

Title	Plan a procurement activity		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to: analyse the factors relevant to a procurement activity; decide a delivery method to meet expected project outcomes; and choose a supplier selection method to meet expected project outcomes.
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Classification	Infrastructure Civil Engineering > Infrastructure Asset Management
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Available grade	Achieved
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Guidance Information

- 1 All evidence for this unit standard must be in accordance with current editions, and any subsequent amendments, of the following:
 - *Government Procurement Rules: Rules for Sustainable and Inclusive Procurement* (4th ed.). (Ministry of Business, Innovation and Employment, 2019) available at <https://www.procurement.govt.nz>.
 - *Procurement manual for activities funded through the National Land Transport Programme* (New Zealand Transport Agency, 2018), available at <http://www.nzta.govt.nz/resources/procurement-manual/>.
- 2 Evidence is required for two procurement activities with different methods of delivery and supplier selection.

Outcomes and performance criteria

Outcome 1

Analyse the factors relevant to a procurement activity.

Performance criteria

- 1.1 Project scope is identified.

Range	may include – project purpose, description of works, location, scale, related projects, interested stakeholders, range of activities, potential subcontractor involvement, degree of specialisation, potential economic, environmental, social and cultural benefits, procurement strategies and priorities.
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- 1.2 The capability, capacity and competitiveness of the supplier market are analysed in relation to the specific project.

Range may include – number of known capable suppliers, location of suppliers, supplier sizes, supplier pricing, supplier resources, existing relationships and track records, characteristics of unsuitable suppliers, appetite and potential for new suppliers.

Outcome 2

Decide a delivery method to meet expected project outcomes.

Performance criteria

- 2.1 The chosen delivery method is justified with respect to project outcomes.

Range may include – benefits, complexity, scale, funding, staging, potential for innovation, risk assessment, environmental impacts, timeline, resources, safety.

Outcome 3

Choose a supplier selection method to meet expected project outcomes.

Performance criteria

- 3.1 Opportunities for using a staged approach to supplier selection are described.

Range may include – preconditions, prequalification, expression/registration of interest, supplier panels, statement of interest and ability, direct appointment.

- 3.2 Supplier selection methods are compared.

Range direct appointment, lowest price conforming, purchaser nominated price, price or quality, weighted attributes, quality-based selection.

- 3.3 The relative importance of price and quality are described in relation to each of the supplier selection methods.

Range direct appointment, lowest price conforming, purchaser nominated price, price or quality, weighted attributes, quality-based selection.

- 3.4 Options for supplier selection methods for specific project are evaluated with supporting recommendations.

Range must include two of – direct appointment, lowest price conforming, purchaser nominated price, price or quality, weighted attributes, quality-based selection.

- 3.5 Total cost of the supplier selection process is analysed for both the supplier and purchaser.

- 3.6 Non-price attributes to be used for supplier selection are described in terms of their purpose and the information required for evaluating them.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 January 2002	31 December 2011
Revision	2	19 February 2004	31 December 2011
Review	3	18 March 2011	31 December 2017
Review	4	19 May 2016	31 December 2021
Review	5	22 August 2019	N/A
Rollover	6	28 November 2024	N/A

Consent and Moderation Requirements (CMR) reference	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council qualifications@waihangaararau.nz if you wish to suggest changes to the content of this unit standard.