

Title	Demonstrate knowledge of conditions of contract and tendering in procurement in accordance with government procurement requirements		
Level	6	Credits	15

Purpose	<p>This unit standard is for procurement practitioners who are seeking to demonstrate competence in conditions of contract and tendering.</p> <p>People credited with this unit standard are able to demonstrate knowledge of: general conditions of contract for consulting engineers; special conditions of contract; and conditions of tendering.</p>
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Classification	Infrastructure Civil Engineering > Infrastructure Asset Management
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Available grade	Achieved
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Explanatory notes

- 1 All evidence for this unit standard must be in accordance with current editions of the following manuals, New Zealand Standards and principles:
Government Procurement Principles (Ministry of Business, Innovation and Employment, 2012) available online at <https://www.business.govt.nz/procurement/pdf-library/a3-principles-of-government-procurement-final.pdf>
Government Rules of Sourcing (Ministry of Business, Innovation and Employment, 2014) available online at <http://www.business.govt.nz/procurement/pdf-library/agencies/rules-of-sourcing/government-rules-of-sourcing-April-2013.pdf>
Procurement manual for activities funded through the National Land Transport Programme (New Zealand Transport Agency, 2009), available online at <http://www.nzta.govt.nz/resources/procurement-manual/> (Appendix I contains a list of references);
New Zealand Standards NZS 3910:2013 *Conditions of contract for building and civil engineering construction*; NZS 3915:2005, *Conditions of contract for building and civil engineering construction (where no person is appointed to act as engineer to the contract)*; NZS 3916:2013 *Conditions of contract for building and civil engineering – Design and construct*; NZS 3917: 2013 *Conditions of contract – Fixed Term*. New Zealand Standards are available online from Standards New Zealand at www.standards.co.nz;
NEC Contracts. This international standard form includes a suite of standard contracts covering both construction and professional services. The NEC contracts are designed to support a more collaborative approach to procurement than is the

case with more traditional standard forms. NEC standards are available online from: <http://www.neccontract.com>;

FIDIC Contracts. The International Federation of Consulting Engineers includes a suite of standard contracts covering both construction and professional services.

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Conditions of contract for consultancy services. 3rd edition (2009) available from The Association of Consulting Engineers New Zealand (ACENZ), PO Box 10247, Wellington 6143, Telephone 04 472 1202, Fax 04 473 3814 or online at - https://www.ipenz.org.nz/IPENZ/Engineering_Practice/endorsed_info/CCCS3edFINA L.pdf

- 2 Definition
General conditions of contract are those specified in the First Schedule of NZS 3910:2013.
- 3 The scope of conditions of contract referred to in this unit standard extends from the time of inception until tenders are awarded. It does not include the conditions once the contract has been awarded.
- 4 Assessment will be made on the basis of evidence of demonstrated performance in actual work situations.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of general conditions of contract for consulting engineers.

Evidence requirements

- 1.1 General conditions of contract are identified and described.

Range	NZS 3910, NZS 3915:2005, NEC, FIDIC, conditions of contract for consultancy services; evidence of two different general conditions of contract are required.
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- 1.2 The use of general conditions of contract by a particular tendering authority is described.
- 1.3 The contract is described in accordance with general conditions of contract.

Range	includes but is not limited to types of contract – lump sum, measure and value, cost reimbursement; evidence of contract documents.
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- 1.4 Performance bonds, subcontracts, and general obligations are described in accordance with general conditions of contract.
- 1.5 The powers and responsibilities of the engineer and the principal's representative are described in accordance with general conditions of contract.

- 1.6 Indemnity, insurance, and defects liability are described in accordance with general conditions of contract.

Range includes but is not limited to – type, amount, warranties.

- 1.7 Variations, time for completion, and payments are described in accordance with general conditions of contract.

Range includes but is not limited to – procedures for extensions of time, inclement weather.

- 1.8 Disputes, frustration and default are described in accordance with general conditions of contract.

Outcome 2

Demonstrate knowledge of special conditions of contract.

Evidence requirements

- 2.1 The differences between general conditions and special conditions are explained in accordance with general conditions of contract.
- 2.2 Special conditions of contract are described in terms of the importance of recording amendments to the general conditions of contract

Outcome 3

Demonstrate knowledge of conditions of tendering.

