

Appendix E Data collection checklist

Overview

This appendix contains a checklist to assist approved organisations collect and document the procurement data required by the NZTA. The checklist is a series of headings against which the approved organisation can assess the information that it must retain in accordance with the guidelines in this manual or for audit purposes.

Checklist

1. Aggregate contract information
 - 1.1 Total number and value of contracts awarded:
 - total number of all NLTP contracts awarded (all contracts, not just those above \$50,000)
 - total value of contracts awarded
 - total number of contracts awarded by direct appointment
 - total value of contracts let by direct appointment
 - total number of contracts awarded by closed contest
 - total value of contracts let by closed contest.
 - 1.2 Cost of procurement:
 - cost of the procurement function as a percentage of organisational running costs (expenditure)*
 - total cost of all contracts awarded.
2. Individual contract information - for contracts let for \$50,000 or more (excluding GST)
 - 2.1 General detail:
 - project/activity name
 - contract number/name
 - supplier
 - term (for term service contracts)
 - NLTP activity class
 - NLTP work category.
 - 2.2 Procurement procedure detail:
 - procurement procedure used
 - delivery model used
 - supplier selection method used
 - contract type.
 - 2.3 Open/fair competition and innovation:
 - number of bids received
 - were alternative bids permitted, received or accepted
 - reason for accepting or rejecting an alternative bid.

* For staff spending 50 percent or more time on procurement and third party payments for devolved procurement functions.

Appendix E Data collection checklist continued

Checklist continued

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3. Assessing value for money spent in the procurement process
 - 3.1 Time (includes forecasts in the RFP, the contract, at start of work and actual):
 - estimated contract duration (when contract was let)
 - date of contract award
 - date work(s) commence
 - date of completion
 - actual contract duration
 - variation and reason for variation (where applicable).
 - 3.2 Cost (planned and actual):
 - firm estimate of cost (prior to issue of RFP)
 - contract (when contract was let)
 - out-turn final
 - variation and reason for variation (where applicable).
 - 3.3 Quality (scale of 1 - 5: 1 = dissatisfied - 5 = very satisfied):
 - approved organisation satisfaction with output
 - contractor performance
 - quality of interactions.
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