

# COVID-19: QUESTIONS TO ASK YOUR SUPPLIER/CONTRACTOR

Due to the escalation of the COVID-19 (Coronavirus disease) outbreak, Waka Kotahi NZ Transport Agency is checking with its suppliers to find out if they have a current Business Continuity Plan (BCP) and, if so, if this has been updated to deal with the coronavirus outbreak.

1. Do you have a Business Continuity Plan (BCP)?
2. If yes, has it been updated to deal with the coronavirus outbreak?

## Workforce

### Questions

- How reliant are you on the domestic workforce to fulfil your obligations to Waka Kotahi, e.g; temporary staff, sub-contractors, surge demands?
  - Will you have enough resources available to cope with restricted operations in New Zealand?
  - How would you look to surge or attract additional staff in a limited market (skills shortages already impact the construction industry), particularly if illness and/or restrictions apply locally?
- What impact in terms of cost and time delays do you envisage for current services provided to Waka Kotahi?
- Are you reliant on migrant workers to meet current or future (planned) Waka Kotahi work?
  - If so, what is the impact on Waka Kotahi work if access to and availability of these workers is restricted?
  - What are your alternatives?
- How reliant are you on the domestic sub-contracting market to undertake work for Waka Kotahi?
  - If restrictions are imposed due to illness or local/regional restrictions occur, how do you envisage supporting Waka Kotahi projects?
- Where specialist or highly skilled staff are needed to support Waka Kotahi work or projects, how will you ensure that these key resources are available, especially if residing offshore and facing travel restrictions, illness or isolation?
- Do you have a plan to manage/retain under-utilised staff/contractors in the event restrictions and isolation prevent you working on Waka Kotahi projects?

## Supply chain

### Questions

- How do you anticipate meeting contractual obligations/deadlines in the event of major disruption due to coronavirus?
- How reliant are you on externally provided raw materials, imports or services to deliver your current Waka Kotahi commitments?
  - What materials, imports, services and goods are affected?
  - What alternatives exist, either nationally or globally, that could be substituted?
  - What does that supply chain look like and how is that likely to be impacted?
  - What is the logistics associated with accessing these alternatives?
- What do any shortages and restrictions mean for future Waka Kotahi work/projects?
- Are you able to stockpile materials/supplies to meet current and future demand?

- Where are these stored and what is the expected shelf-life?
- If stockpiled, for what period would this buffer stock support Waka Kotahi work/projects?
- What other work commitments/priorities do you have with other clients (e.g. Approved Organisations, public sector, private sector) that may impact your ability to meet Waka Kotahi contractual obligations?
  - How will you prioritise your work programme to manage this?
- What plans do you have to manage trading restrictions or import controls?
- Are there any existing legal/political restrictions or responses in the countries that provide materials, services or goods in support of Waka Kotahi work/projects?
- Do you know of any supply chain delays due to manufacturing plant/factory restrictions (isolation, closure, illness) that will impact your ability to deliver Waka Kotahi outcomes?
  - What are the associated delays in terms of days/weeks/months?
- What are the implications for Waka Kotahi when considering your upstream/downstream supply markets and suppliers, including sub-contractors?
  - Where are the potential risks for Waka Kotahi in that supply chain?
  - How are these being identified and managed?
  - Do you have alternative sources and/or sub-contractors that you can rely on?
- Where you are likely to use alternative sources or suppliers what provisions are in place to ensure that they meet Waka Kotahi procurement/contractual requirements, e.g; Health & Safety expectations, Pre-qualification, Privacy, Security requirements, etc?
- What consequences do you see existing for your business/company/firm?
  - This may include loss of current work/future opportunities, cost overruns, share price impact, loss of investor confidence, negative customer experience, unfavourable media coverage, recruiting and retention challenges, competitor advantage.