

# NMIT PROCUREMENT POLICY

## MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

<b>Section</b>	Finance		
<b>Approval Date</b>	15.04.2026	<b>Sponsor</b>	Director Digital, Finance and Risk
<b>Next Review</b>	01.01.2029	<b>Approved by</b>	NMIT Council

## NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

## Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy); and
- b) All governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

This policy applies to all procurement activities undertaken by NMIT, including:

- Purchase of goods, services, and works
- Leasing, rental, and build-operate-transfer arrangements
- Secondary procurement from syndicated or All-of-Government contracts
- Emergency procurement and exemptions, where applicable.

## Te Pūtaki | Purpose

This policy establishes a framework for ethical, transparent, and values-driven procurement across NMIT. It ensures that all procurement activities are conducted in accordance with the New Zealand Government Procurement Rules, the Office of the Auditor-General’s expectations for public entities, and relevant legislation.

The policy promotes sustainable, inclusive, and collaborative procurement practices that deliver public value and support the organisation’s strategic objectives.

The purpose of the Procurement Policy is to:

- Ensure consistent, fair, and transparent procurement practices
- Promote value for money and broader outcomes
- Mitigate procurement-related risks and ensure legal compliance
- Support financial sustainability and public accountability
- Enable effective contract and supplier management

# Ngā Mātāpono | Principles

Procurement activities must be guided by the following principles:

## **Accountability**

We are accountable for our procurement decisions and must maintain complete, accurate records that demonstrate responsible use of public funds.

## **Openness and Transparency**

Procurement processes must be clear, well-documented, and accessible to internal and external stakeholders.

## **Fairness and Integrity**

We must act fairly and reasonably, ensuring impartiality in decision-making and equal opportunity for suppliers.

## **Integrity**

Procurement must be conducted with honesty and professionalism. Conflicts of interest must be declared and managed appropriately.

## **Value for Money**

We consider the total cost of ownership, quality, risk, and broader outcomes, not just price, when making procurement decisions.

## **Sustainability and Broader outcomes**

We aim to deliver environmental, social, economic, and cultural benefits through procurement, including support for Māori, Pasifika, and regional businesses.

## **Lawfulness**

All procurement must comply with applicable laws, regulations, and internal policies.

## **Collaboration**

Where appropriate, procurement should be coordinated across agencies to achieve efficiencies.

In addition to these principles the [Government Procurement Charter](#) sets out expectations of how agencies should conduct their procurement activity to achieve public value. The New Zealand Government directs agencies to:

- **Seek opportunities to include New Zealand businesses**  
Openly work to create opportunities for local businesses and small-to-medium enterprises to participate in your procurement processes.
- **Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility**  
Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment, reducing waste, carbon emissions and pollution. NMIT has specific sustainable outcomes identified in the Sustainability Plan and other initiatives adopted from time to time. It is the responsibility of the purchaser to review these outcomes to ensure adherence to expectations.
- **Look for new and innovative solutions**  
Make sure you don't over-prescribe the technical requirements of a procurement, give businesses the opportunity to demonstrate their expertise.
- **Engage with businesses with good employment practices**  
Ensure that the businesses you contract with operate with integrity, transparency and accountability, and respect international standards relating to human and labour rights. For businesses operating within New Zealand, ensure that they comply with all New Zealand employment standards and health and safety requirements.

- **Promote inclusive economic development within New Zealand**

Actively engage with Māori, Pasifika, and regional businesses and social enterprises to increase supplier diversity for NMIT and to contribute to our local economy. Openly working to include and support these businesses and enterprises through procurement will promote both skills development and a diverse and inclusive workforce. NMIT must have regard to guidance published by MBIE on how to effectively involve Māori, Pasifika, and regional businesses and social enterprises in contract opportunities

- **Manage risk appropriately**

Responsibility for managing risks should be with the party – either the agency or the supplier – that is best placed to manage the risk. Agencies and suppliers should work together on risk mitigation strategies.

- **Encourage collaboration for collective impact**

Look to support greater collaboration, both across-agency and across-businesses to give likeminded groups the opportunity to find common solutions within your procurement opportunities.

To help guide NMIT kaimahi through the process, there are **Five Principles of Government Procurement** set out in the Government Procurement Rules that NMIT will follow:

**1. Plan and manage for great results**

- Identify your need, including what Broader Outcomes should be achieved, and then plan accordingly.
- Set up a team with the right mix of skills and experience.
- Involve suppliers early – let them know what you want and keep talking.
- Take the time to understand the market and your effect on it. Be open to new ideas and solutions.
- Choose the right process – proportional to the size, complexity and any risks involved.
- Encourage e-business (for example, tenders sent by email).

