

Procurement Recovery Plan (Covid-19)

Purpose:

1. The purpose of this document is to outline Waitomo District Council’s procurement activity in response to the Covid-19 pandemic.
2. This document has been prepared in line with the Emergency Procurement section of the Council’s Procurement Policy 2020.
3. The purpose of this Procurement Recovery Plan is to assist with the effectiveness of Waitomo’s economic recovery from the Covid-19 pandemic. The Plan is intended to facilitate the planning and sourcing of goods, services and/or works needed during this time, and ensuring a high level of probity continues.
4. To aid the effectiveness of the Procurement Recovery Plan, the Plan aims to remove time constraints for decision making, resulting in greater speed, simplicity and flexibility in procurement processes and rules.

Procurement Recovery Plan (Covid-19) Methods

A. Adjust the Value Thresholds

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

Level	Value Threshold (Capex and Opex)	Requirement
1	Up to \$50,000	<ul style="list-style-type: none"> • 1 quote • Consider local procurement in accordance with the Procurement Policy 2020 -Appendix 1 – Government Procurement Charter • 1 up approval
2	Up to \$100,000	<ul style="list-style-type: none"> • 3 quotes • Consider local procurement in accordance with the Procurement Policy 2020 -Appendix 1 – Government Procurement Charter • General Manager* approval, documented through agreed processes
3	Up to \$250,000	<ul style="list-style-type: none"> • 3 quotes • Consider local procurement in accordance with the Procurement Policy 2020 -Appendix 1 – Government Procurement Charter • Business Paper to Tenders Subcommittee for approval
4	Over \$250,000	<ul style="list-style-type: none"> • Procurement Plan • Closed 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 for procurement relating to the response to the Covid-19 pandemic.

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

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

C. Direct Appointment

To assist with boosting and stimulating the region's economy efficiently, Council will utilise direct appointment of suppliers for critical and urgent goods and/or services.

D. 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 Price Quality Method tender evaluation processes. The evaluation of all tenders will be conducted in one Tender Evaluation Team meeting and reported to Tenders Subcommittee for consideration and approval.

E. Existing Contract Extensions

Critical contracts that are due to expire within the next 12 months may be extended for a term up to 12 months, subject to the approval of the Tenders Subcommittee.

F. Timeframe

This Procurement Recovery Plan will remain valid until 31 October 2021.