the key personnel responsible for quality/testing matters. Named individuals may not be required, but give names of departments such as HSE Officer, security officer, IT quality manager.]

## 8. Communication plan

### SECTION GUIDANCE NOTE

This section should be completed for procurement over \$250,000 or any procurement with a high-risk rating only.

[Define the key communications that must occur, and with whom, throughout the procurement. This excludes reporting to management contained elsewhere within the Procurement Plan. This plan considers all the stakeholders who will need to be informed or to feed back to the procurement.]

Interested parties	Information required	Information provider	Frequency of communication	Method of communication	Outputs
[Name] [Job title] [Company or department]	[What area of the project are they interested in? What information do they need to be informed about?]	[Name of person who will supply the information to the interested party]	[Daily, weekly, fortnightly, monthly, quarterly]	[Face-to-face, e-mail, phone, Teams]	[Report, memo, minutes, email confirmation]

# Appendices

[SECTION GUIDANCE NOTE]

All appendices developed as part of this document should be included in this section, listed as Appendix A, B, etc.

These may include, but are not limited to:

- Procurement exemption
- Business case
- Project plan
- Capex forms/approvals
- Risk management plan and heat map; and
- Evaluation plan

## Section 2

[Remove Section 2 if not required].

It's acceptable to use a Business Case or Project Plan in place of a Procurement Plan, subject to the guidelines and checklist below:

1. All the elements that must be completed in the Procurement Plan (this will vary depending on whether it is over or under \$250,000 and the risk level) are completed fully in the Business Case or Project Plan
2. That the appropriate Delegated Authority levels are prepared to sign off the Procurement Plan requirements as part of the Business Case or Project Plan;
3. All aspects of the Procurement Policy remain complied with. (For example, if a Procurement exemption would be required, this still gets completed as part of the process);
4. The Business Case or Project Plan Checklist page and the Approval Page of the Procurement Plan are to be completed and the Business Case or Project Plan, plus any supporting documentation are included in the Procurement Plan appendices.

Core Information	Check the box if included
Procurement information, including: <ul style="list-style-type: none"> <li>- Procurement information</li> <li>- General information</li> <li>- Procurement scope</li> <li>- Proposed contract details</li> <li>- Estimate of value</li> </ul>	<input type="checkbox"/>
Procurement methodology, including: <ul style="list-style-type: none"> <li>- General procurement strategy statement</li> <li>- Procurement Method</li> </ul>	<input type="checkbox"/>
Risk information, including: <ul style="list-style-type: none"> <li>- General risk management</li> </ul>	<input type="checkbox"/>
Supplier information, including: <ul style="list-style-type: none"> <li>- Current supplier / contracts</li> </ul>	<input type="checkbox"/>
Stakeholder information, including: <ul style="list-style-type: none"> <li>- Consultation checklist</li> </ul>	<input type="checkbox"/>
Procurement timeframe, including: <ul style="list-style-type: none"> <li>- Basic timeframe</li> </ul>	<input type="checkbox"/>
Evaluation information, including <ul style="list-style-type: none"> <li>- Evaluation Methodology</li> <li>- Evaluation Panel</li> </ul>	<input type="checkbox"/>
Procurement team, including <ul style="list-style-type: none"> <li>- Team Members basic</li> </ul>	<input type="checkbox"/>
Additional Information	Check the box if complete



Procurement information, including: <ul style="list-style-type: none"> <li>- Category Strategy</li> <li>- Constraints</li> <li>- Assumptions</li> </ul>	<input type="checkbox"/>
Procurement methodology, including <ul style="list-style-type: none"> <li>- Market analysis and procurement strategy</li> </ul>	<input type="checkbox"/>
Risk information, including: <ul style="list-style-type: none"> <li>- Detailed risk management plan</li> </ul>	<input type="checkbox"/>
Stakeholder information, including: <ul style="list-style-type: none"> <li>- Detailed stakeholder list</li> </ul>	<input type="checkbox"/>
Probity information	<input type="checkbox"/>
Procurement timeframe, including: <ul style="list-style-type: none"> <li>- Detailed timeframe</li> </ul>	<input type="checkbox"/>
Procurement team, including: <ul style="list-style-type: none"> <li>- Team members, detailed</li> </ul>	<input type="checkbox"/>
Appendices	Check the box if complete
All appendices [Including e.g. Business Case, Project Plan, Procurement Exemption, Conflicts of Interest and Confidentiality, HSE Approval, and Capex]	<input type="checkbox"/>