

Subject	Changes to proposal evaluators qualification
Circulation	Asset Managers (All AOs), NZTA LGNZ, Roothing NZ, NZCF, MoT
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Purpose

- 1) To advise of the change to the Procurement Manual Chapter 10.19 – Qualifications of Proposal Evaluators to accommodate a change in the Qualification’s name and content.
 - The current qualification National Certificate in Civil Engineering –Asset Management (competitive Pricing Procedures) is being replaced with the new qualification National Certificate in NZTA Procurement Procedures.
 - The units standards have been revised by NZTA/Infratrains and ratified by the NZQA.
 - There are 11 workshops scheduled in March/April 2011 to assist evaluators who qualified under the CPP rules, demonstrate their knowledge of the Procurement Manual and retain their qualified evaluator status.
 - A 15 question on-line test must be taken. Pass mark is a minimum of 80% correct responses.
 - New evaluators will be assessed under the Procurement Manual and so will not be required to pass the test.

Background

- 2) Section 10.19 of the Procurement Manual will be amended to accommodate this change

Revised wording of section 10.19 is as follows (new wording in bold) :-

“10.19 Qualifications of proposal evaluators

Rule

1. For contracts with an estimated total value exceeding \$200,000, approved organisations must ensure that at least one member of the proposal evaluation team:

holds **either** the National Certificate in Civil Engineering – Asset Management (Competitive Pricing Procedures) **or** the **National Certificate in NZTA Procurement procedures**, or

- holds another relevant qualification approved by the NZTA, or
- is approved by the NZTA as a proposal evaluator.

2. The competence of the proposal evaluation team member who meets the requirements of part 1 of this rule must be current to the satisfaction of the NZTA.

Section 5.5 *Evaluation of proposals* discusses the integrity of supplier selection processes, including the need for the proposal evaluation team to understand both technical issues and more general legal obligations that the purchaser has to proposal submitters.”

Enquiries

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