

A to Z list of guides, tools and templates

This page allows you to access all the guides, tools and templates in the procurement toolkit by subject.

These resources are not intended to be an exhaustive list. We recommend you read the [Guide to Mastering Procurement \[1 MB PDF\]](#), which covers the end-to-end procurement lifecycle.

[AB](#) | [CD](#) | [EF](#) | [GH](#) | [IJ](#) | [KL](#) | [MN](#) | [OP](#) | [QR](#) | [ST](#) | [UVW](#) | [XYZ](#)

A

Advisory notes

- [MED: Procurement Advisory Note – Canterbury Earthquake \[24 kB PDF\]](#)

Agency coordination

[SSC: Factors for successful coordination \(help State Agencies coordinate effectively\)](#)

Annual Procurement Plans (APPs)

- [Agency Annual Procurement Plans](#)
- [MED: Quick Guide to Annual Procurement Plans \(APPs\) \[473 kB PDF\]](#) - updated
- [MED Template: Annual Procurement Plan \[3.5 MB XLS\]](#)

Award of contract

- [MED: Quick Guide to Communicating the Award of Contract \[253 kB PDF\]](#)

B

Bid rigging

[Commerce Commission: Guideline to recognise & deter bid rigging](#)

Building capability

- [Procurement Competency Framework \[1 MB PDF\]](#) - new

Business cases

- MED Template: Business Case (coming soon)

[Treasury: Better Business Cases for Capital Proposals](#)

Buyers guides

- [AOG Buyers Guide: Air Travel \[788 kB PDF\]](#) - new
- [AOG Buyers Guide: External Legal Services \[858 kB PDF\]](#) - updated Feb 2012
- [AOG Buyers Guide: Desktop and Laptop Computers \[2 MB PDF\]](#)
- [AOG Buyers Guide: Office Consumables \[581 kB PDF\]](#) - updated

- [AOG Buyers Guide: Print Devices \[2 MB PDF\]](#)
- [AOG Buyers Guide: Vehicles \[483 kB PDF\]](#) - updated

C

Capital Asset Management (CAM)

[DPMC: Capital Asset Management – Expectations](#)

Category management

- [Training: Advanced Category Management](#)
- [Training: Category Management](#)

Category reviews

- [MED: Category Reviews: Standards, Guidelines & Targets for Core Public Service Departments \[565 kB PDF\]](#)

Conflict of interest

- [MED Quick Guide: Conflict of Interest \[299 kB PDF\]](#)
- [MED Template: Conflict of Interest & Confidentiality Agreement \(panellist\) \[152 kB DOC\]](#)
- [MED Template: Conflict of Interest & Confidentiality Agreement \(panel chair\) \[152 kB DOC\]](#)

[OAG: Managing Conflicts of Interest](#)

Construction

[DOL: Construction Tendering Process: Health & Safety Guide](#)

[NZCIC: Principles of Best Practice: Construction Procurement in New Zealand](#)

Contract and relationship management

- [MED Guide: Contract and Relationship Management \[2 MB DOC\]](#)
- [MED Training: Introduction to Contract Management](#)
- [MED Training: Supplier Relationship Management](#)

[SSC: Guide to monitoring major projects and programmes](#)

Contract register

- [MED template: Contract Register \[273 kB XLS\]](#)

D

Demystifying procurement

- [Training: Demystifying Procurement](#)

Desktop and laptop computers

- [Buyers Guide: Desktop & Laptop Computers \[532 kB PDF\]](#)

Due diligence

- [Quick Guide: Due Diligence \[277 kB PDF\]](#)
- [Check List: Due Diligence \[121 kB DOC\]](#)

E

E-commerce

- [MED Guide: E-commerce \[866 kB PDF\]](#)

Emergency procurement

- [MED Quick Guide: Emergency Procurement \[49 kB PDF\]](#)

Expressions of interest

- MED Template: Expressions of Interest (due March 2012)

