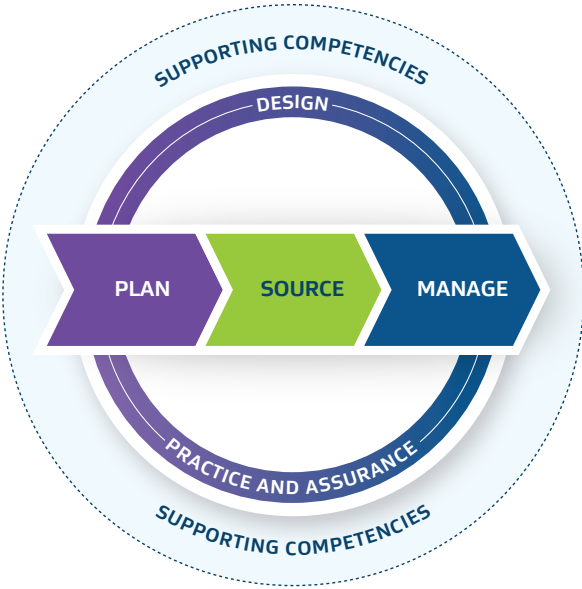


Foundation competencies for procurement of goods and services

This page details competencies, skills, and knowledge requirements defined as crucial for those who work in NZ government and carry out any aspect of government procurement activity.



DESIGN	PLAN	SOURCE	MANAGE THE RELATIONSHIPS	MANAGE THE AGREEMENTS	PRACTICE AND ASSURANCE
<p>Maintaining general awareness and interest in the procurement ecosystem. Setting the foundation for successful procurement activities by understanding the needs of your surroundings, including your agency, stakeholders, and relevant markets and sectors. Use these to inform the procurement project’s design and approach.</p> <p>Competencies</p> <ul style="list-style-type: none"> › Be aware of the Aotearoa New Zealand Government Procurement Charter, Principles and Rules. › Follow your agency’s principles of probity, conflict of interest and confidentiality. › Be aware of Te Tiriti o Waitangi/ The Treaty of Waitangi (Te Tiriti) settlement commitments and obligations. › Follow your agency’s principles of probity, conflict of interest and confidentiality. 	<p>Prepare a procurement approach that has a clear objective and fit-for-purpose methodology, and document it appropriately.</p> <p>Competencies</p> <ul style="list-style-type: none"> › Can demonstrate familiarity with procurement tools and systems to accurately record planning documents and data, in alignment with your agency’s procedures. › Actively work with procurement colleagues to develop procurement plans, including data gathering and market research. › Be aware of requirements when procuring from Iwi/Māori as Treaty partners. This is distinct from Iwi/ Māori suppliers. › Seek appropriate advice and expertise. 	<p>Attract and select suppliers based on market evaluation, capability, and capacity, who can deliver the desired outcomes.</p> <p>Competencies</p> <ul style="list-style-type: none"> › Understand the differences between selection and award criteria when contributing to the assessment of tenders. › Understand the purpose and process of supplier debriefs as a useful tool for transparency and learning. › Use the tools and systems in your agency to accurately record sourcing documents and data. › Work with procurement colleagues to prepare tender documents and agreements. 	<p>Work in collaboration to actively maintain the relationship between the agency, identified supplier (s), and other stakeholders.</p> <p>Competencies</p> <ul style="list-style-type: none"> › Research the market to identify opportunities for ongoing improvement. › Seek advice and expertise on engagement approaches and tikanga before engaging with iwi / Māori. › Analyse supplier activities, reporting on quality and frequency to gain insights and support good practice. › Collate and record stakeholder feedback to inform management plans. › Use your team/agency contract register to track contract activity. 	<p>Work in collaboration with identified suppliers to effectively manage the delivery of services against agreed measures and budget.</p> <p>Competencies</p> <ul style="list-style-type: none"> › Administer agreements to ensure accurate pricing, scope variations, and updates to terms and conditions are recorded. › Accurately record service delivery and feedback in a timely way. › Use agency systems to extract data for analysis. › Understand how grouping suppliers and analysing market data supports commercial decision making. › Use your team/agency contract register to track contract activity. 	<p>Maintain high levels of professionalism and standards of practice. Develop and monitor best practice procurement approaches and leverage technology and data.</p> <p>Competencies</p> <ul style="list-style-type: none"> › Follow established procurement processes. › Seek and apply appropriate advice and expertise to support any engagements with Iwi / Māori. › Demonstrate a high quality standard of work in line with best practice guidelines.