



Transfund General Circular No. 03/01

Qualified Tender Evaluator Mandatory Requirement

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Circulation	All Road Controlling Authorities	<i>for action</i>
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Purpose

Transfund New Zealand will require use of a qualified tender evaluator on certain contracts from 1 July 2003.

This mandatory requirement will be incorporated into the [Competitive Pricing Procedures Manual: Volume 1, Physical Works & Professional Services \(CPP Manual\)](#). This circular advises tendering authorities of the detail of that requirement and confirms previous advice given through Transfund News. It also gives:

- a brief description of the new qualification, the National Certificate in Civil Engineering – Asset Management (Competitive Pricing Procedures), that a 'qualified' tender evaluator must hold
- the contract dollar value thresholds above which Transfund will require use of a qualified evaluator from 1 July 2003
- the more stringent dollar thresholds that will apply from 1 July 2004.

Transfund mandatory requirement

From 1 July 2003 Transfund will require that (for contracts subject to CPP) one tender evaluation team member (who will have a senior role on the team) must hold the qualification, National Certificate in Civil Engineering – Asset Management (Competitive Pricing Procedures).

Transfund will also require the qualified evaluator to have an appropriate level of knowledge of the work (product or service) being purchased under the contract. It will be possible to get the qualification through relatively narrow experience. However; we want the ‘qualified’ evaluator on a professional services tender evaluation team, for example, to have a good knowledge (either as a supplier or a purchaser) of the type of professional services being purchased.

Dollar thresholds

The Transfund requirement to use a qualified evaluator only applies to contracts that have an estimated value above a certain dollar threshold. Different thresholds will apply to the first year (beginning 1 July 2003) than to future years.

The thresholds from 1 July 2003 are:

Road controlling authority	Physical works contracts	Professional services contracts
Transit New Zealand	\$1,000,000	\$200,000
Local authorities	\$500,000	\$100,000

From 1 July 2004 the threshold figures will drop to:

Road controlling authority	Physical works contracts	Professional services contracts
All	\$100,000	\$50,000

The thresholds for the first year will only capture approximately 20% of all contracts. Given that Transit New Zealand contracts are on average larger than local authority contracts different dollar thresholds have been chosen for the first year.

Dollar thresholds applying from 1 July 2004 will capture approximately 85% of all Transit New Zealand contracts and 70% of local authority contracts.

The qualification

There are five unit standards (listed below), registered with the New Zealand Qualifications Authority (NZQA), available for the new qualification, the National Certificate in Civil Engineering – Asset Management (Competitive Pricing Procedures).

- 18925 Apply knowledge of conditions of contract in compliance with competitive pricing procedures

- 18926 Compare and select tender evaluation methods in compliance with competitive pricing procedures
- 18927 Prepare requests for tender that comply with the Competitive Pricing Procedures Manual
- 18928 Evaluate tenders under competitive pricing procedures
- 18930 Apply ethical standards to the evaluation of tenders using competitive pricing procedures

To be awarded the qualification you must achieve unit standards 18926, 18928 and 18930 (the three compulsory unit standards) plus at least one of the remaining two to reach the minimum number of credits required.

The way to get the evaluator qualification is through 'recognition of prior learning'. You have to assemble 'evidence' of your learning and have it 'assessed'. If it is assessed as adequate you will achieve the necessary unit standards and be awarded the qualification.

Your experience (prior learning) can be in either professional services or physical works contracts or both.

The Design and Construction Consultants ITO (DCCITO) is administering the qualification assessment and award process. If you want more detail on how to get the qualification contact the National Qualifications Assessment Centre:

PO Box 40 010, Upper Hutt
Ph: (04) 528 8793
Fax: (04) 529 8341
Email: kari@qualifications.co.nz

Development of this new requirement

Since Transfund's CPP Industry Working Group (which includes representatives of contractors, consultants, Transit New Zealand, local government and Transfund) was formed in 1999 it has been considering ways to get a more uniformly high standard of tender evaluation. One of the principal aims of the annual CPP workshops, run for several years since then, has been to improve standards in this area.

A little over two years ago the INGENIUM representative on the CPP Industry Working Group (Paul Sampson of Rotorua District Council) proposed that INGENIUM, in conjunction with the DCCITO, develop a suitable qualification. The proposal was accepted and a working group was formed with representation from across the industry. The qualification was developed in consultation with the industry and with guidance as necessary from the CPP Industry Working Group.

In December 2001 the Transfund New Zealand Board resolved that at least one evaluator must be suitably qualified when evaluating tenders for large or complex contracts from 1 July 2003, finalisation of the detail was left to Transfund's Chief Executive. This was done with the assistance of the CPP Industry Working Group.

Enquiries

For further information contact Bernard Cuttance at Transfund's National Office in Wellington, Ph (04) 916 4273 or email bernie.cuttance@transfund.govt.nz.

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