

GENERAL CIRCULAR NO. 22/01

Subject	Amendment 6 to the Waka Kotahi NZ Transport Agency Procurement Manual
Circulation	All Approved Organisations Local Government New Zealand Civil Contractors NZ Association of Consulting and Engineering New Zealand Ministry of Business, Innovation and Employment Office of the Auditor General
Circulated by	Senior Manager Procurement
Date	1 April 2022

Purpose

This general circular advises of an amendment to the Waka Kotahi NZ Transport Agency *Procurement manual*.

The updated Procurement manual amendment 6 applies with immediate effect.

Summary

The updates made to the Procurement manual in this amendment 6 were minor and editorial in nature. A full summary of amendments is attached to this general circular.

The minor and editorial nature of the updates made to the Procurement manual means that there will be no change required from Approved Organisations in order to meet their obligations under updated Procurement manual amendment 6.

Publication of this amended Procurement manual

Procurement manual amendment 6 has been published on the [Waka Kotahi website](#) as a PDF file.

Attachments

Attached to this general circular is a summary of amendments made to the Procurement manual.

Enquiries

All enquiries relating to this circular should be directed to procurement@nzta.govt.nz



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Procurement manual (amendment 6) summary of amendments

Publication date 1 April 2022

Purpose

To present the amendments made in the 1 April 2022 publication of the *Procurement Manual* which has been updated where required from the October 2019 publication.

Table of Amendments

Note: minor amendments are not always identified. Significant new Procurement manual text has been highlighted in turquoise.

Document reference	Subject	Comment
Whole document		Changed “NZ Transport Agency” and “NZTA” to “Waka Kotahi” In line with current branding guidelines
Whole document		General proofread, correcting spelling and grammar as required
Whole document		Changed references from public transport fare subsidy schemes” to “Total Mobility Scheme”
Glossary	Abbreviation “EOI”	Removed abbreviation. Term not referred to in Government procurement rules, SM0 suite
Glossary	Abbreviation “PTMA”	Removed abbreviation Public Transport Management Act has been repealed
Glossary	Abbreviation “ROI”	Added abbreviation
Foreword		Removed Foreword

Document reference	Subject	Comment
1.2	Purpose and structure of the manual	Diagram updated from “PT fare subsidy schemes” to “Total mobility”
1.3	Land Transport Management Act s 10(3)(aa)	Addition of reference to KiwiRail approving procurement procedures that will apply to delivery of rail activities.
1.3	Government procurement rules, principles and charter	Updated section to incorporate relevant information from 10.3A
1.3	Broader outcomes	Updated section to provide more general guidance on Broader Outcomes
1.3	Sustainability policy principles	Updated resource section to refer to up-to-date resources
2.8	Customised procurement procedures	Updated section to remove reference to e-auctions as customised procurement procedures
3.2	Defining best value for money in relation to procurement	Amended incorrect reference to “Government Policy Statement on procurement” to “Government Policy Statement on land transport”
3.5	The role of the Government policy statement on land transport	Updated section to provide more general guidance on GPS Renamed section (was Attributes to be valued)
5.3	Staged supplier selection processes	Amended clause to outline the difference between an RFI (cannot be used to shortlist) and an ROI
5.5	Evaluation of proposals	Amended for clarity
8.4	Selecting a delivery model (Partnering)	Removed reference to “like-for-like” direct appointments See commentary re 10.27 below
10.3A	Compliance with Government Procurement Rules	Removed this section – requirement now included in section 1.3

Document reference	Subject	Comment
10.24	Contract term of public transport units	Updated references to “like-for-like” transitional contracts See commentary re 10.27 below
10.24	Final sentence of section	Updated from six to 12 months, to align with LTMA - s26(e) states that payments ‘made in respect of [a] public transport service identified as integral to a public transport network in relation to any 12-month period that follows the withdrawal or proposed withdrawal of the operator from the provision of the service’ are exempt from procurement procedure requirements.
10.27	Direct appointment of a supplier for a public transport unit	Updated guidance to remove reference to one-off transition for “like-for-like” public transport units This process has been completed and the Public Transport Management Act has been repealed. No consultation is required on this change, because it is bringing the Procurement manual up to date with current practice – it is no longer possible for an AO to undertake a one-off transition.
10.30	One-off transition for like-for-like public transport units	Removed this clause Retained the heading and noted the rule has been superseded. See comments above.
11.5	Role of approved organisations	Removed Centre for Advanced Engineering at Canterbury University resource This resource no longer exists
Appendix C C.3	Supplier selection methods, Lowest price conforming	Added clarification that minimum requirement needs to have clear pass / fail basis and that where approved organisations require a lengthy and nuanced response to evaluate quality such as a comprehensive methodology, project description and full CVs, consideration should be given to using Price Quality Method as the supplier selection method
Appendix C C.3	Supplier selection methods, Proposal evaluation, Step 2	Step 2 changed from: “Evaluate all proposals...” To: “Evaluate the proposal/s...” Added: “see Guidelines section below which explains when it may be appropriate to evaluate all proposals” See further explanation on this below for clarification on when it might be appropriate to evaluate all proposals.
Appendix C C.3	Supplier selection methods, Proposal evaluation, Step 4	Added clarification

Document reference	Subject	Comment
Appendix G	Definition of “Expression of interest (EOI)”	Removed definition EOI is not the term we use anymore – ROI is the correct term
Appendix G	Definition of “Registration of interest”	Added definition Utilised Mastering procurement definitions
Appendix G	Definition of “Request for information (RFI)”	Amended definition Removed reference to ability to shortlist off an RFI
Appendix G	Definition of “Request for proposal (RFP)”	Amended definition Utilised Mastering procurement definitions
Appendix G	Definition of “Request for quotation (RFQ)”	Added definition Utilised Mastering procurement definitions
Appendix G	Definition of “Request for tender (RFT)”	Added definition Utilised Mastering procurement definitions
Appendix I	Contract negotiation processes for bus public transport units	Removed reference to “like-for-like” direct appointments See commentary re 10.27 above
Appendix M	Standard documents	Removed reference to SOMAC and replaced with SM032 No longer refer to maintenance documentation as SOMAC
Appendix N	References	Updated hyperlinks
Appendix O	Record of Procurement manual amendments	Record of amendments to the Procurement manual moved to the appendices