

Learning Assessment Guide

Unit Standard 20921 – Version 1

Manage contracts in a public sector procurement process

Level 6 – 8 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Task sheets for you to complete.
- A Manager Verification Form.
- The summary Assessment Guide that the assessor will use to assess your competence.

The assessment tasks are designed to demonstrate that you can:

- establish a contract management strategy for a specified contract in a public sector procurement process
- monitor and maintain the performance of a contract
- complete contracts and implement contract review strategy.

Please review the unit standard before starting this assessment. The special notes section contains useful definitions and references to resources.

What do I do now?

- Read through all of the information contained in this Learning Assessment Guide.
- Familiarise yourself with each assessment task and the instructions.
- Contact your assessor if necessary to clarify anything you are unsure of.
- Complete the assessment tasks as agreed on with your assessor.
- Contact your assessor when you have finished the assessment tasks.
- Make sure you keep a copy of your completed assessment task if you are mailing the original copy to your assessor.

KIA KAHA and GOOD LUCK

Assessment Task One – Elements 1, 2 and 3

Introduction

This integrated assessment task is designed to assess your ability to:

- establish a contract management strategy for a specified contract in a public sector procurement process
- monitor and maintain the performance of a contract
- complete contracts and implement contract review strategy.

Task Instructions

You are required to present evidence that you have successfully undertaken the above in your workplace during the last two years or so. You must have been solely or largely responsible for these activities.

You are required to present evidence for and discuss **two** separate contract management processes.

Suitable evidence could include:

- Contract documentation including contract variations
- Audit reports
- Contract management plans
- Procurement procedures
- Approvals documentation / delegations
- Satisfaction / user surveys
- File notes
- Procurement policy
- Minutes of contract review meetings

This evidence should be presented in a folder with clearly marked sections and explanatory notes where required. If documents cannot be copied, your assessor may be able to view them at your workplace.

The folder should have a cover sheet documenting the contents of the folder and be certified by your manager as being largely or solely your own work. A sample cover sheet follows.

Your assessor will review your evidence, discuss it with you and ask supplementary questions. Be prepared to provide explanations and analysis.

The following checklist will be used to record the assessment. Please ensure that you provide evidence for all elements and criteria. If this is not possible, discuss this with your assessor before your review session.

Unit Standard 20921 V1 Evidence Cover Sheet

Learner:

Date:

Manager Name:

Signature:

_____ (name of learner) is currently being assessed toward Unit Standard 20921 v1, Manage contracts in a public sector procurement process. S/he has been asked to show you any documentation submitted for assessment.

Your knowledge of the learner and his/her work is sought to confirm that the following documents are largely or solely the work of the learner (learner to list below).

Unit Standard 20921 V1 Assessor Checklist

Learner:

Date:

Assessor:

1. Establish a contract management strategy for a specified contract in a public sector procurement process. (2 contracts required)

Criteria	Contract 1 Demonstrated?	Contract 2 Demonstrated?
Contract requirements are re-confirmed with all parties.	Yes / No	Yes / No
Communication and information strategies are established and monitored.	Yes / No	Yes / No
Start up or transition arrangements are confirmed and implemented.	Yes / No	Yes / No
Syndicated contract arrangement, when in place, is assessed for its impact on the management strategy and market.	Yes / No	Yes / No
Management strategy, including any particular requirements for syndicated procurement contracts, is documented, monitored for effectiveness and adapted as necessary during the life of the contract.	Yes / No	Yes / No

Comments / Examples

2. Monitor and maintain the performance of a contract.

(2 contracts required)

Criteria	Contract 1 Demonstrated?	Contract 2 Demonstrated?
Relationship with contractor is managed in accordance with agreed management strategy and organisational policies and procedures.	Yes / No	Yes / No
Performance of the contract is monitored against performance indicators to ensure all obligations under the contract are being met.	Yes / No	Yes / No
Obligations to the contractor are met in accordance with the contract.	Yes / No	Yes / No
Emerging and potential risks are identified and managed in accordance with organisational risk management procedures.	Yes / No	Yes / No
Contract variations are managed in accordance with the contract and organisational policies and procedures.	Yes / No	Yes / No
Disputes and / or complaints are investigated and resolved or referred in accordance with contractual provisions.	Yes / No	Yes / No
Communication on the performance of the contract is maintained with all relevant stakeholders in accordance with organisational policies and procedures.	Yes / No	Yes / No
Contract information is maintained for organisational purposes in accordance with organisational policies and procedures.	Yes / No	Yes / No

Comments / Examples

3. Complete contracts and implement contract review strategy. (2 contracts required)

Criteria	Contract 1 Demonstrated?	Contract 2 Demonstrated?
Contracts are finalised, cancelled or terminated in accordance with contractual provisions.	Yes / No	Yes / No
Strategies to manage close-out, renewal of contract, or transition to a new contract meet organisational policies and procedures, government guidelines and relevant directives.	Yes / No	Yes / No
Review includes contract management, supplier performance relevant to measures at each stage of the contract, user satisfaction and audit results.	Yes / No	Yes / No
Where measures or outcomes are not met in full, variances are documented and explained, in accordance with organisational policies and procedures.	Yes / No	Yes / No
Information from the audit review is used to report on provider performance and review contract management practice, and to make recommendations for improvement.	Yes / No	Yes / No

Comments / Examples

Assessment Task Two – Elements 1, 2 and 3

Introduction

This integrated assessment task is designed to assess your ability to:

- establish a contract management strategy for a specified contract in a public sector procurement process
- monitor and maintain the performance of a contract
- complete contracts and implement contract review strategy.

