

Procurement Policy

Scope

1. This policy applies to all individuals carrying out work in any capacity for the Sport Integrity Commission Te Kahu Raunui (the **Commission**). This includes employees, secondees, temporary workers, contractors, and board members – collectively referred to as kaimahi.
2. Kaimahi must comply with this policy when undertaking procurement on behalf of the Commission. Any departure from this policy must be approved by the Chief Executive.
3. This policy must be publicly available so suppliers can understand our process and to drive transparency, consistency, predictability and stronger agency accountability¹.

Definitions

4. **Procurement** covers all aspects of purchasing goods and services from third-party suppliers. Goods and services can range from office consumables such as stationery, through to IT equipment and specialist consultancy or legal services. Procurement starts with identifying the need and finishes with either the end of a service contract or the end of the useful life and disposal of the asset. This is called the **procurement lifecycle**:



5. **Public value** means getting the best possible result from procurement, using resources effectively, economically and without waste and taking into account the total cost and benefits of a procurement and the contribution to the results we are trying to achieve.
6. **Delivering economic benefit to New Zealand** means working to create opportunities for local businesses and small-to-medium enterprises to participate in procurement and providing opportunities for delivering social, environmental and cultural outcomes.

Purpose

7. This purpose of this policy is to ensure that the Commission undertakes procurement activity in accordance with the Government Procurement Rules 5th Edition 2025 (**Rules**) to ensure that:

¹ [Rule 1 – Government Procurement Rules](#)

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- expenditure on goods and services is effective and efficient, and achieves business needs, while delivering public value.
- sound and commercially astute practices are used to select, engage and manage suppliers, with due consideration given to broader outcomes, including social, environmental and cultural outcomes.
- each procurement is appropriately planned, conducted and documented at a level of detail commensurate with their value, complexity, and risk profile.

8. This Policy:

- provides a structure that the Commission will take to planning, sourcing and managing our procurement. The structure reflects government guidance, the standards required by law, and follows the procurement life cycle.
- outlines the rules that kaimahi must follow when procuring goods and services on behalf of the Commission.
- does not apply to the procurement of employees on permanent or fixed-term employment contracts which are managed under the Recruitment, Appointment and Induction Policy.

Guiding principles

The Procurement Rules

9. The Rules guide responsible procurement to achieve public value, the maintenance of integrity of government procurement and accountability for public funds, sound commercial practices, and to provide economic benefits to New Zealand.
10. The Commission and kaimahi must comply with the Rules, including the [Principles of Government Procurement \(Principles\)](#) and [Government Procurement Charter \(Charter\)](#), as these set the standard for good practice (including financial thresholds and procedures for advertising procurement opportunities)².
11. The way that the Commission procures goods and services will vary depending on the value, complexity and risk involved with the procurement. The Commission will apply the approach best suited to the individual procurement, within the framework of the Principles and Rules.
12. The Commission and kaimahi must:
- 12.1 act with integrity in their procurement activities³, including staying impartial when making procurement decisions, managing conflicts of interest, engaging suppliers that act with integrity, and ensuring the procurement process is fair, transparent and reasonable.
- 12.2 be accountable and transparent for their procurement activities.

² Rule 1, Government Procurement Rules

³ Rule 2, Government Procurement Rules

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- 12.3 give suppliers an equal opportunity to bid for contracts to the extent required by the Rules.
- 12.4 appropriately protect supplier confidential and commercially sensitive information.

