

Title	Apply contract and procurement management for a sports turf project		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to: prepare contract and procurement documentation for a sports turf project; contribute to contractor selection process for a sports turf project; conduct contracting and procurement activities for a sports turf project; and conduct finalisation activities for the contracting and procurement stages of a project.
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Classification	Sports Turf > Sports Turf Management
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Available grade	Achieved
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Guidance Information

1 Legislation relevant to this unit standard includes but is not limited to:

- Health and Safety at Work Act 2015;
- Human Rights Act 1993;
- Privacy Act 2020;
- Resource Management Act 1991;
- Employment Relations Act 2000; and any subsequent amendments.

2 Definitions

Bill of quantities – the itemised supply of materials, services, and labour and their costs. The bill of quantities is issued to tenderers for them to prepare a price for carrying out the works. The quantities may be measured in number, length, area, volume, weight or time.

Delegated authority – authority within established organisational framework, procedures and routines; under limited guidance and supervision; within agreed authorisation and limits; in a multi-disciplinary environment subject to frequent change.

Organisation – a specific business entity which may be – profit or non-profit; in private, public, or voluntary sectors; a business unit, iwi, or other special-purpose body.

Organisational requirements – instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements include but are not limited to – site-specific requirements, and company quality management requirements.

Project team member – usually performs the functions required by this standard under direction of the project manager and working with other project team members.

Specification of works – a standard referenced by a contract or procurement document. It provides the necessary details about the specific requirements. These

requirements include but are not limited to – system design or maintenance overview, site description, access, order of operations, timing and extent of works, soil handling, ground conditions, inclement weather procedures, traffic regulation, health and safety, site maintenance, materials storage, resource allocation, public and privately owned services, quality control, personnel and staffing, monitoring procedures.

Team – a temporary or on-going group whose members are jointly charged with working together to achieve a clearly defined purpose or outcome.

3 For the purposes of assessment:

- evidence contributes to the management of contracting and procurement within a sports turf project. This will include evidence of working with others to plan and manage contracts and procurement; developing documentation used in compiling contracts, negotiation or administration of contracts; selecting contractors through organisational procedures; and reviewing contract or procurement management within the project.
- evidence may be gathered from the candidate's contribution to several simultaneous projects, or to one project over an extended period of time.
- evidence must be presented in accordance with project and organisational requirements.

Outcomes and performance criteria

Outcome 1

Prepare contract and procurement documentation for a sports turf project.

Performance criteria

1.1 Establish procurement requirements.

1.2 Assemble information relevant to the site.

Range information may include but is not limited to – soil and site analysis, access, underground services, aerial photographs, site plan, site survey, proposed finished site layout, site access and storage of materials, site levels, finished levels, site boundary, construction to be carried out, installation and maintenance work to be completed; evidence of at least ten is required.

1.3 Prepare a specification of work, bill of quantities and schedule of prices.

1.4 Contribute to the development of project documentation for contract definition and formation.

Outcome 2

Contribute to contractor selection process for a sports turf project.

Performance criteria

- 2.1 Gather and evaluate information on potential contractors.
- 2.2 Make recommendations to assist selecting preferred contractors in accordance with delegated authority.
- 2.3 Contribute to the definition of agreed terms and conditions with preferred contractor.
- 2.4 Contribute to the development of the final tendering and contractual documentation in accordance with project plan.

Outcome 3

Conduct contracting and procurement activities for a sports turf project.

Range contracting and procurement activities may include – obtaining quotes from potential suppliers or providing quotes to potential clients or collaborating agencies and alliances; identifying occupational safety and health issues; confirming details; obtaining approvals from higher project authorities; formally receipting goods and services or providing formal notice of delivery of goods and services; planning, specifying or conducting test and acceptance procedures; maintaining registers and lists; processing payment documentation; liaising with client, contractors and sub-contractors, and other stakeholders; conducting transfer and disposal actions; evidence of ten is required.

Performance criteria

- 3.1 Undertake procurement activities and maintain information to ensure reporting, confidentiality, and audit requirements are met.
- 3.2 Receive, reconcile and register supplies or services to facilitate payment throughout the project.
- 3.3 Monitor and control contractors and suppliers and their activities for compliance with designated responsibilities, deliverables, time, cost, and quality conformance in accordance with project plan.

Outcome 4

Conduct finalisation activities for the contracting and procurement stages of a project.

Performance criteria

- 4.1 Undertake testing and acceptance of supplies or services to ensure quality and suitability for purpose.

- 4.2 Provide assistance with the ongoing review of the project outcomes using available records and information to determine the effectiveness of contracting and procurement activities.

Range review may include – agreed major milestones, for example phases and sub-contracts; delivery of major deliverables; change of key personnel; finalisation of project and other agreed milestones;
records may include – lists of suppliers; procurement logs, registers; quotes, invoices and receipts; test and acceptance results; assets and disposal actions; procurement reports; records of contract planning, formation, negotiation or administration.

- 4.3 Report any contracting and procurement management issues and responses to other parties for application in future projects.

Range other parties may include – project manager, higher project authority, team members, project specialist or other personnel.

Replacement information	This unit standard replaced unit standard 4280.
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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	25 January 2018	31 December 2023
Review	2	24 June 2021	N/A

Consent and Moderation Requirements (CMR) reference	0052
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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 Primary Industry Training Organisation standards@primaryito.ac.nz if you wish to suggest changes to the content of this unit standard.