

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p align="center">CONTRACTING – CONTRACT STANDARDS</p>	<p align="center">Policy 3.6.2 Protocol 1</p>
<p align="center">CONTRACTING PROTOCOL</p>		

PURPOSE

That all Bay of Plenty District Health Board (BOPDHB) contracts will be prepared approved and signed in accordance with organisational standards and BOPDHB policy 3.1.1 Delegations.

STANDARDS TO BE MET

All contracts, leases and licenses must be drafted and / or entered into the Contracts Register.

Exclusions include:

- Planning and Funding documents entered on the Health Information Network (HIN)
- Employment contracts
- Property Services leases and licenses entered on the Property Services Management System.
- Property Services construction contracts

Contract Requirements

1. A Full Standard Contract is required if:

- 1.1 The service being provided involves total revenue or cost commitment of more than \$50,000.
- 1.2 The Service Manager, relevant General Manager (GM), GM Governance & Quality, Chief Executive Officer (CEO) or Board desire it.
- 1.3 BOPDHB is entering into any financial agreement including loans or investments.
- 1.4 Leases and rentals are involved.
- 1.5 Purchase and / or disposal of land and buildings are involved.
- 1.6 Contractors are using or developing intellectual property and BOPDHB wishes to ensure that the intellectual property rights are protected.
- 1.7 BOPDHB is approving access to facilities.
- 1.8 Consultants are engaged in any study or report.
- 1.9 Contractors are working on BOPDHB premises especially if they have access to essential services (e.g. power, water, computer systems) or are undertaking activities which could compromise supply of essential services.

2. Contract Validity: Full Standard Contract

- 2.1 All contracts that involve total revenue or cost commitment of more than \$50,000 must be reviewed and approved by the GM Governance & Quality for compliance with legal and legislative obligations.
- 2.2 Contracts must be submitted for approval with a completed cover sheet. Once the contract has been approved the GM Governance & Quality will sign the coversheet and return to the contract owner.
- 2.3 No contract that fits the criteria for legal signoff is to be signed without this signoff being obtained.
- 2.4 All contracts must be approved / signed in accordance with the delegated authority.
- 2.5 All original copies of signed contracts are to be scanned and linked to the Contracts Register. The location of the hard copy is to be recorded in the Contracts Register.
- 2.6 Hard copies are to be filed by either Purchasing or the Service Business Leader.

Issue Date: Oct 2015	Page 1 of 3	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
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Protocol Steward: Risk Management Co-ordinator	Authorised by: GM Governance & Quality	

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3. A Letter of Agreement may be used if:

- 3.1 The service being provided involves total revenue or cost commitment of less than \$50,000.
- 3.2 BOPDHB is offering access to students for training or work experience. The contract may be with the educational institute / authority, the student, or both parties.
- 3.3 BOPDHB is sponsoring a project or is being sponsored.

4. Contract Validity: Letters of Agreement will be:

Drafted using the approved template.

5. Standard Contract Formats

- 5.1 All contracts initiated by BOPDHB will use one of the authorised standard form contracts.
- 5.2 Whenever possible providers will be encouraged to contract using the BOPDHB contract templates.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 3.1.1 Delegations
- Bay of Plenty District Health Board policy 3.5.8 Purchasing
- Bay of Plenty District Health Board policy 3.5.10 Procurement
- Bay of Plenty District Health Board Form FM.C14.1 Contract Coversheet
- Bay of Plenty District Health Board Form FM.C14.2 Letter of Agreement Template
- Bay of Plenty District Health Board Form FM.C14.3 Contract for Supply of Goods Template
- Bay of Plenty District Health Board Form FM.C14.4 Contract for Supply of Products Template
- Bay of Plenty District Health Board Form FM.C14.5 Contract for Provision of Services Template
- Bay of Plenty District Health Board Form FM.C14.6 Terms of Trade for Supply of Goods (Capital Items)
- Bay of Plenty District Health Board Form FM.C14.7 Terms of Trade for Supply of Products
- Bay of Plenty District Health Board Form FM.C14.8 Terms of Trade for Provision of Services

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Bay of Plenty District Health Board Contracts Process