The Principles of Government Procurement

- 13. All procurement by the Commission (and kaimahi) must be conducted in accordance with the Principles:
 - 13.1 Plan and manage procurement for great results - identify what you need with the right people involved, choose the right process, be open to new ideas and solutions, encourage e-business and involve suppliers early.
 - 13.2 Be proportionate and right-size the procurement. Design and run an efficient end-to-end process that is proportional to the value, complexity and risk. Make it easy to do business with government.
 - 13.3 Be fair to all suppliers - treat suppliers equally. Seek opportunities to involve New Zealand businesses. Clearly explain how you will assess proposals.
 - 13.4 Get the right supplier - choose a supplier who can deliver what you need, identify risks and manage them, and build demanding but fair and productive relationships with suppliers.
 - 13.5 Get the best deal for everyone - get the best public value but make balanced decisions considering social, environmental, economic, and cultural outcomes where possible
 - 13.6 Play by the rules – be accountable, transparent and reasonable, stay impartial and protect supplier's commercially sensitive information. Choose suppliers that comply with the Government's Supplier Code of Conduct.

The Government Procurement Charter

- 14. The Charter sets out government's expectations for procurement activity to achieve public value. The Commission acknowledges that procurement activities offer an opportunity to provide public value for all New Zealanders, and will seek to meet as many of the government's expectations as practical:
 - 14.1 Deliver economic benefits to New Zealand – create opportunities for New Zealand businesses and small-to-medium enterprises. Consider the opportunity to deliver social, environmental and cultural outcomes.
 - 14.2 Look for new and innovative solutions – avoid overprescribing the technical requirements of a procurement to allow businesses an opportunity to demonstrate their expertise.
 - 14.3 Engage with businesses with responsible business practices – ensure suppliers operate with integrity, transparency, accountability and compliance with New Zealand employment standards and health and safety requirements.
 - 14.4 Promote inclusive economic development within New Zealand – engage with Māori, Pacific Peoples, and regional businesses to contribute to our local economy, promote skills development and a diverse and inclusive workforce.
 - 14.5 Manage risk appropriately – work together on risk mitigation strategies.

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- 14.6 Encourage collaboration for collective impact – look to support collaboration, both across-agency and across-businesses.

Using All of Government (AoG) contract suppliers

15. The Government has agreed contracts for common goods and services called All-of-Government (**AoG**) contracts.
16. The Commission must purchase from the AoG contracts unless there is a good reason not to.
17. If the Commission wishes to opt-out of purchasing from an AoG contract, it must get approval from the Business Manager who is required to get approval from MBIE.
18. Before approaching the market, the Commission should check if there is an existing AoG contract that meets its needs. AoG contracts are listed on the Government Procurement website⁴. The Commission must first sign up to participate in any of these contracts. Refer to the Commission's procurement information on Hono for the list of AOGs the Commission currently participates in.
19. If kaimahi require goods or services from an AoG in a category the Commission is not currently signed up to, they must contact the Business Manager.
20. If kaimahi require goods or services that aren't covered in an AoG contract, the Commission is not required to purchase from an AoG supplier but must, regardless of whether an AoG is used, procure the goods or services in line with this policy.

The Commission's approach to procurement

21. The Commission's procurement decisions and practices must withstand public scrutiny to maintain public trust and confidence in our services. To help achieve this, kaimahi are required to:
 - 21.1 appropriately record their decision-making process in selecting a supplier, including completing a procurement plan (see the procurement planning section below and templates on Hono).
 - 21.2 have a contract in place for the provision of goods or services (see the contract management section below and templates on Hono).
 - 21.3 document and manage conflicts of interest, including perceived conflicts of interest for example, if kaimahi have a close friendship or business interest in the provider of the goods or services.
 - 21.4 identify risks and ensure that they are considered and managed appropriately.
 - 21.5 act lawfully, ethically and responsibly.

⁴ [Contracts | New Zealand Government Procurement](#)

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22. Any commitment by the Commission to a contract or expenditure must be with the approval of the appropriate budget holder and in line with the Delegated Authorities Manual.

Procurement thresholds

23. The Rule, Charter and Principles apply regardless of the value of the procurement, noting that the process differs depending on the value, risk and complexity of the procurement. See sections 31 to 48 of this policy.
24. The Commission must estimate the total monetary value of the life of a procurement contract to determine whether it meets or exceeds the relevant value threshold⁵. This estimate is referred to as the maximum total estimated value. The value is the total amount excluding GST.
25. It is better to be cautious, if the estimated value is close to the \$100,000 threshold, consider using the process for procurement valued over \$100,000.

