New Zealand
School Property Agency

Guidance for School-Led Property Procurement

Intent

This guidance moves away from rules-focused procurement and towards an approach where schools and kura are empowered to make procurement decisions appropriate to their circumstances.

This means that regardless of the value, schools and kura have flexibility to procure how they need. It is still important that schools and kura can demonstrate how they have achieved the below expectations which represent fairness, transparency, value for money, effective risk management, and responsible stewardship of public assets.

Expectations

School-led property procurement is guided by the following:

Is your Procurement Approach Proportionate to the Risk?

All stages and considerations during the procurement process can be scaled to the value, complexity and risk of the project. Simple procurement approaches are used when there is lower risk or less complexity. This avoids creating unnecessary costs for suppliers in responding which could be passed on to the school or kura.

The Government Electronic Tenders Service (GETS) remains available if you wish, but is no longer mandatory over $100,000.

Does the Outcome Represent Value for Money?

Value for money does not necessarily mean selecting the lowest-priced supplier but considering whether the risks and opportunities of a supplier's offer are fully understood and accounted for, where all costs, not just the up-front contract cost are assessed.

For example, this might involve comparing supplier submissions against a Quantity Surveyor estimate or running a competitive procurement process.

How have Conflicts of Interest been Declared and Managed?

A conflict of interest is when your personal interests, obligations or relationships could influence, or could be perceived to influence, decisions you make on your school's behalf.

A conflict of interest can be actual, potential or perceived.

- 'Actual' means a conflict already exists.
- 'Potential' means a conflict is likely, or could happen in the future.
- 'Perceived' means a person outside the situation could think there's a conflict even if there isn't.

Schools must make sure everyone involved in a procurement declares any conflicts of interest and they are appropriately managed to maintain public confidence.

Is your Procurement Transparent and Recorded?

Schools must document the explanations and justifications for their procurement decisions so that someone who isn't involved could clearly understand the rationale.

If the public would like to ask for more information on how taxpayer's dollars are allocated, this can be provided to them. We all have a duty to make sure we record these decisions.

Decision-making considerations that should be included in the relevant documentation:

- Why the work was required.
- Why a particular procurement approach was selected.
- How suppliers were selected or approached.
- How proposals were evaluated and any relevant due diligence undertaken.
- Why the preferred supplier was chosen.

The New Zealand School Property Agency may also ask for a copy of records from time to time, as part of auditing and other legislative requirements.

Do you need any support?

Schools, kura and their project managers can contact the New Zealand School Property Agency to ask for specialist procurement advice or guidance in relation to any stage of the procurement process. If you would like support, please do not hesitate to contact SP.Procurement@schoolproperty.govt.nz.

Available & Optional Documentation

Schools and kura are able to utilise their own documentation, but they may use any of the below documentation for their procurements, should they wish. These can be amended as needed to suit the particular project and its procurement requirements:

- Conflict of Interest Declaration Form
- Procurement Plan
- Template for Approaching Suppliers
- Record of a Procurement Decision