Task Instructions

Ask your manager to complete the following Verification Form. Please ensure that you give them a copy of the unit standard.

You will need to explain:

- the assessment process if they are unfamiliar with it,
- that the assessor may contact them to discuss their responses.

Return the form to the assessor once it has been completed.

Unit Standard 20921 V1 Manager Verification Form

Learner:

Date:

Manager Name:

Signature:

Contact Details:

_____ (name of learner) is currently being assessed toward Unit Standard 20921 Manage contracts in a public sector procurement process. Your knowledge of the work of the learner is sought to confirm that they are able to undertake the following:

1. Establish a contract management strategy for a specified contract in a public sector procurement process. (2 contracts required)

Criteria	Contract 1 Demonstrated?	Contract 2 Demonstrated?
Contract requirements are re-confirmed with all parties.	Yes / No	Yes / No
Communication and information strategies are established and monitored.	Yes / No	Yes / No
Start up or transition arrangements are confirmed and implemented.	Yes / No	Yes / No
Syndicated contract arrangement, when in place, is assessed for its impact on the management strategy and market.	Yes / No	Yes / No
Management strategy, including any particular requirements for syndicated procurement contracts, is documented, monitored for effectiveness and adapted as necessary during the life of the contract.	Yes / No	Yes / No

Comments / Examples

2. Monitor and maintain the performance of a contract.

(2 contracts required)

Criteria	Contract 1 Demonstrated?	Contract 2 Demonstrated?
Relationship with contractor is managed in accordance with agreed management strategy and organisational policies and procedures.	Yes / No	Yes / No
Performance of the contract is monitored against performance indicators to ensure all obligations under the contract are being met.	Yes / No	Yes / No
Obligations to the contractor are met in accordance with the contract.	Yes / No	Yes / No
Emerging and potential risks are identified and managed in accordance with organisational risk management procedures.	Yes / No	Yes / No
Contract variations are managed in accordance with the contract and organisational policies and procedures.	Yes / No	Yes / No
Disputes and / or complaints are investigated and resolved or referred in accordance with contractual provisions.	Yes / No	Yes / No
Communication on the performance of the contract is maintained with all relevant stakeholders in accordance with organisational policies and procedures.	Yes / No	Yes / No
Contract information is maintained for organisational purposes in accordance with organisational policies and procedures.	Yes / No	Yes / No

Comments / Examples

3. Complete contracts and implement contract review strategy. (2 contracts required)

Criteria	Contract 1 Demonstrated?	Contract 2 Demonstrated?
Contracts are finalised, cancelled or terminated in accordance with contractual provisions.	Yes / No	Yes / No
Strategies to manage close-out, renewal of contract, or transition to a new contract meet organisational policies and procedures, government guidelines and relevant directives.	Yes / No	Yes / No
Review includes contract management, supplier performance relevant to measures at each stage of the contract, user satisfaction and audit results.	Yes / No	Yes / No
Where measures or outcomes are not met in full, variances are documented and explained, in accordance with organisational policies and procedures.	Yes / No	Yes / No
Information from the audit review is used to report on provider performance and review contract management practice, and to make recommendations for improvement.	Yes / No	Yes / No

Comments / Examples

Thank you for your assistance.

Assessment Guide

The following guide will be used to assess your competence with unit standard 20921 V1:
Manage contract in a public sector procurement process.

Task / Element	Evidence required	Judgment	Checklist
<p><i>Task 1 / Elements 1, 2 & 3</i></p> <p>This task requires learners to demonstrate the following in relation to two contracts management processes.</p> <ol style="list-style-type: none"> 1. Establish a contract management strategy for a specified contract in a public sector procurement process. 2. Monitor and maintain the performance of a contract. 3. Complete contracts and implement contract review strategy. 	<p>Documentary evidence, discussion and questioning results in the completion of all parts the Assessor Checklist.</p> <p>Discussion and responses should be recorded by the assessor.</p> <p>Evidence Cover Sheet signed by Manager.</p>	<p>Completed Assessor Checklist demonstrates the ability of the learner to:</p> <ol style="list-style-type: none"> 1. Establish a contract management strategy for a specified contract in a public sector procurement process. 2. Monitor and maintain the performance of a contract. 3. Complete contracts and implement contract review strategy. 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 2 / Elements 1, 2 & 3</i></p> <p>This task requires the learner to arrange for their Manager to complete the Manager Verification form, confirming their ability to:</p> <ol style="list-style-type: none"> 1. Establish a contract management strategy for a specified contract in a public sector procurement process. 2. Monitor and maintain the performance of a contract. 3. Complete contracts and implement contract review strategy. 	<p>Fully completed Manager Verification Form.</p>	<p>The completed Manager Verification form confirms the ability of the learner to:</p> <ol style="list-style-type: none"> 1. Establish a contract management strategy for a specified contract in a public sector procurement process. 2. Monitor and maintain the performance of a contract. 3. Complete contracts and implement contract review strategy. 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>