Procurement from a Preferred Supplier

26. The Commission may manage the procurement of goods and services, by setting up a panel of preferred suppliers⁶. This is a list of suppliers that have been pre-selected by the Commission in line the Rules and this policy and have agreed to terms and conditions of supply for a specific period.
27. Preferred supplier agreements will be established and operate in line with the Rules and this policy.
28. Kaimahi may go directly to a preferred supplier for a quote for goods or services, as any obligations in line with the Rules and this policy have already been met. However, appropriate approval of any expenditure must be sought from the appropriate budget holder and in line with the Delegated Authorities Manual.
29. A preferred supplier agreement, regardless of the value of the procurement, might be appropriate where:
- 29.1 specialist skills or knowledge is required for efficiency, security or integrated services
 - 29.2 a required level of service needs to be maintained, for example ICT system support.
 - 29.3 small amounts of goods or services need to be purchased at regular intervals such as stationary or field team consumables.

⁵ [Rule 7, Government Procurement Rules](#). The total value over the life of the contract includes the option to purchase additional goods or services, options to extend the term of the contract, maintenance or training related to the goods or services, and sub-contracted services.

⁶ [Rule 22, Government Procurement Rules](#).

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30. Preferred supplier arrangements must be documented, regularly reviewed, and approved by the Chief Executive.

Procedures

Procurement valued over \$100,000

31. If the lifetime value of the goods, services, or works is estimated to be over \$100,000, the Rules require the Commission to undertake a competitive open tender process where any supplier or provider can submit a proposal. There are some exceptions to the requirement to undertake a competitive open tender process (see below), including where the Commission is purchasing from an established panel (e.g. an AoG contract, Common Capability Contract or Syndicated Contract). In that situation, a closed competitive process (where a limited number of suppliers are invited to respond to an opportunity directly, often through an RFP) may be appropriate where it is a lower value and lower risk procurement, or requirements limit the number of potential suppliers.
32. The following is required for an open tender process:
- 32.1 A memorandum and a Procurement Plan must be approved by the appropriate budget holder (see the Procurement Plan templates on Hono). The Procurement Plan must be reviewed by the Business Manager.
 - 32.2 An Advanced Notice of Procurement (if required), Request for Proposal (**RFP**) or Request for Information (**RFI**) followed by an RFP must be created (contact the Business Manager for relevant templates) and approved by the relevant budget holder.
 - 32.3 Relevant internal stakeholders must be consulted on the RFP / RFI to ensure that it is robust and considered from an organisation-wide perspective, for example, the Chief Information Officer if it is an IT system or software purchase.
 - 32.4 The RFP must be listed on the Government Electronic Tender Service (**GETS**) for a reasonable period and at least 20 business days.
 - 32.5 Tenders must be assessed fairly against the criteria provided in the RFP document (contact the Business Manager for the process to appoint an evaluation panel, and for the Tender Criteria Evaluation Template and the Recommendation Panel Evaluation Template).
33. The decision to appoint a supplier must be documented and unsuccessful suppliers must be notified and offered a debrief.
34. A contract must be entered into and a contract award notice published on GETS within 30 business days of all parties signing the contract. Where no contract is awarded following the RFP process, this must also be published on GETS.
35. The contract must be managed appropriately in compliance with the due diligence and contract management section below.