**2. Be fair to all suppliers**

- Create competition and encourage capable suppliers to respond.
- Treat all suppliers equally – we don't discriminate (this is part of our legal obligations).
- Seek opportunities to involve New Zealand businesses, including Māori, Pasifika and regional businesses and social enterprises.
- Make it easy for all suppliers (small and large) to do business with NMIT.
- Be open to subcontracting opportunities in big projects.
- Clearly explain how you will assess proposals – so suppliers know what to focus on
- Talk to unsuccessful suppliers so they can learn and know how to improve next time.

**3. Get the right supplier**

- Be clear about what you need, and fair in how you assess suppliers – don't string suppliers along.
- Choose the right supplier who can deliver what you need, at a fair price and on time.
- Choose suppliers that comply with the Government's Supplier Code of Conduct.
- Build demanding, but fair and productive, relationships with suppliers.
- Make it worthwhile for suppliers – encourage and reward them to deliver great results. Identify relevant risks and get the right person to manage them.

**4. Get the best deal for everyone**

- Get best public value – account for all costs and benefits over the lifetime of the goods or services.
- Make balanced decisions – consider the possible social, environmental, economic and cultural outcomes that should be achieved.
- Encourage and be receptive to new ideas and ways of doing things – don't be too prescriptive.
- Take calculated risks and reward new ideas.
- Have clear performance measures – monitor and manage to make sure you get great results.

- Work together with suppliers to make ongoing savings and improvements.
- It's more than just agreeing the deal – be accountable for the results.

**5. Play by the rules**

- Be accountable, transparent and reasonable. Clearly record planning, processes and decisions so they can easily be audited.
- Ensure everyone involved in the process acts responsibly, lawfully and with integrity. Stay impartial – identify and manage conflicts of interest.
- Protect suppliers' commercially sensitive information and intellectual property.

NMIT will conduct its procurement activities in a manner that is consistent with the Government Procurement Rules and the Controller and Auditor General's [Procurement Guidance for Public Entities](#), as statements of good practice.

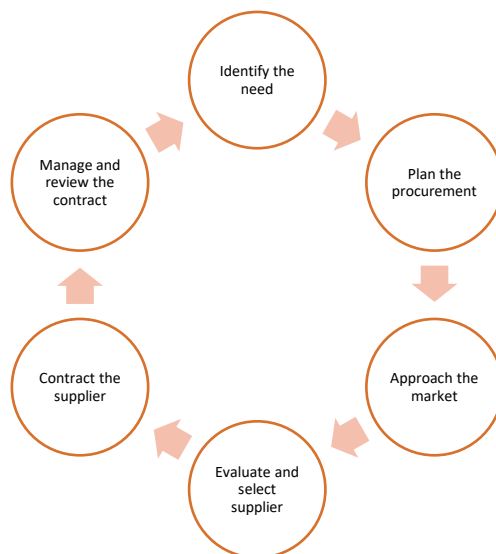
## Kaupapa Here | Policy Statements

### PROCUREMENT PLANNING

Procurement planning is the critical first step in the lifecycle. It ensures that procurement is aligned with organisational needs, strategic goals, and broader outcomes. Key activities include:

- Identifying the need and confirming it is genuine and aligned with strategic priorities.
- Engaging stakeholders early to understand service requirements and constraints.
- Conducting market analysis to assess supplier capability and competition.
- Determining the appropriate procurement method based on value, complexity, and risk.
- Preparing a procurement plan (mandatory for >\$100,000), including:
  - Objectives and outcomes
  - Market approach
  - Evaluation methodology
  - Risk assessment and mitigation
  - Contract strategy and term

Procurement Lifecycle:



This lifecycle must be documented and followed for all procurement activities.

## THRESHOLDS AND SOURCING METHODS

When goods, services, or works are procured (with the exception of Academic Services), kaimahi will:

- Purchase from an existing government supply arrangement or contract such as an AoG Agreement if they meet the requirements. There may also be other syndicated and/or collaborative contracts managed by other government departments or public sector organisations that NMIT may benefit from joining, and such options should be considered when making procurement decisions.

Approval of the Chief Executive Officer or person equivalent to the Chief Finance Officer must be obtained before entering into any new AoG, syndicated or collaborative contract, in accordance with the NMIT Delegations Policy.

