

Appendix A Procurement strategy checklist

Overview

This appendix contains a checklist to assist approved organisations to develop a procurement strategy. The checklist is a series of headings against which the approved organisation can assess its existing procurement strategy or develop one in accordance with the guidelines in this manual.

Checklist

1. Executive summary
 - 1.1 Summary statements of key issues and opportunities to obtain value for money.
 - 1.2 Recommendations (where relevant) that the NZTA:
 - endorses the procurement strategy
 - approves the use of advanced components
 - approves a customised procurement procedure
 - approves a variation or an exemption to a procurement rule
 - approves the use of in-house professional services.
 - 1.3 Evidence of corporate ownership or internal endorsement of the procurement strategy.
2. Policy context of the approved organisation
 - 2.1 Strategic objectives and outcomes.
 - 2.2 Objectives and outcomes for the procurement strategy.
 - 2.3 The NZTA's procurement requirements and what they mean for the approved organisation:
 - value for money
 - competitive and efficient markets
 - fair competition among suppliers.
 - 2.4 Other relevant factors, such as organisational policies, wider organisational procurement plans or the regulatory environment.
3. Procurement programme
 - 3.1 Procurement programme, segmented by:
 - size, type or duration
 - complexity, scale, timing, innovation potential, risk, and an assessment of the supplier market
 - need for specialised skills.
 - 3.2 Identification (where relevant) of any pending high-risk or unusual procurement activities.
4. Procurement environment
 - 4.1 Analysis of supplier market.
 - 4.2 Analysis of the approved organisation's current procurement spend and profile.
 - 4.3 Analysis of the impact of the procurement programmes of other approved organisations and other entities.

Appendix A Procurement strategy checklist continued

5. Approach to delivering the work programme
 - 5.1 Confirmation of specific strategic objectives.
 - 5.2 The procurement approach. For each segment of the work programme, the procurement strategy should identify the optimal procurement options as they relate to the strategic objectives.
Consider:
 - key attributes and value for money strategy
 - the nature of the activities for each segment of work (eg complexity, scale, timing, innovation potential, risk, and an assessment of the supplier market)
 - aggregation, bundling and the term of term service contracts
 - proposed delivery model(s) and supplier selection method(s)
 - impact of the preferred approach on value for money, fair competition, and competitive and efficient markets
 - risk identification and management
 - approach to contract management.
 - 5.3 Analysis of whether advanced components, customised procurement procedures or variations to procurement rules are required and why.
 6. Implementation
 - 6.1 Capability and capacity:
 - description of the current and desired state, including current structure, roles and responsibilities within the wider organisational structure
 - identification of any capability or capacity gaps
 - plan to fill the gaps.
 - 6.2 Internal procurement processes.
 - 6.3 Performance measurement and monitoring:
 - NZTA KPIs
 - additional KPIs
 - internal reporting, review and feedback process.
 - 6.4 Communication plan:
 - internal stakeholders
 - other approved organisations and entities
 - supplier market
 - the NZTA.
 - 6.5 Implementation plan.
 - 6.6 Corporate ownership and internal endorsement.
-