F

Feedback and complaints

- [MED: Suppliers Guide to feedback and complaints \[366 kB PDF\]](#)
- [Check List: Supplier Debrief \[104 kB DOC\]](#)
- [MED: Guide to Supplier De-brief \[295 kB PDF\]](#)
- [Log: Supplier Questions \[21 kB XLS\]](#)
- [Template: Letter of complaint \(supplier\) \[59 kB DOC\]](#)

Funding

[Office of Community & Voluntary Sector: Code of Funding Practice](#)

[OAG: Public sector purchases, grants & gifts: Managing funding arrangements](#)

G

Gateway

[SSC: Gateway Review Process \(for high risk capital projects\)](#)

Geospatial procurement

[LINZ: Capturing economic benefits from location-based information](#)

- [MED geospatial procurement page](#) - *new*

Gifts, benefits and gratuities

[SSC: Guidance on gifts, benefits & gratuities](#)

Government Electronic Tender Service (GETS)

- [Template: GETS Notice of Opportunity \[165 kB DOC\]](#)
- [Template: GETS Tender Watch Codes \[106 kB XLS\]](#)

Government Model Contracts (GMCs)

- [GMC templates](#)
- [MED Guide: Deployment of GMCs \[1 MB PDF\]](#)
- [MED Guide: Using GMCs \[1 MB PDF\]](#)
- [Template: GMC Internal communications presentation \[2 MB PPT\]](#)

Government procurement

- [MED: Government Procurement in New Zealand – Policy Guide for Purchasers - August 2007 \[77 kB PDF\]](#)
- [MED Guide: How to supply New Zealand Government \(supplier\) \[1MB PDF\]](#)

General guidance

[OAG: Procurement Guidance for Public Entities](#)

[SSC: Standards of Integrity & Conduct](#)

H

I

Intellectual Property

[SSC/MoRST: Cabinet Guidelines for Intellectual Property from Public Service Research Contracts](#)

[DIA: Guidelines for the treatment of intellectual property rights in ICT contracts](#) - *new*

IT projects

[SSC: Guidance for Managing & Monitoring Major IT Projects](#)

J

K

L

Land transport management

[NZTA: Land Transport Management – Procurement Manual](#)

M

Mandatory rules

- [MED: Mandatory Rules for Procurement by Departments \[88 kB PDF\]](#)

Mastering procurement

- [MED Guide: Mastering Procurement \[1 MB PDF\]](#)

Media

- [DPMC: Best practice guidelines for selecting advertising and media agencies \[378 PDF\]](#)

N

Negotiation

- [Training: Art, Theory & Practice of Negotiation](#)
- [Training: Advanced Contract Negotiation](#)
- [Check List: Negotiations \[192 kB DOC\]](#)

Non Governmental Organisations (NGOs)

[The Treasury: Guidance for Contracting with NGOs](#)

[OAG: Managing Funding to NGOs](#)

[OAG: Principles to underpin management by Public entities of funding to NGOs](#)

O

Office consumables (stationery)

- [Buyers Guide: Office Consumables \[568 kB PDF\]](#)

P

Panel contracts

- [Panel contracts \(paragraph 42 Mandatory Rules\) \[88 kB PDF\]](#)

Paying suppliers

- [MED Guide: Agency quick guide to prompt payment \[686 kB PDF\]](#) - *new*
- [MED Guide: Supplier quick guide to invoicing and payment \[680 kB PDF\]](#)

[SSC: Paying suppliers within agreed timeframes](#)

Performance measurement

[SSC: Performance measurement – advice and examples on how to develop effective frameworks](#)

[SSC: Understanding the Drivers: Value for tax dollar spend Factsheet](#)

- [MED: Guide to Measuring procurement Savings \[593 kB PDF\]](#)

Planning

[SSC: Planning and managing for results](#)

- [Training: Procurement Planning](#)
- MED Template: Procurement Plan (coming soon)

Preferred supplier

- [Letter: Preferred Supplier \(short form\) \[42 kB DOC\]](#)
- [Letter: Preferred Supplier \(long form\) \[49 kB DOC\]](#)

Probity

- MED Guide: Probity in Procurement (coming soon)

Property services industry

[DOL: Principles for the Property Services Industry](#)

