

# Key considerations through the Alert Levels

<p><b>Plan</b></p> <p>Includes: project initiation, needs and options identification, specification of requirements, development of procurement plan</p>	<p><b>Timing</b></p> <ul style="list-style-type: none"> <li>Should you tender now?</li> <li>Can the market respond?</li> <li>Can the goods/services be delivered during this time?</li> </ul> <p>If not, there are alternatives to procure goods, services and works such as a contract variations (extending existing supplier/s) or direct appointment</p>	<p><b>Planning processes</b></p> <p>Activity and approvals may take longer during this time. Allow extra time for planning, processes and sign off</p> <p>Engage early and talk through options</p> <p>Plan for all meetings to be done virtually</p>	<p><b>Site visits</b></p> <p>It may not be possible to conduct site visits (e.g. geotechnical report to inform consenting) due to Alert Level restrictions</p> <p>You must ensure that no-one breaches these and should talk to your suppliers about how best to respond to a tender under these restrictions</p>	<p><b>Impact on the supply chain</b></p> <p>Consider how the tender/s might impact the supplier's ability to deliver the requirements</p> <p>Does the supply chain have capacity right now? Who are their other clients? Can they meet our demands or are there alternate suppliers we could use?</p>		
<p><b>Source</b></p> <p>Includes: Approaching market, evaluation, due diligence, negotiation, draft and award contract, debrief unsuccessful suppliers</p>	<p><b>Tendering period</b></p> <p>Extending the tender period to provide more response time for suppliers</p> <p>Have early discussions with the market to determine realistic time frames</p>	<p><b>Registration of interest</b></p> <p>Undertaking an ROI may allow you to ask suppliers what they might find problematic in this time</p> <p>Consider adjusting the tender process based on this information</p>	<p><b>Pricing</b></p> <p>Suppliers may not be able to accurately price due to unknowns at this time (e.g. inability to conduct a site visit) and may raise this as a risk or tag</p> <p>It may be necessary to progress work even if there are outstanding tags in relation to pricing</p>	<p><b>Contracts</b></p> <p>Waka Kotahi's contracts <b>have not</b> been amended to reflect changes due to Covid-19</p> <p>Include a cover letter (consultants contact <a href="mailto:procurement@nzta.govt.nz">procurement@nzta.govt.nz</a> for a copy) with all tenders released during this period and with any new directly appointed contracts</p>	<p><b>Global &amp; Regional Restrictions</b></p> <p>Tenderers from overseas or throughout NZ might face different restrictions</p> <p>Consider how this might affect their ability to respond or impact the probity of our processes</p>	<p><b>Due diligence</b></p> <p>Ensure sufficient due diligence is undertaken when selecting suppliers to ensure the company is financially stable</p> <p>You could seek a credit check, conduct a financial review, complete referee checks or use local third-party independent auditors/probity reports</p>
<p><b>Manage</b></p> <p>Includes: Creating contract management plan, managing relationships, performance, day to day contract administration, reviews, windup, termination or transition</p>	<p><b>Contract management plans</b></p> <p>Contract management plans should include what contingencies will be in place if face-to-face meetings cannot occur</p> <p>Supply chain constraints should also be considered</p>	<p><b>Operations and maintenance</b></p> <p>Under Alert Level 4 Capital work has stopped, and the focus is on operations and maintenance</p> <p>See the <a href="#">Ministry of Transport</a> website for direction</p>	<p><b>Financial management</b></p> <p>Keep careful records where payments are made for work that hasn't been done</p> <p>It is important to do a "wash up" once the work has been completed. Include what this will involve in the contract management plan. Ensure the supplier understands the process</p>	<p><b>Relationship management</b></p> <p>Support long-term supplier relationship ahead of short-term gain / opportunism</p> <p>Relationships are critically important during major events such as this – regular contact, empathy and a clear understanding of your supplier/s status is essential; ability to deliver, workforce, materials, etc</p>	<p><b>Communications with suppliers</b></p> <p>Keep up with regular communication with your supplier/s</p> <p>Carefully consider responses to supplier questions and notices and seek advice as required</p>	