Evidence requirements

- 3.1 The nominated schedules for conditions of tendering are explained in accordance with general conditions of contract.
- 3.2 The consequences, if not adhering to the stated conditions, are described in accordance with general conditions of contract.
- 3.3 The conditions of tendering are explained in accordance with general conditions of contract.
- Range includes but is not limited to – health and safety management, environmental management, stakeholder consultation and interaction, traffic management, quality control, client risk, working hours.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 January 2002	31 December 2011
Review	2	24 September 2003	31 December 2011
Review	3	18 March 2011	31 December 2017
Review	4	xxxx	N/A

Accreditation and Moderation Action Plan (AMAP) reference

0101

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

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Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Connexis qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.

Title	Plan a procurement activity in accordance with the organisational procurement strategy		
Level	6	Credits	20

Purpose	<p>This unit standard is for procurement practitioners who are seeking to demonstrate competence in procurement planning.</p> <p>People credited with this unit standard are able to: analyse the factors relevant to a procurement activity; decide appropriate project delivery methods and select appropriate supplier selection methods.</p>
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Classification	Infrastructure Civil Engineering > Infrastructure Asset Management
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Available grade	Achieved
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Explanatory notes

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Government Rules of Sourcing (Ministry of Business, Innovation and Employment, 2014) available online at <http://www.business.govt.nz/procurement/pdf-library/agencies/rules-of-sourcing/government-rules-of-sourcing-April-2013.pdf>

Procurement manual for activities funded through the National Land Transport Programme (New Zealand Transport Agency, 2009), available online at <http://www.nzta.govt.nz/resources/procurement-manual/> (Appendix I contains a list of references);

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https://www.ipenz.org.nz/IPENZ/Engineering_Practice/endorsed_info/CCCS3edFINA L.pdf.

2 Definition

NZTA Procurement Manual means the Procurement Manual for activities funded through the National Land Transport Programme.

Outcomes and evidence requirements

Outcome 1

Analyse the factors relevant to a procurement activity.

1.1 Project scope is identified.

Range: may include but is not limited to – project purpose, description of works, location, scale, related projects, interested stakeholders, range of activities, potential subcontractor involvement, degree of specialisation, potential economic, environmental and social benefits.

1.2 The capability, capacity and competitiveness of the supplier market are analysed in relation to specific projects.

Range: may include but is not limited to – number of known capable suppliers, location of suppliers, supplier sizes, supplier pricing, supplier resources, existing relationships and track records, characteristics of unsuitable suppliers, appetite and potential for new suppliers.

1.3 Alignment with procurement strategies and plans is demonstrated.

Range: may include but is not limited to – scope, scale, timing, risks, purchaser capability, demand, financial capability, resources.

Outcome 2

Decide appropriate project delivery methods.

Range: Evidence of two methods minimum is required.

2.1 The chosen delivery methods are justified.

Range: may include but is not limited to – benefits, funding, staging, potential for innovation, risk assessment, environmental impacts, timeline, resources, safety.

Outcome 3

Select appropriate supplier selection methods.

Range: Evidence of two methods minimum is required.

Evidence requirements

3.1 Opportunities for shortlisting suppliers are justified.

Range: may include but is not limited to – preconditions, prequalification, expression/registration of interest, supplier panels, statement of interest and ability, direct appointment.

3.2 Supplier selection methods are compared.

Range direct appointment, lowest price conforming, purchaser nominated price, price quality, weighted attributes, quality based.

3.3 The relative importance of price and quality are described in relation to each of the supplier selection methods.

Range direct appointment, lowest price conforming, purchaser nominated price, price quality, weighted attributes, quality based.

3.4 Options for supplier selection methods for specific projects are evaluated with supporting recommendations.

Range – must include a minimum of two of: direct appointment, lowest price conforming, purchaser nominated price, price quality, weighted attributes, quality based.

3.5 Comparison of supplier selection methods includes an analysis of the total cost of the supplier selection process imposed on both the supplier community and the purchaser and gives best value for money.

3.6 Non-price attributes to be used for supplier selection are described in terms of their purpose and the information required for evaluating them.

Planned review date	31 December 2020
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Review	3	18 March 2011	31 December 2017
Review	4	xxxx	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0101
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Comments on this unit standard

Please contact Connexis qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.

Title	Prepare RFx documents and conduct procurement processes		
Level	6	Credits	25

Purpose	<p>This unit standard is for procurement practitioners who are seeking to demonstrate competence of preparing requests for proposal and conducting procurement processes, following preparation of a procurement plan.</p> <p>People credited with this unit standard are able to: prepare RFx documents using government procurement principles, relevant government rules of sourcing, and organisational procedures; and utilise a tendering process to conduct a tender.</p>
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Classification	Infrastructure Civil Engineering > Infrastructure Asset Management
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Available grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 18926, Plan a procurement activity in accordance with the organisational procurement strategy (Level 6, Credit 20)

Explanatory notes

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2 Definitions

Asset information refers to client budgets for maintenance expenditure, maintenance history, contract scope and interface maps, asset inventories, contract pro-forma, special requirements for maintenance contracts.

