

**To** SM030 Manual Users  
**Cc** Senior Manager Procurement  
**From** SM030 Steering Group  
**Date** 8 March 2021  
**Subject** SM030 Professional services proforma manual – Summary of amendments March 2021, Interim Issue 9.1

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### Purpose

To present the amendments made in the March 2021, Issue 9.1 publication of *Professional services proforma manual (SM030)* which has been updated where required from the September 2019, Issue 9 version.

### Table of Amendments

Note: minor amendments are not always identified

Section 01: Short form contract agreement		
Section no.	Section title	Description of change
All	All	AMENDED “New Zealand Transport Agency / Transport Agency” to “Waka Kotahi NZ Transport Agency / Waka Kotahi” where appropriate.
5.1	Payment	AMENDED to reflect new 10 Working Day requirement
1	Definitions and Interpretation	ADDED new section
8A	Privacy Obligations	AMENDED section to reflect requirements of new Privacy Act legislation
12.10	Survival	ADDED new clause

Section 02: Standard form contract agreement		
Section no.	Section title	Description of change
All	All	“New Zealand Transport Agency / Transport Agency” has been updated to “Waka Kotahi NZ Transport Agency / Waka Kotahi” where appropriate.
3.3.5	Tender Evaluation Process	UPDATED “a preletting meeting may be held” to “a preletting meeting will be held”
3.9	Preletting meeting	ADDED “These preletting meetings may be held either in person or virtually” to the guidance note
3.9.1	Preletting meeting	ADDED “unless approval not to hold a preletting meeting is obtained via TET report 1”
3.9.3(9)	Preletting meeting	ADDED “that do not change the tendered price” REMOVED “including price and performance measures”

1.7	Cost Fluctuations	REPLACED whole section with current business practice guidance
1.1.1	Consultant's Requests for Payment	AMENDED to reflect new 10 Working Day requirement
1	Definitions and Interpretation	AMENDED definition for Data Breach AMENDED definition for Personal Information AMENDED definition for NZ Privacy Laws
8A	Privacy Obligations	AMENDED section to reflect requirements of new Privacy Act legislation
12.10	Survival of Provisions	ADDED section 8A

### Queries/feedback

Any queries/feedback on this edition should be sent to [procurement@nzta.govt.nz](mailto:procurement@nzta.govt.nz).