

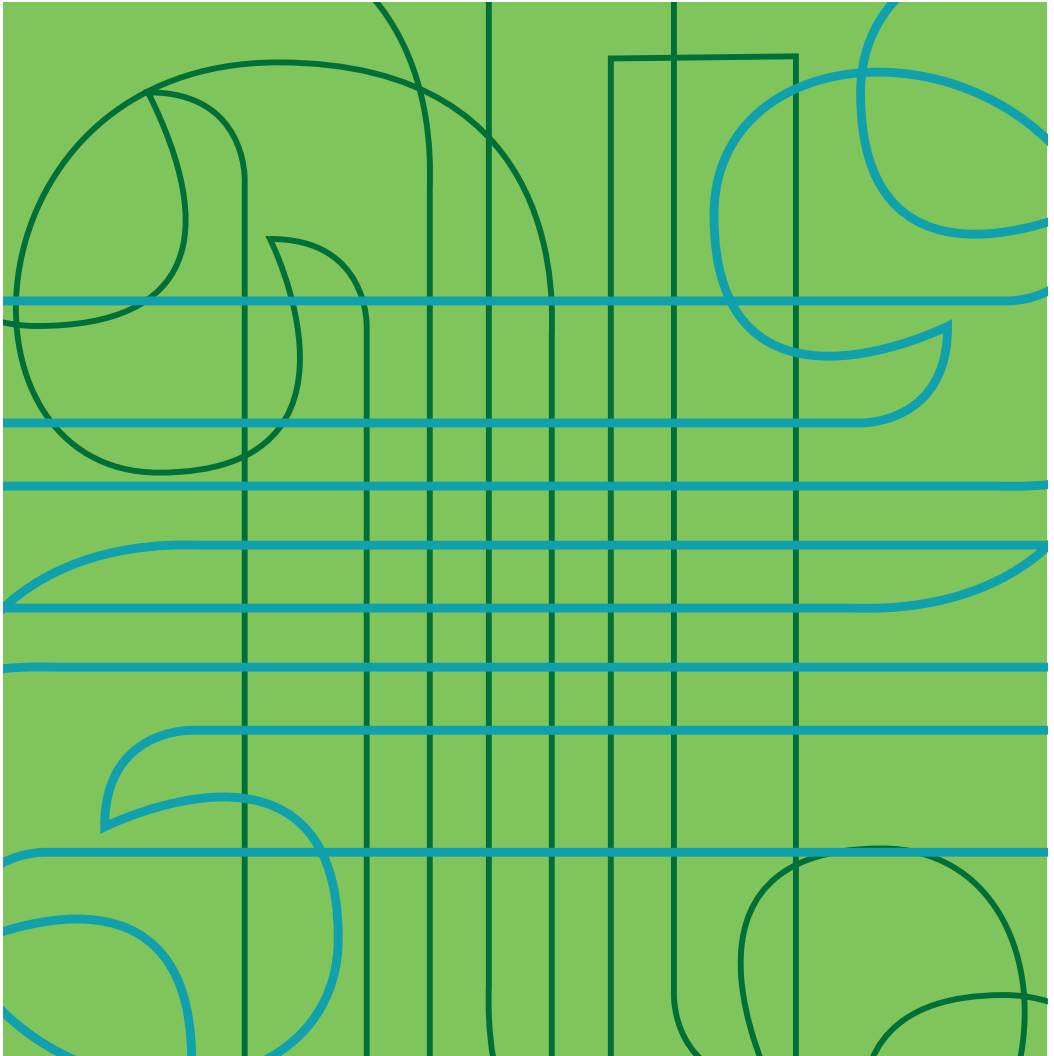


**SOLGM**

NEW ZEALAND SOCIETY OF  
LOCAL GOVERNMENT MANAGERS

# TENDERING AND PROCUREMENT MODULE

Risk Management and Legal Compliance Module



*good practice toolkits*

LEGAL COMPLIANCE MADE EASY

# TENDERING AND PROCUREMENT MODULE

The SOLGM Risk Management and Legal Compliance Programme published the first version of the Tendering and Procurement Module in 2001. It was comprehensively reviewed and a new version published in 2003. Revisions were made following a legal review in 2007 and the current version incorporating updates to the format of the module was published in February 2009.

## THE SOLGM RISK MANAGEMENT & LEGAL COMPLIANCE PROGRAMME

The New Zealand Society of Local Government Managers (SOLGM) has developed a suite of modules that set out legally compliant processes and procedures in key areas in local government.

The over arching aim of the programme is *'to help local authorities get it right'* in ensuring that their business processes are consistent with the specific legislative requirements that govern them. The Tendering and Procurement module is one of 16 different modules that are currently available on line at [www.solgm.co.nz](http://www.solgm.co.nz).

## LEGAL COMPLIANCE MODULES

The modules are designed primarily as online tools, although they are also available as downloadable PDF documents. Each module is created using a set of flow diagrams that set out the relevant processes as workflows or decision making flows. Where there are specific legal requirements that must be met these are identified, and links are provided to the text of the relevant legislative provisions. A variety of good practice "hot tips" are included.

## HOW MODULES ARE DEVELOPED

Each module has been developed by a team of experienced senior practitioners in the area it deals with, working with a professional facilitator. Draft modules are then reviewed by a second similar team, and reviewed by the programmes legal advisors and Audit New Zealand before being approved for publication. Modules are regularly reviewed by our legal advisors (Simpson Grierson)

## TO ACCESS THE MODULE ONLINE > [go to www.solgm.co.nz](http://www.solgm.co.nz).

You will then need to enter your local authority's password. You can get this from your council contact person for the programme (a list is available on the site) or by contacting Don Mackay at SOLGM - [dmackay@solgm.org.nz](mailto:dmackay@solgm.org.nz) .

A link to the website is also available on some council's intranets.

## → THE TENDERING AND PROCUREMENT MODULE

The topics addressed are:

1. DECISION TO PROCURE
2. PROCUREMENT SCOPING
3. PROCUREMENT PLANNING
4. SELECTION OF TENDER & CONTRACT METHODOLOGY
5. TENDERING ACTIVITIES
6. SHORT-LISTING REGISTRANTS
7. ASSESSING TENDER CONFORMANCE
8. TENDER SELECTION
9. ESTABLISHMENT OF CONTRACT
10. CONTRACT COMPLETION FOR GOODS & SERVICES
11. CONTRACT COMPLETION FOR PHYSICAL WORKS
12. QUOTATIONS
13. EMERGENCY PURCHASES
14. REQUEST FOR PROPOSAL
15. INFORMATION TECHNOLOGY (IT) PROJECT
16. PREFERRED SUPPLIER STATUS
17. ASSESSING COSTS AND BENEFITS
18. RISK MANAGEMENT AND PROCUREMENT

Each of the topics is presented in flow diagram with supporting information. The module can be used as a benchmark for checking that your local authority's processes are consistent with legal requirements, as a tool to help in reviewing or developing your work processes processes, as a tool for training new staff or as a general reference solving resource.

## AN INVITATION

We invite you to go online and check out the module. We welcome feedback and are especially interested in how users believe the modules can be further developed or improved.



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## **BUILDING CAPABILITY AND EXCELLENCE AMONG LOCAL GOVERNMENT MANAGERS AND STAFF**

The New Zealand Society of Local Government Managers (SOLGM) is local government's professional management organisation representing and supporting its members, local government managers and staff through professional development and networking opportunities, membership support services, good practice resources and policy advocacy work.

[www.solgm.org.nz](http://www.solgm.org.nz)

### **SOLGM RISK MANAGEMENT AND LEGAL COMPLIANCE PROGRAMME**

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