RFX refers to request for one of the following: proposal, tender, quotation, contract. Referred to as *tender documents* in NZS 3910, these include the tender advertisement, conditions of tender, General Conditions of Contract, Special Conditions of Contract, specifications, drawings, and Schedule of Prices.

Outcomes and evidence requirements

Outcome 1

Prepare RFX documents using government procurement principles, relevant government rules of sourcing, and organisational procedures.

Range: a minimum of two examples using supplier selection methods chosen: lowest price conforming, weighted attributes, price/ quality, quality-based.

Evidence requirements

1.1 Project-specific factors that differentiate the tenderers, based on the Value for Money that their offer will provide, are demonstrated in RFX preparation.

1.2 Selection tools are customised to be fit-for-purpose for specific projects.

Range choice of supplier selection method, attributes to be used, weightings for attributes, testing of supplier quality premiums, generation of appropriate project-specific questions and marking scales that employ objective descriptors to provide clarity to tenderers.

1.3 The RFX documents are aligned with a robust and detailed procurement plan in accordance with relevant legislative requirements and organisational procedures.

- 1.4 The RFX documentation includes all necessary information to enable suppliers to develop comprehensive and compliant responses
- Range: includes but is not limited to - detailed descriptions of the scope of activities required and/ or the outcomes sought by the client from supplies; relevant technical specifications and drawings.
- 1.5 The RFX documentation provides sufficient time for suppliers to develop their responses in accordance with government rules of sourcing and good practice guides.
- 1.6 The RFX documentation specifies the tender evaluation process in accordance with relevant legislative requirements and organisational procedures.
- Range: may include but is not limited to - short-listing procedures (if applicable), supplier selection method, weightings for non-price attributes and price, scoring scales (if applicable), objective definition of non-conformance in relation to attributes, procedure for site visits, interactive meetings or interviews, allowance (or otherwise) and method of evaluation of alternative tenders.
- 1.7 The RFX documentation specifies the process and requirements for tender submission and the minimum requirements of tender responses in accordance with relevant legislative requirements and organisational procedures.
- Range: may include but is not limited to - the date, time, format, and address (or portal) for submission of tenders; contact details of a person responsible for administering the tender and responding to questions; Conditions of Contract and Conditions of Tendering; technical specifications, drawings, the expected timeline for tender evaluation, basis of payment, resource consents, service plans, asset information.
- 1.8 The principles of cost-efficiency for evaluators and suppliers are applied in accordance with government procurement principles, relevant government rules of sourcing, and organisational procedures.
- Range includes but is not limited to: appropriate information demands relative to the scale and risk profile of the project; selection of project-specific questions that demonstrate suppliers' ability to deliver Value for Money; question weightings that are commensurate with the quantity and level of detail sought in the response; clear quality assurance processes that minimise errors, inconsistencies, or lack of clarity for respondents; minimising special (or non-standard) conditions of contract and conditions of tendering.
- 1.9 The process for evaluating alternative tenders (where applicable) is stated in accordance with government procurement principles, relevant government rules of sourcing, and organisational procedures.

Outcome 2

Utilise a tendering process to conduct a tender.

Evidence requirements

- 2.1 Comprehensive quality assurance checks are undertaken prior to release of the RFx document.

Range Quality assurance checks may include but are not limited to: level of information sought from respondents is consistent with weightings and project priorities; submission information is consistent and error-free; appropriate timeframes given for responses in accordance with relevant government rules of sourcing; special conditions of contract are minimised and fit for purpose for the project; instructions to tenderers are clear and unambiguous; information sought from respondents is appropriate for the level of risk and complexity of the contract; questions are clearly relevant and targeted to contract priorities.

- 2.2 Communications with suppliers comply with relevant legislation and good practice guides, the purchaser's published procurement policies and procedures and the RFx; and maintain confidentiality where required.

Range may include but is not limited to: inclusiveness, transparency, clarity and promptness, responsiveness and cooperation, confidentiality between the client and the specific tenderer; written records are maintained; briefing meetings, responses to queries, notices to tenderers, notices to specific tenderers, letters, telephone conversations, verbal discussions, emails, notification of preferred tenderer, contract negotiations, notification of contract award, tender debriefs.

