

Report 12.236
Date 1 June 2012
File CFO/13/02/01

Committee Audit, Risk and Assurance
Author Bruce Simpson, Chief Financial Officer

Tenders report

1. Purpose

The purpose of this paper is to provide some visibility of contracts currently up for tender, or coming up for tender in the next 6 months.

2. The decision-making process and significance

No decision is being sought in this report.

3. Background

Tendering of any government work can expose the agency to significant risk. Tendering is an integral part of the overall procurement process. The procurement risk is currently mitigated by following agreed purchasing policies. The current policies managing procedural risk are:

1. Credit Card Policy
2. Greater Wellington Internal Fraud Policy
3. Entertainment and Hospitality Policy
4. IT Acquisitions Strategy
5. Greater Wellington Purchasing Policy
6. Policy on Koha
7. Sensitive Expenditure Policy.

Alongside this, GW is also obligated to follow the NZTA mandate procurement process for public transport related expenditure (where NZTA contributes to the funding).

The Committee has indicated an interest in having some visibility of the contracts that are currently under tender (or about to be so).

4. Comment

The number of significant contracts up for tender is low. It is, however, important that the risks associated with procurement are managed. Alongside the policies currently in place, GW management is considering the establishment of a tenders' board to oversee significant tenders. This would be made up of key GW officers chaired by the Chief Financial Officer.

5. Communication

No communication is required at this stage.

6. Recommendations

That the Committee:

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

Report approved by:

Bruce Simpson
Chief Financial Officer

David Benham
Chief Executive

Attachment 1: List of tenders