- If there is no suitable government supply arrangement or contract available, the sourcing process set out in the following table will apply:

Contract value (NZD)	Minimum market engagement
\$1 - \$50,000	At least one written quote
\$50,001 - \$100,000	Minimum of 3 written quotes
Over \$100,000	Open tender via GETS

## CONTRACTING

All financial commitments must be formalised through appropriate contracting mechanisms. The requirements are:

- Use standard purchase orders for low-risk, low-value procurement.
- For higher-risk or complex procurements, use bespoke or government standard contracts.
- Contracts must be reviewed by Legal and/or Procurement kaimahi.
- Contract variations and renewals must follow the same approval process as new contracts.
- Verbal agreements are discouraged and may be legally binding—written documentation is essential.

## CONFIDENTIALITY AND CONFLICTS OF INTEREST

Procurement must be conducted with integrity and impartiality. The minimum expectations are:

- All participants must declare actual, potential, or perceived conflicts of interest.
- Conflict declarations must be obtained at the start and monitored throughout.
- Gifts and hospitality during procurement processes are prohibited.
- Any sensitive information such as contract details, pricing of specific contractual arrangements, product details etc, must be treated as confidential and used only as necessary to fulfil an individual's role in the process.
- Probity assurance may be required for high-risk or sensitive procurements.
- All records must be retained in accordance with the Public Records Act and may be subject to the Official Information Act.

## SUSTAINABLE PROCUREMENT

Procurement is a strategic tool to deliver wider benefits beyond the immediate transaction. Things that need consideration include:

- Environmental sustainability: Reduce emissions, waste, and resource use.
- Social sustainability: Promote equity, inclusion, and community wellbeing.
- Economic sustainability: Support local and Māori businesses, reduce supply chain complexity.
- Cultural sustainability: Embed Māori values and perspectives, engage mana whenua.

Procurement plans and evaluation criteria should reflect these outcomes where appropriate.

## EMERGENCY PROCUREMENT

In genuine emergencies, standard procurement processes may be bypassed to mitigate immediate risks, eg. during natural disasters, infrastructure failure, or health or security emergencies.

When undertaking procurement activity in an emergency the following conditions must be adhered to:

- Must be documented with rationale and approvals.
- Incident Controller or delegated authority may approve emergency procurement.
- Exemptions from standard processes must be approved by the person holding the role equivalent to the Chief Finance Officer and documented using the appropriate form.

## Pūrongo me te Whakapūmau | Reporting and Assurance

Regular reports will be submitted to Council and/or a committee of Council:	
Submitted by	Director Digital, Finance & Risk
Submitted to	Audit Committee
What must be reported	Material breaches of the Procurement Policy
Reporting cadence	As required
Is immediate escalation required for material events?	Yes, but only in the event of fraud which would be reported in line with the Fraud Policy

## Ngā Haepapa | Responsibilities

Role	Responsibilities
Director Digital, Finance and Risk	<ul style="list-style-type: none"> <li>• Overall responsibility for procurement practice within NMIT</li> <li>• Ensure procurement activity is captured within the financial information management system and where applicable, contracts are recorded within the contracts register</li> </ul>
All Managers	<ul style="list-style-type: none"> <li>• Ensure their staff follow and conduct procurement practices in line with this policy</li> <li>• Management of records in accordance with the Public Records Act</li> </ul>

## Ngā Tikanga | Definitions

The use of consistent asset management terminology throughout the organisation will align the procurement activities delivered by kaimahi. The following definitions are encouraged to be used by kaimahi at all levels of the organisation.

Term	Definition
Procurement	The end-to-end process of identifying needs, planning, sourcing, contracting, and managing goods, services, or works. It includes strategic decision-making and risk management.
Purchasing	The transactional activity of buying goods or services, typically involving issuing a purchase order or making a payment. Purchasing is a subset of procurement.
Contract	A legally binding agreement between two or more parties outlining the terms and conditions for the supply of goods, services, or works.

RfX	A generic term for Request for Quote (RFQ), Request for Proposal (RFP), Request for Tender (RFT), or Registration of Interest (ROI).
Broader outcomes	Social, environmental, economic, and cultural benefits that can be achieved through procurement, beyond the immediate purchase.
AoG	All-of-Government – a reference to procurement contracts struck by MBIE on behalf of all government agencies which are available to NMIT to use.

## Ngā Hononga ki Tuhinga kē | Links to other documents

### NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Delegations Policy  
 NMIT Sensitive Expenditure Policy  
 NMIT Information and Records Management Policy

### NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Procurement Procedures  
 NMIT Delegations Register

### TURE WHAI TAKE | RELEVANT LEGISLATION

[Government Procurement Charter](#)  
 Auditor General's [Procurement Guidance for Public Entities](#)  
[Public Records Act 2000](#)  
[Official Information Act 1982](#)