- 2.3 Publication of RFx and related documentation is in accordance with relevant legislation, government principles of procurement, and relevant government rules of sourcing and organisational procedures.

- 2.4 Closed contest supplier selection procedures are in accordance with relevant legislation, government principles of procurement, relevant government rules of sourcing and organisational procedures.

Planned review date	31 December 2020
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Registration	1	22 January 2002	31 December 2011
Review	2	24 September 2003	31 December 2011
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Review	4	xxxx	N/A

Accreditation and Moderation Action Plan (AMAP) reference

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Comments on this unit standard

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Title	Evaluate tenders in accordance with government procurement requirements		
Level	6	Credits	20

Purpose	<p>This unit standard is for procurement practitioners who are seeking to demonstrate competence of evaluation of tenders for a contract.</p> <p>People credited with this unit standard, in accordance with government principles, relevant government rules, and the purchaser's published procurement policies and procedures, are able to: describe the appointment and briefing of an evaluation team for tenders; process tenders; evaluate tenders for a contract; manage communication with tenderers throughout the evaluation process and in relation to contract award; and prepare a comprehensive and compliant tender evaluation report.</p>
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Classification	Infrastructure Civil Engineering > Infrastructure Asset Management
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Available grade	Achieved
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Explanatory notes

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Contract Procedures Manual (New Zealand Transport Agency, 2010), available online at <http://www.nzta.govt.nz/resources/contract-procedures-manual/>;

2 Definitions

Industry best practice means all practices must comply with any policies, procedures, and requirements of the industry, ethical codes and standards relevant to professional bodies; and any relevant cultural, legislative and/or regulatory requirements.

RFx refers to request for one of the following: proposal, tender, quotation, contract. Referred to as *tender documents* in NZS 3910, these include the tender advertisement, conditions of tender, General Conditions of Contract, Special Conditions of Contract, specifications, drawings, and Schedule of Prices.

Outcomes and evidence requirements

Outcome 1

Describe the appointment and briefing of an evaluation team for tenders.

Evidence requirements

- 1.1 Appointment of the tender evaluation team, in accordance with the purchaser's published procurement policies and procedures, is described.

Range includes but is not limited to – number of people, skills of people, conflicts of interest.

- 1.2 Briefing of the tender evaluation team in accordance with the purchaser's published procurement policies and procedures is described.

Range may include but is not limited to – project background, rationale for selection of evaluation process and weightings, testing of weightings used; timing for evaluation deliverables; and expectations / restrictions on evaluation team members, conflicts of interest.

Outcome 2

Process tenders in accordance with government principles, relevant government rules, the procedures described in the RFx document, and the purchaser's published procurement policies and procedures.

Range: a minimum of two examples using supplier selection methods chosen from: lowest price conforming, weighted attributes, price/quality, quality-based.

Evidence requirements

- 2.1 Tenders are opened and checked for completeness.
- Range includes but is not limited to – complete documentation, incorrect packaging, communications, tags, alternative tenders, calculation errors, late tenders.
- 2.2 Processing of tenders demonstrates are clear, accurate, and complete in accordance with relevant government principles and relevant government rules; the procedures described in the RFx; and the purchaser's published procurement policies and procedures.
- Range includes but is not limited to – request for clarification, procedures for dealing with tags, pre-letting meeting, responding to queries during the tender period.
- 2.3 Tenders are processed in a cost-efficient manner; minimising unnecessary processing activity and/ or delays while enabling robust, accurate and compliant management of tender processes.

Outcome 3

Evaluate tenders for a contract in accordance with government principles, relevant government rules, the procedures described in the RFx document, and the purchaser's published procurement policies and procedures.

Range: a minimum of two examples using supplier selection methods chosen from: lowest price conforming, weighted attributes, price/ quality, quality-based.

Evidence requirements

- 3.1 Evaluation is undertaken transparently and consistently; in accordance with relevant government principles and rules; to the criteria identified in the RFx; and in accordance with the purchaser's published procurement policies and procedures.
- 3.2 Non-price attributes are evaluated to pre-determined objective standards which are agreed by the tender evaluation team prior to commencement of the evaluation.
- Range includes but is not limited to – selection is based on professional and technical principles unaffected by politics of client.
- 3.3 Records of moderation of scores and/ or application of objective criteria are documented to support final evaluation decisions.
- Range includes but is not limited to – reference checking is consistent, fair, and recorded.
- 3.4 Alternative proposals are evaluated in accordance with in accordance with relevant government principles and rules; to the criteria identified in the RFx;

and in accordance with the purchaser's published procurement policies and procedures.