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36. There are some situations where a procurement valued over \$100,000 does not require an open tender process⁷. In those situations, the Commission must still be able to demonstrate they have met the Principles, acted lawfully and with integrity, been fair and transparent and are achieving public value. The rationale must be documented before approaching suppliers (see the Procurement Opt-Out section of the Procurement Plan template on Hono). Situations include:
- 36.1 In an emergency procurement situation⁸
 - 36.2 Any non-contractual agreement (e.g. a Memorandum of Understanding or co-operative agreement)
 - 36.3 Renting land or existing buildings
 - 36.4 Any procurement conducted under a procedure required by an international organisation that is inconsistent with the rules (e.g. WADA prescribed sample collection equipment or sample collection personnel)
 - 36.5 It has openly advertised the opportunity in the last 12 months and did not receive any responses, or other responses didn't meet the requirements
 - 36.6 There is only one supplier (e.g. for technical reasons)
37. A Contract Award Notice must be published on GETs for a procurement over \$100,000 where it has opted out of the open tender process.

Procurement valued between \$30,000 and \$100,000

38. If the lifetime value of the goods, services, or works is between \$30,000 and \$100,000, the Commission must attempt to seek three quotes from suitable suppliers on the AoG Procurement Panel.
39. The selection of the suppliers to obtain quotes from shall be well-considered, for example, a suitable range of suppliers, and likely including an incumbent supplier if the relationship and service level remains strong.
40. Unless there is good reason not to, it is expected that procurement under the value of \$100,000 will be awarded to New Zealand businesses⁹.
41. A memorandum and a Procurement Plan (see the Procurement Plan template on Hono) must be completed and approved by the relevant budget holder.
42. The criteria for selecting the successful supplier shall be well-considered and documented, for example, considering value for money and service efficiencies.
43. Unsuccessful suppliers should be notified.

⁷ [Rule 11](#) and [12](#), Government Procurement Rules

⁸ [Emergency procurement guidance](#)

⁹ [Rule 8.2, Government Procurement Rules](#)

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44. The contract must be managed appropriately in compliance with the due diligence and contract management section below.
45. A contract must be entered into and the contract managed appropriately in compliance with the due diligence and contract management sections below.

Procurement valued under \$30,000

46. If the value of the goods, services, or works is under \$30,000, the Commission can buy directly from a suitable supplier on the Government AoG panel.
47. Unless there is good reason not to, it is expected that procurement under the value of \$30,000 will be awarded to New Zealand businesses¹⁰.
48. Some form of contract or documented terms must be entered into and the contract managed appropriately in compliance with the due diligence and contract management section below.

Due diligence and contract management

49. Kaimahi must undertake due diligence appropriate for the value, complexity and risk of the procurement, such as:
 - 49.1 For lower value or lower risk contracts (e.g., under \$100,000), companies register or charities register checks, google check, disclosure of interest considerations.
 - 49.2 For higher value (over \$100,000) or risk (e.g., IT services), companies register or charities register checks, google check, disclosure of interest considerations, reference checks, key personnel CVs, site visits, insurance certificates, police check of key personnel.
50. The Commission must manage national security risks and conduct a risk assessment for procurement where the contract gives the supplier access to sensitive premises (e.g. facilities that hold classified information, laboratories), bulk or sensitive data holdings (e.g. sensitive networks, information on a large number of New Zealanders), or provides critical services (e.g. health and emergency services)¹¹. For example, the Chief Information Officer must be consulted on IT systems that hold sensitive private information or that software that accesses our systems.
51. A signed contract is required to support transparency and best practice supplier management and to manage risk and must be retained in accordance with the Commission's Disposal Authority.
52. The Approved Government Model Templates (e.g. the Government Model Contract) must be used unless the Business Manager agrees it is not appropriate due to complexity. If this is not appropriate, such as for software-related purchases, the acquisition of complex hardware and technical equipment, the Commission may adapt

¹⁰ Rule 8.2, Government Procurement Rules

¹¹ Rule 26, Government Procurement Rules

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the Government Model Template or provide an alternative standard form contract template where appropriate (see Contract Templates on Hono).