Public Finance Act

[The Treasury: Guide to the Public Finance Act](#)

Public Private Partnerships (PPPs)

[OAG: Achieving Public Sector Outcomes with Private Sector Partners](#)

[The Treasury: Guidance for Public Private Partnerships in New Zealand](#)

Q

R

Reference check

- Reference check questionnaire (coming soon)

Registration of interest

- [MED Template: Registration of Interest \(due March 2012\)](#)

Response timeframes

- [MED: Quick Guide to Response Timeframes for Suppliers \[498 kB PDF\]](#)

RFx

- MED Template: Request for Information (*coming soon*)
- MED Template: Request for Quote (*coming soon*)
- MED Template: Request for Proposal (*coming soon*)
- MED Template: Request for Tender (*coming soon*)

Risk

- [Template: Procurement Risk Register \[59 kB XLS\]](#)
- [Training: Managing Risk in Procurement & Contract Management](#)

S

Sensitive expenditure

[OAG: Controlling sensitive expenditure](#)

Short listed suppliers

- [Letter: Short Listed Suppliers \[46 kB DOC\]](#)

Single and multifunction devices (printers)

- [Buyers Guide: Single & Multifunction Print Devices \[2 MB PDF\]](#)

Social media

[SSC: Principles for interaction with social media](#)

Strategic Procurement Outlooks

- [MED Guide: Strategic Procurement Outlook \[491 kB PDF\]](#)

Sustainable procurement

[APCC: Australia and New Zealand Government Framework for Sustainable Procurement](#)

[APCC: Guide - Assessing a supplier's sustainability credentials](#)

- [APCC: Sustainability Procurement Product Guide: Print Services \[333 kB PDF\]](#)
- [APCC: Sustainability Procurement Product Guide: Cleaning Services \[384 kB PDF\]](#)
- [MED: Sustainable Government Procurement Project: Category reviews \[565 kB PDF\]](#)
- [MED Sustainability Guide 1: Identifying Sustainable Procurement Priorities \[345 kB PDF\]](#)
- [MED Sustainability Guide 2: Identifying Needs and Assess Risk \[343 kB PDF\]](#)
- [MED Sustainability Guide 3: Evaluate and Select Suppliers \[291 kB PDF\]](#)
- [MED Sustainability Guide 4: Define Specifications and Invite Tenders \[303 kB PDF\]](#)
- [MED Sustainability Guide 5: Evaluate Suppliers and Award \[319 kB PDF\]](#)
- [MED Sustainability Guide 6: Audit and Improve Suppliers \[316 kB PDF\]](#)
- [MED Sustainability Guide 7: Manage the Contract and Disposal Route \[296 kB PDF\]](#)

Syndicated contracts

- [Current Syndicated Contracts](#)
- [MED Guide: Syndicated Procurement \[859 kB PDF\]](#)

T

Tender evaluations

- [Training: Enhancing Tender Evaluations](#)
- [Template: Evaluation Panel Instructions \[191 kB DOC\]](#)
- [Template: Evaluation of Mandatory Conditions \[119 kB DOC\]](#)
- [Template: Evaluation Panel Minutes \[188 kB DOC\]](#)
- [MED: Evaluation Panel – A guide for evaluation panel Chairs \[365 kB PDF\]](#)
- [Template: Tender Criteria Evaluation Form \[166 kB DOC\]](#)

Tenders

- [Template: Tender Advert \[78 kB DOC\]](#)
- [Letter: Receipt of Tenders \[40 kB DOC\]](#)
- [Log: Tenders Received \[17 kB XLS\]](#)
- [Flow chart: Tender process \[82 kB PDF\]](#)
- [Check list: Tender process \[231 kB PDF\]](#)

Timber and wood products

[MAF: Timber & Wood Products Procurement Policy](#)

U

Unsuccessful supplier

- [Letter: Unsuccessful Supplier – late \[41 kB DOC\]](#)
- [Letter: Unsuccessful Suppliers \[41 kB DOC\]](#)

VW

Vehicles

- [AOG Buyers Guide: Passenger Vehicles \[483 kB PDF\]](#) - *updated*

XYZ