- 3.5 Evaluation activities and contract award procedures are undertaken in a cost-efficient and timely manner, minimising unnecessary evaluation activity and/ or delays, while maintaining robust consideration of value for money that each tenderer offers, both for the immediate contract and over the life of the asset where applicable.

Outcome 4

Manage communications with tenderers throughout the evaluation process in relation to contract award.

Evidence requirements

- 4.1 Notices to tenderers and/ or notices to specific tenderers are provided to tenderers where necessary to clarify aspects of the tendering process.
- 4.2 Consideration is given to abandoning or revising the tendering process where a large number of Notices to Tenderers is evident.
- 4.3 Records of communications are filed and organised in accordance with organisational requirements.
- Range: may include but is not limited to - emails, phone calls, letters, agenda and minutes of briefing meetings, video records of interactive meetings.
- 4.4 Appropriate post-evaluation communications are sent in accordance with the purchaser's published procurement policies and procedures and relevant government principles and rules and the process described in the RFx.
- Range: may include but is not limited to - notice of preferred tenderer, letters of acceptance, letters to unsuccessful tenderers, confirmation of contract award.
- 4.5 Debriefs are provided to unsuccessful tenderers in accordance with the purchaser's published procurement policies and procedures and relevant government principles and rules and the process described in the RFx.
- Range includes: letter of invitation, agenda, comprehensive minutes of meeting, feedback on process, feedback on improving scores.

Outcome 5

Prepare a comprehensive and compliant tender evaluation report in accordance with government principles, relevant government rules, and the purchaser's published procurement policies and procedures.

Range: a minimum of two examples using supplier selection methods chosen from: lowest price conforming, weighted attributes, price/ quality, quality-based.

Evidence Requirements:

- 5.1 Tender evaluation report is prepared with recommendations from the evaluation team.

Range must include - identification of evaluation team members and leader; procurement planning and background information; rationale for supplier selection method and attribute selection, weightings and evaluation criteria, pass/fail criteria if applicable, treatment of tags, late tenders, alternative tenders as applicable, detailed description of the rationale for scoring for each tenderer's response, analysis of scores and/ or pricing; recommendations.

- 5.2 Treatment of any tags, clarifications, alternative tenders or late tenders is determined.

Planned review date	31 December 2020
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wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

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DRAFT

Title	Apply legal requirements, conditions of tendering, and ethical standards to tendering procedures		
Level	6	Credits	15

Purpose	<p>This unit standard is for procurement practitioners who are seeking to demonstrate working knowledge of legal requirements and ethical standards for procurement through tendering.</p> <p>People credited with this unit standard are able to: apply government principles of procurement and relevant government rules of sourcing in planning procurement activities, processing and evaluating tenders; demonstrate knowledge and application of relevant Conditions of Tendering and Conditions of Contract when planning procurement activities, processing and evaluating tenders; demonstrate knowledge of ethical and professional standards and duties, obligations, and conditions imposed relevant codes of ethics when planning procurement activities, processing and evaluating tenders; demonstrate professionally ethical behaviour within the context of planning procurement activities, processing and evaluating tenders.</p>
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Classification	Infrastructure Civil Engineering > Infrastructure Asset Management
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Available grade	Achieved
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Explanatory notes

- 1 All evidence for this unit standard must be in accordance with current editions of the following manuals, New Zealand Standards and principles:
Government Procurement Principles (Ministry of Business, Innovation and Employment, 2012) available online at <https://www.business.govt.nz/procurement/pdf-library/a3-principles-of-government-procurement-final.pdf>
Government Rules of Sourcing (Ministry of Business, Innovation and Employment, 2014) available online at <http://www.business.govt.nz/procurement/pdf-library/agencies/rules-of-sourcing/government-rules-of-sourcing-April-2013.pdf>
Procurement manual for activities funded through the National Land Transport Programme (New Zealand Transport Agency, 2009), available online at <http://www.nzta.govt.nz/resources/procurement-manual/> (Appendix I contains a list of references);
New Zealand Standards NZS 3910:2013 *Conditions of contract for building and civil engineering construction*; NZS 3915:2005, *Conditions of contract for building and civil engineering construction (where no person is appointed to act as engineer to the*

contract), NZS 3916:2013 *Conditions of contract for building and civil engineering – Design and construct*, NZS 3917: 2013 *Conditions of contract – Fixed Term*. New Zealand Standards are available online from Standards New Zealand at www.standards.co.nz;

NEC Contracts. This international standard form includes a suite of standard contracts covering both construction and professional services. The NEC contracts are designed to support a more collaborative approach to procurement than is the case with more traditional standard forms. NEC standards are available online from: <http://www.neccontract.com>;

FIDIC Contracts. The International Federation of Consulting Engineers includes a suite of standard contracts covering both construction and professional services. FIDIC contracts are available online from: <http://fidic.org/bookshop>.

