Procurement Plan

developer name

Project name

Version: 1.0

Version: 1.0

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# Project Description

*Provide a description of the project and assets seeking funding under the Funding and Delivery of Growth Infrastructure Standard.*

# Purpose

*Explain why a procurement plan is required for this project and how value for money and probity requirements can be achieved.*

# Developer’s Capacity and Capability

*Discuss the capacity and capability of the Developer to manage the project.*

*Consider:*

* *The capacity to manage the procurement and if external assistance is required.*
* *The provision of a skilled and experienced procurement / project team with clearly defined roles and responsibilities.*
* *Any need to engage external project management resources to manage all or specific phases of the project such as project management, Environmental Management Representative…*

# Procurement Workshop

*Provide details of the Developer’s procurement workshop including the date, details of the tendering plan, contract and tendering requirements, and any consultation with Hunter Water. Discuss the market capability and capacity to meet the procurement objectives. Consider:*

* + *Ability of the market to deliver the project*
  + *Market capacity and expected interest in this project.*
  + *What is the market structure - how many players, is there a monopoly, etc?*
  + *Familiarity with type of project.*
  + *Market access to suppliers and resources, noting any expected supply anomalies in the availability of skills, materials or components.*
  + *Current and forecast market activity levels.*
  + *Ability of the market to deliver the project objectives and produce what is needed.*

# Contracts and tendering systems

*Summarise the contract and tendering systems proposed to be used for each engagement in the table below*

|  |  |  |  |
| --- | --- | --- | --- |
| Contract | Contract System | Tendering System | Conditions of Contract |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Design

*Discuss the number of tenderers being sought to deliver the design scope and how this meets value for money and probity requirements. Outline reasons behind the tendering and contract systems proposed.*

## Construction

*Discuss the number of tenderers being sought to deliver the construction and how this meets value for money and probity requirements. Outline reasons behind the tendering and contract systems proposed.*

## Other

*Provide details of additional parts of the project’s delivery such as environmental assessment, Environmental Management Representative, ettc*

# Characteristics and Risks

*Provide a table of all risks associated with the project including those related to safety, environment, and/or quality. Provide a description of each risk considered and associated mitigation measures.*

# Procurement Program

*Include table showing anticipated start and finish of key phases such as:*

* *Concept and detailed design.*
* *Tender process which includes tender period, tender evaluation and approval for award of a contract.*
* *Award of contract(s).*
* *Delivery.*
* *Handover of asset(s).*

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Duration | Start | Finish |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix

*Any further details, schematics, data charts, and/or addenda pertinent to any of the sections above should be presented here with the proper referencing.*