



**Sustainability:** Sustainability considerations will be integrated into procurement decisions, with a focus on minimising environmental impacts. The University and supplier relationships will also seek to promote cultural, economic, and social responsibility.

Procurement is a broad and multifaceted process that covers a range of activities related to acquiring goods, services, and works for an organisation. It encompasses various stages and functions, and its primary objectives are to obtain the necessary resources efficiently, effectively, and in a manner that provides value for money.

## **Key Requirements**

**Needs Identification:** Identifying and defining UC's needs and requirements. This involves determining what goods, services, or works are necessary to support your goals and operations.

**Planning:** Developing a procurement plan that outlines the approach, timeline, and budget for acquiring the needed resources. This includes considering factors like market research, risk assessment, and broader outcomes.

**Market Research:** Analysing the market to identify potential suppliers, assess market conditions, and understand pricing trends. This step helps in making informed procurement decisions.

**Supplier Selection:** Evaluating and selecting suppliers through a competitive processes, proposals, or negotiations. Or attaining services under a secondary procurement process where the supplier and agreed rate card can be used.

**Contracting:** Drafting and negotiating contracts with selected suppliers. Contracts specify the terms and conditions of the agreement, including pricing, delivery schedules, quality standards, KPI's. SLA's and other relevant terms.





### 1.3 *Social Sustainability*

Leverage the University's spend to increase the positive impact on people and contribute to equitable outcomes by

- (a) encouraging the procurement of all goods, services and works at the University to be reflective of our commitment to Te Tiriti o Waitangi (Treaty of Waitangi), a partnership model evident across procurement processes;
- (b) increasing access and opportunities for suppliers that promote socially responsible practices (diversity, acceptance, fairness and inclusiveness, access for people of all abilities) including compliance with legislative obligations to its employees;
- (c) partnering with businesses that give back to their staff by way of wellness initiatives, promotion and paying fairly. This will build good ongoing relationships, negating intellectual property being lost with attrition.
- (d) increasing access and opportunities for suppliers that favour ethical sourcing to ensure
  - products are being sourced in a fair, responsible and sustainable way,
  - workers involved in making them are safe and treated fairly, specifically, the University will make every effort to ensure that modern slavery is eliminated from our supply chain, and
  - that environmental and social impacts are taken into consideration.
- (e) supporting and fostering businesses that are owned and operated by M ori and Pacific communities and organisations (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

### 1.5 *Managing Supply Contracts and Supplier Relationships*

The University will manage contracts and third-party relationships in the following ways:

- (a) In accordance with the terms and conditions of the supply contract.
- (b) In a manner which ensures that the goods, services or works that have been purchased meet contracted expectations and requirements.
- (c) Through developing effective relationships with suppliers, ensuring effective service delivery, maximising value for money, and providing consistent quality for stakeholders and end users.
- (d) Regular meetings to discuss supplier performance, issues, wins, sustainable initiatives. This will be by way of allowing the supplier to measure monthly and report quarterly. Reports to be filed against the contract folder.
- (e) Through effectively and efficiently resolving and escalating issues that arise by using the contract mechanisms to undertake that action.

### **Thresholds and Preferred Suppliers**



## Conditions for Emergency Procurement:

**Imminent Threat:** Emergency procurement may only be initiated when there is a clear and imminent threat to life, property, or the normal functioning of the organisation.

**Official Authorisation:** The decision to engage in emergency procurement must be officially authorised by the designated authority, who will document the justification for the emergency and the need for immediate procurement.

**Expedited Process:** Emergency procurement processes will be expedited to the maximum extent possible, ensuring a swift and efficient response to the emergency situation.

**Transparency and Accountability:** While expedited, emergency procurement activities must adhere to principles of transparency and accountability. Proper documentation, reporting, and audit trails will be maintained.

**Procurement Methods:** Depending on the urgency and circumstances of the emergency, different procurement methods may be employed, including but not limited to direct contracting, sole-source procurement, or utilising existing contracts with pre-approved emergency clauses.

**Review and Reporting:** All emergency procurements will be subject to post-event review and reporting. The designated authority will assess the appropriateness of the emergency procurement and make recommendations for improvement in future emergency response situations.

**Compliance:** Emergency procurements will be conducted in compliance with applicable laws, regulations, and organisational procurement policies. Any deviations from standard procurement procedures will be justified and documented.

## **Key Responsibilities and Functions**





UCPL-4-6

[Gifts Policy \(PDF, 286KB\)](#)

[Fraud Response Policy and Procedures \(PDF, 453KB\)](#)

[Purchasing Card \(P-card\) Policy \(PDF, 797KB\)](#)

[Records Management Policy \(PDF, 574KB\)](#)

[Risk Management Framework \(PDF, 1MB\)](#)

[Sensitive Expenditure Policy \(PDF, 266KB\)](#)

[Sustainability Policy \(PDF, 735KB\)](#)

[Staff Code of Conduct \(PDF, 481KB\)](#)

[Health, Safety and Wellbeing Policy \(PDF 197KB\)](#)

## **Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet**

[Financial Delegations of Authority Schedule \(Staff only\) Financial Services SharePoint site](#)

[Preferred Supplier Directory \(University Financial](#)