Conditions of contract for consultancy services. 3rd edition (2009) available from The Association of Consulting Engineers New Zealand (ACENZ), PO Box 10247, Wellington 6143, Telephone 04 472 1202, Fax 04 473 3814 or online at - https://www.ipenz.org.nz/IPENZ/Engineering_Practice/endorsed_info/CCCS3edFINA_L.pdf.

2 Definitions

RFX refers to request for one of the following: proposal, tender, quotation, contract. Referred to as *tender documents* in NZS 3910, these include the tender advertisement, conditions of tender, General Conditions of Contract, Special Conditions of Contract, specifications, drawings, and Schedule of Prices.

3 Assessment will be made on the basis of evidence of demonstrated performance in actual work situations.

Outcomes and evidence requirements

Outcome 1

Apply government principles of procurement and relevant government rules of sourcing in planning procurement activities, processing and evaluating tenders.

Evidence Requirements

1.1 The influence of government principles and applicable government rules on specific procurement activities in planning, processing and evaluating tenders is described.

Range	may include but is not limited to - developing detailed procurement plans, preparing RFX documents; communicating with suppliers and/ or tenderers; determining appropriate supplier selection methods; deciding evaluation criteria, including attributes, weights, questions and marking scales; demonstrating transparency in communication of evaluation methods, criteria and weights in RFX documents; providing sufficient time for all respondents to prepare meaningful tenders; evaluation of tenders; preparing tender evaluation reports; post-tender debriefs.
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1.2 Explain types of cartel conduct; recognise signs of potential collusion; and explain the necessary action to be taken when collusive behaviour is suspected.

Range may include but is not limited to - collusive tendering and bid rigging; market sharing, price fixing, output restrictions;

Outcome 2

Demonstrate knowledge and application of relevant Conditions of Tendering and Conditions of Contract when planning procurement activities, processing and evaluating tenders.

Evidence Requirements

2.1 The effect of a range of specific conditions of tendering and conditions of contract on procurement activities is described.

Range may include but is not limited to: risk analysis and fair allocation; knowledge of recent and/ or relevant tendering case law; identification of tendering conditions that could potentially be in conflict with government principles or ethical standards; maintaining fairness for all tenderers.

2.2 Principles of fairness and transparency are applied in determining conditions of tendering and conditions of contract.

Range may include but is not limited to: fair allocation of risk, transparent communication of tender evaluation criteria and weightings, maximising competition, consideration of Value for Money principles over the life of the asset or in relation to long-term impacts of the products or services being purchased, adopting principles of good faith in communications with suppliers / tenderers.

Outcome 3

Demonstrate knowledge of ethical and professional standards and duties, obligations, and conditions and relevant codes of ethics when planning procurement activities, processing and evaluating tenders.

Range: must include at least two procurement activities involving procurement planning, tender processing and evaluation.

Evidence requirements

3.1 Ethical issues are described for a range of scenarios in terms of the client's interest, the supplier, and the tender evaluation process.

Range includes at least four of: alternative tenders, objective conformance standards in lowest price conforming tenders; handling tags and clarifications; late tenders; conflicts of interest; protection of suppliers' commercially sensitive intellectual property; pricing errors; requests for time extensions; personal knowledge of tenderers.

Outcome 4

Demonstrate professionally ethical behaviour within the context of planning procurement activities, processing and evaluating tenders.

Range should include at least two procurement activities involving procurement planning, tender processing and evaluation.

Evidence requirements

- 4.1 All procurement activities undertaken demonstrate compliance with the requirements and intent of the government principles and rules.
- 4.2 The evaluation process, including criteria for evaluation, weightings where applicable and scoring methods, is transparent, objective and impartial.
- 4.3 Processing of tenders and evaluations complies with the RFx, relevant codes of ethics, and the purchaser's published policies and procedures.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 January 2002	31 December 2011
Revision	2	19 February 2004	31 December 2011
Review	3	18 March 2011	31 December 2017
Review	4	Xxx	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0101
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This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The

AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Connexis qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.

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