

Procurement Water Reform Plan

Purpose:

1. The purpose of this document is to outline Waitomo District Council's procurement activity in response to the Water Reform Programme (Programme), Funding Agreement and Delivery Plan.
2. This document has been prepared in line with the Value Threshold and Requirements and Emergency Procurement sections of Council's Procurement Policy 2020.
3. The purpose of this proposed Plan is to assist Council with the quick mobilisation of projects relating to the Programme and in response to the timeframes and obligations imposed by the funding party. This Plan is intended to facilitate the planning and sourcing of goods, services and/or works needed during the Programme and Delivery Plan ensuring a high level of probity continues.
4. To aid the effectiveness of the Water Reform projects, the Plan aims to remove time constraints for decision making, resulting in greater speed, simplicity and flexibility in the procurement rules and processes, which will also result in assisting with economic recovery in the district.

Proposed Water Reform Procurement Methods

A. Adjust the Value Thresholds and Requirements

For the duration of the Programme the following approach will be taken to procurement:

Level	Proposed Value Threshold (Capex and Opex)	Requirement
1	Up to \$50,000 (and low-med risk)	<ul style="list-style-type: none"> • 1 quote • Consider local procurement in accordance with the Procurement Policy 2020 -Appendix 1 - Government Procurement Chart • 1 up approval
2	Between \$50,000 and \$250,000 (and low-med risk)	<ul style="list-style-type: none"> • 3 quotes • Consider local procurement in accordance with the Procurement Policy 2020 -Appendix 1 - Government Procurement Chart • General Manager – Infrastructure Services* approval, up to \$100K documented through agreed processes; <u>or</u> • Chief Executive approval, between \$100K and \$250k documented through agreed processes.
3	Between \$250,000 and \$500,000	<ul style="list-style-type: none"> • 3 quotes • Consider local procurement in accordance with the Procurement Policy 2020 -Appendix 1 - Government Procurement Chart • Business Paper to Tenders Subcommittee for approval
4	Over \$500,000 (And all high risk)	<ul style="list-style-type: none"> • Procurement Plan • Closed Tender or Open Tender • Business Paper to Tenders Subcommittee for approval

*At any time, the General Manager may decline to exercise the delegation.

B. Contract Hierarchy

To expedite Waitomo District's economic recovery and to mobilise a range of projects quickly, the existing Contract Hierarchy requirement (section 5 of the Procurement Policy) of procuring goods and/or services through All of Governments, Regional or Syndicated contracts first, will be suspended in relation to procurement for the Programme.

Where feasible, Waitomo District Council will initially seek quotes for goods and/or services from local suppliers, including from Waitomo District Council's Council-controlled Organisation in accordance with the Procurement Policy 2020 -Appendix 1 – Government Procurement Chart.

Council-controlled organisations (CCO's) perform a vital role in helping councils achieve their strategic goals, by delivering a range of services on behalf of a council. Waitomo District Council has a collaborative and cooperative relationship with its CCO and views its CCO as a partner in the delivery of Council's objectives, priorities and benefits for the Waitomo District. Council will, where appropriate, utilise the relationship, skills and expertise of its CCO to provide services required by the Programme, and in accordance with the CCO's Statement of Intent.

All suppliers are still required to provide the goods and/or services at an appropriate level of quality and experience.

C. Tendering Process

To expedite Waitomo District's economic recovery and to mobilise a range of projects quickly, the existing two-stage tendering process be suspended.

Council will utilise the Lowest Price Conforming (where appropriate) and the Price Quality Method tender evaluation processes. The evaluation of all tenders will be conducted in one Tender Evaluation Team meeting, reported to Tenders Subcommittee for consideration and approval.

D. Timeframe

This proposed Procurement Water Reform Plan will remain valid until 30 June 2022, in line with the Water Reform Programme timeframes.