



OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0361.01
Title:	Management of Non-personnel Contracts	
Classification:	Operations	
Chief Executive Approval:	Effective Date: 1 September 2018	Review Date: 1 August 2021
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive Corporate Services and/or Director Business Services	

Purpose To outline the policy, procedures and resources for the management of Non-personnel contracts at Otago Polytechnic.

- Policy**
1. **Guidelines for Entering into Contracts** - Any contracts which are entered into should contribute to the following strategic goals of the Polytechnic as well as meeting the specific goals of the Polytechnic area concerned:
 - achieve educational excellence
 - make a difference to our environment
 - collaborate with our communities to make a difference, prioritising Kai Tahu
 - be a resilient organisation.
 2. **Formal Leaders** within the Polytechnic are empowered and resourced to manage contracts in their area of responsibility and to their delegation limit.
 3. **Role of the Contract Manager** - The Contract Manager will support Otago Polytechnic formal leaders by:
 - a. Overseeing contracts of higher value and higher risk (as defined in *Delegation of Contract Management* procedures) including procurement
 - b. Developing and maintaining generic contract templates and other contract resources
 - c. Reviewing contracts for risk prior to signing where required by policy, or where requested
 - d. Liaising with lawyers for specific contract related issues.
 4. **Relevant Procedures and Policies** - Formal leaders will follow these policies and procedures when dealing with contracts on behalf of Otago Polytechnic:
 - a. *MP0303 Authorities and Delegations from Chief Executive** regarding which contracts specific formal leaders can negotiate and commit to on behalf of Otago Polytechnic.
 - b. *Delegation of Contract Management*** for the process to enter into and manage lower value/lower risk contracts independent of Contracts Manager involvement.
 - c. *Contracts Management Delegation Register*** regarding the delegation level for each formal leader.
 - d. *CP0013 Procurement and Purchasing Policy** to select particular procurement methods to purchase goods or services for Otago Polytechnic, and for guidance around ethical procurement.



- e. *Procurement Process Flowchart*** for a summary of the current procurement processes under policy *CP0013 Procurement and Purchasing Policy* for goods/services worth over \$10,000.
- f. *RFP/Tender Checklist for Tender Board Approval*** for use in the formal RFP/Tender process to accompany the final recommendation to Tender Board to select a supplier.

**Above listed policies can be found on the Otago Polytechnic website www.op.ac.nz*

***Above listed documents and checklists are available on internal intranet site Tūhono, or can be requested from Contracts Manager Ruth Millhouse, ruth.millhouse@op.ac.nz*

5. **Other Resources** available to formal leaders are:

- a. Contract templates (on Tūhono or by request from Contracts Manager ruth.millhouse@op.ac.nz) – generic templates of various contracts, including clinical placement
- b. Contracts database (Contract Eagle) with licenced users in most academic/service areas, used to store contracts and related information, and to generate automated reminders of contract events such as expiry/renewal
- c. Information about current corporate suppliers on Tūhono
- d. Lawyers, including specialist advice available through the All of Government External Legal Services contract.

Referral Documents

MP0303 Authorities and Delegations from Chief Executive

CP0013 Procurement and Purchasing Policy

CP0012 Conflict of Interest

Delegation of Contract Management

Contracts Management Delegation Register

Procurement Process Flowchart

RFP/Tender Checklist for Tender Board Approval

Approved by Chief Executive

Date: 1 September 2018