53. General Counsel review of a contract is required where:
- 53.1 the lifetime value of the contract is over \$100,000
 - 53.2 the contract involves interaction with children in which case it needs an additional clause added to the contract terms
 - 53.3 the contract has complex deliverables or significant associated risk
 - 53.4 the Government Model Template is not being used.
54. Any subsequent variation to signed contracts or agreements must be in writing.
55. If the purchase relates to systems or software, the Chief Information Officer must be consulted.
56. Contacts should reference the Government's Supplier Code of Conduct¹²
57. A countersigned agreement must be loaded in the Contracts Register on Hono with the required information completed. Contracts with individual consultants or contractors, such as sample collection personnel, do not need to be listed on the Contracts Register but need to be provided to the Business Manager, who will make sure an appropriate record is kept.

Supplier management

58. The relevant manager is responsible for the ongoing management of any supplier that they engage to provide goods or services to the Commission, unless the supplier is a preferred supplier that is managed by someone else at the Commission.
59. This includes:
- 59.1 appropriate financial, contractual and relationship management.
 - 59.2 managing any issues
60. To support good supplier management, the responsible manager will conduct regular reviews of the supplier throughout the life cycle of the contract.
61. Where the contract is a high value (over \$100,000 or high risk) contract, a contract management plan must be put in place (see Contract Management Plan template on Hono) to monitor that commitments made in the contract are being delivered and the contract is being managed appropriately. These reviews should occur at least annually and be documented for future reference. The contract should specify review requirements. The review will cover:

¹² Supplier Code of Conduct: [Supplier code of conduct | New Zealand Government Procurement](#)

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- 61.1 The health of the supplier relationship – has the supplier been responsive, helpful and pro-active, have you had regular engagement (for example meetings, opportunities to provide feedback) with the supplier?
 - 61.2 Contract performance – has the supplier delivered the contracted goods or services to an acceptable standard?
 - 61.3 Their risk profile – has anything changed in the market or with the supplier that has increased their associated risk, which needs reconsidering?
 - 61.4 Their value creation – assess the financial spend and value delivered by the supplier.
62. The Commission must pay supplier's invoices in accordance with rule 36 of the Rules.

Managing conflicts of interest and confidentiality

- 63. The Commission's Managing Disclosures of Interests Policy requires you to update the Commission as soon as you become aware of a potential conflict of interest, including a potential perceived conflict of interest. This includes where you have a personal relationship with, or a business interest in, a potential supplier of goods or services to the Commission.
- 64. If you become aware that the Commission intends to contract with a supplier that you have an interest in, you are required to disclose that interest immediately to the Business Manager for appropriate consideration in line with Managing Disclosures of Interests Policy.

Roles and responsibilities

- 65. All kaimahi are responsible for complying with this policy and related policies and guidelines.
- 66. Directors are responsible for:
 - 66.1 managing their directorate's procurement and purchasing requirements and in accordance with the Delegated Authorities Manual.
 - 66.2 ensuring that their directorate complies with this policy.

Sensitive business expenditure

- 67. Sensitive expenditure is any spending by the Commission that could be also seen to be giving private benefit to kaimahi, their family, or friends.
- 68. The requirements for purchasing of goods or services by the Commission considered to be sensitive expenditure are covered in the Sensitive Expenditure Policy, the Koha, Gifts and Hospitality Policy and the Travel Policy.

Relevant legislation and related policies or guidelines

Related policies

- Managing Disclosures of Interests Policy

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- Integrity and Conduct Policy
- Credit Card Policy
- Koha, Gifts and Hospitality Policy
- Delegated Authorities Manual

External legislation and guidelines

- Government procurement – principles, charter and rules:
<https://www.procurement.govt.nz/principles-charter-and-rules/>
- Public Finance Act 1989
- Commerce Act 1986
- Public Records Act 2005

Document management

Version	Date	Description
1.0	18 February 2026	Updated Commission policy incorporating the 5 th edition Government Procurement Rules
2.0		

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