Contract Procedures Manual (SM021) Part A – Appendix XXVII

Stage 2 procurement plan

**<<Insert project Name>>**

**Stage 2 Procurement PLAN**

# purpose

The purpose of this Stage 2 procurement plan is to:

* reconfirm the delivery model to be used for the project
* provide a brief update on the project status, and
* document details of the procurement plan to be applied to the procurement of suppliers for the PW.

# Objectives

<<List the high level objectives of the project, and its key features or major scope items, OR attach the Stage 1 procurement strategy and note any changes>>

# reconfirm the delivery model

We have reassessed the analysis made in the Stage 1 procurement strategy, and reconfirmed the preferred delivery model is << traditional, ECI, DC, competitive alliance, pure alliance>>

<<Update any information which may affect the delivery model selection or assumptions made in the stage 1 procurement strategy (i.e. property purchase)>>

OR

We have reassessed the analysis made in the Stage 1 procurement strategy, and changed our preferred delivery model as follows…<<detail the change, and the rationale behind it>>

# project status

## Project development

The following table details the status of the key aspects of the project development.

|  |  |  |
| --- | --- | --- |
| Item | Status | Comment (as required) |
| Consents, designation and other statutory approvals |  |  |
| Design peer review |  |  |
| Road safety audits |  |  |
| PW RFT development |  |  |
| Property acquisition |  |  |
| <<insert others as required>> |  |  |

## Market analysis

<<Describe the anticipated interest from the market>>

## Alignment with the Major Projects Programme

<<Status of the market in terms of current construction projects and other projects to be placed to tender….>>

## Significant project risks

<<Describe any other aspect related to the procurement of the PW suppliers, not included above, including any outstanding issues or significant risks to procurement>>

# Procurement Process

## Procurement process

<<Describe the procurement process>>

## Supplier selection method

<<Describe the supplier selection method to be used i.e. PQM, with proposed price/quality weightings. Include comment in relation to the $ per point for the SQP (sanity check). Should also include details on the non-price attribute weightings, even to sub-attribute level. Note sub attributes should align with project’s key risk areas.>>

|  |  |
| --- | --- |
| Non-price attributes | Weighting |
| Relevant Experience (three projects) | xx% |
| Track Record –(as for RE) | xx% |
| Relevant Skills | xx% |
| Methodology | xx% |

|  |  |
| --- | --- |
| Sub attributes | Weighting |
|  | xx% |
|  | xx% |
|  | xx% |
|  | xx% |

<<These should be aligned to the project’s key risk factors >>

<<Provide details of any likely TCA’s i.e. Urban design>>

## Tender evaluation team

<<Provide details of TET members, including who are the qualified evaluator and TET Leader.>>

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Role** |
| To be determined |  | TET Leader (Qualified) |
|  |  | TET Member |
|  |  | TET Member |
|  |  | TET Member |

<<If the project is to have a PMB/PAB, highlight Waka Kotahi staff who are proposed to sit on the Board.>>

## Procurement programme

<<Provide details of the procurement programme i.e. RFT issued, group inception meetings, individual interactives, tender close, evaluation period, naming of preferred, contract award>>

|  |  |
| --- | --- |
| **Activity** | **Proposed programme** |
| Registration of Interest (4 weeks) |  |
| Issue Statement of Interest and Ability (4 weeks) |  |
| Announce Shortlisted Tenderers |  |
| Issue Request for Tender |  |
| Close of Tenders |  |
| Award of Contract |  |

## Other contracts

<<Provide details of any separate contracts to be procured i.e enabling works and how these will link to the main construction contract>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared by: |  | Signed |  | Date |  |
|  | << Project Manager>> |  |  |  |  |
| Endorsed: |  | Signed |  | Date |  |
|  | << Recommending Manager>> |  |  |  |  |
| Agreed: |  | Signed |  | Date |  |
|  | <Senior Manager Procurement>> |  |  |  |  |