

PROCUREMENT STRATEGY

INFORMATION FOR SUPPLIERS

Waipā suppliers are vital to Waipā's economy, regional prosperity and employment, particularly in the post-COVID recovery.

Over the past year, government has had a specific focus on how procurement can deliver greater public good for New Zealand. This is reinforced through the NZ Government Procurement Rules which Cabinet has recently reviewed to accelerate the delivery of broader social, cultural, economic and environmental outcomes.

Waipā District Council has adopted a procurement strategy to support the Waipā community and economy, by applying three key principles to our procurement which align with the government's procurement rules:

1. Make the best use of every dollar
2. Consider local contribution
3. Be sustainable

When we are looking at our procurement, we will be classifying it into three categories:

1. Always local – goods and services that by their very nature are supplied locally, e.g. catering
2. Potential to be local – goods and services that have the potential to be supplied locally – local suppliers have the necessary skills and experience, but non-local suppliers are value-for-money in the local market e.g. large construction
3. Doesn't make sense to be local – goods and services that are part of global value chains and/or not part of a locally competitive market e.g. IT software

For larger procurement spending amounts, we have now included a local contribution component in our tender and proposal documents. The detail we will be asking from suppliers will be different for each project as each project delivers on different outcomes. Some projects may ask for a broad statement, others will require specific targets to be achieved.

Here are some key steps suppliers can take to prepare for and maximise their chances of securing a contract:

- Register with GETS (Government Electronic Tendering Service). Council advertises its tenders on GETS. It's a



free tendering service for all government agency tenders. Suppliers can register for categories of goods/services, and will get notified when a tender is advertised in this category. Visit www.gets.govt.nz for more.

- Pre-qualification with SHE Health & Safety Software. Any contractor undertaking physical works for Council must be pre-qualified with SHE, who assess our contractor's health and safety documentation and processes. There is a cost based on the number of employees. A tenderer can respond without being SHE pre-qualified, but they will be required to commit to becoming SHE pre-qualified should they be the successful tenderer.
- Consider preparing a Capability Statement (or 'value proposition') to outline what your business can offer and the benefits it can bring. In addition to the competitive value, consider the local contribution your business brings to Waipā.

A basic capability statement includes an overview of your business, core competencies, achievements, description of goods/services offered and contact details. Include information about your business contribution to Waipā: employment, training, apprenticeships, spend with other Waipā suppliers, sponsorships, social and environmental practices.

RESPONDING TO TENDERS/PROPOSALS

Once a tender is open make sure you put enough time aside to prepare a good response. Don't use cut and paste from a previous tender, you may end up including incorrect information by mistake that an evaluator may spot.

Put together a checklist of requirements for the tender e.g. tender objectives (what is the problem that needs to be solved), key dates, response format, specifications, mandatory criteria, number and type of examples that are required, weighting for each criteria you will be assessed on and note if there is a compulsory site visit.

If you are a multi-employee business, be clear on who is preparing the response, who is responsible for collating information, who will review the response before it is submitted and who has responsibility for submitting the response.

Look at the strengths of your business and what you can offer to solve the problem posed in the tender - is there additional added value you can provide with little or no additional cost impacts through local contributions and/or sustainability areas?

If you don't have full capability consider if you could partner with another supplier to deliver the package. If this is possible, you'll need to be clear who is the lead contractor.

If there's anything in the tender you need clarification on put your question through the GETS question forum. It's best to be clear on what the requirements are than to make assumptions in your tender response. Get some expert advice if needed to inform your tender response.

If you have registered for the tender through GETS, you will receive any notices of any addenda, Notice to Tenderers and any questions posted by other prospective tenderers. Make sure you read through these and understand them, and include a signed copy of every Notice to Tenderers in your tender response document – that way we know you have priced on the updated information.

Use the tender response form for your response. If there are any page limits for any of the criteria these will be noted on the form, stick as closely as possible to these limits.

Submit your response once you are happy with your document. Make sure this happens well before the closing time just in case you have any technical issues. If you have problems submitting your response, please get in touch with GETS as we are unable to assist with their system. Once the closing time is reached, you will not be able to submit a response, and no responses are taken outside of the GETS system.

BROADER OUTCOMES

We know this introduces a different aspect to our tenders than the usual criteria around experience and methodology and it's new for us too so it will be an evolving process. The potential

outcomes will differ for every project, some have the ability to deliver more than others, and in some instances there may be no broader outcomes that we can achieve.

We will be looking for the following types of outcome opportunities:

- Where it may be appropriate to unbundle packages of work to create opportunities for SMEs
- Where it may be appropriate to bundle and require use of local SMEs
- Are there periphery services that might result from the work (e.g. catering to job sites or cleaning services)?
- Could apprenticeships be created/required to support the delivery?
- Is there opportunity for iwi businesses and/or social enterprise businesses to contribute?
- Is there opportunity to create some environmental benefits e.g. using non-toxic replacements for chemicals, planting a work site?
- Are there materials that could be recycled from the existing site for other purposes?
- How would suppliers support (or plan to support) the communities in which they will deliver a contract?
- Where there are labour and skills shortages in this industry can we get local people into these jobs?
- Can we promote employment or development opportunities for those who are disadvantaged in the labour market?
- Are there issues of literacy/numeracy in the industry, or perhaps English is not their first language?
- Are there any opportunities to partner with local initiatives for example support places that help people enter the workforce, or enhance our environment or similar)?

These are the types of questions we will consider when we are planning the project and looking for our ability to influence or achieve some broader outcomes for the Waipā community. You will see these as part of our evaluation criteria.

We will also measure the achievements to assess the impact on delivery of our community outcomes. These will be included as project outcomes in regular contract reporting and contract close-out reports. Some of the outcomes outlined in your response form may be included in your contract for reporting to determine how they have been achieved or what arising issues prevent implementing these. This will provide helpful feedback on any potential barriers in achieving broader outcomes, and we can measure the difference including these outcomes in our procurement has made to the Waipā community.