

J Floyd
fyi-request-22666-0555dae6@requests.fyi.org.nz

26 May 2023

Dear J Floyd,

OIA 22-23-57: Procurement Processes at NZTE

Thank you for your email of 3 May to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

1. *What training is given to NZTE employees on the Government Procurement Rules?*
2. *What oversight and review is undertaken to ensure the Government Procurement Rules are followed?*
3. *Is the CEO of NZTE confident that the intent of the Government Procurement Rules is followed within NZTE?*

Answers to your questions are as follows:

1. Procurement training on NZTE's procurement processes (which includes reference to the Government Procurement Rules) is provided on an as required basis. NZTE's internal systems also contain guidance material which refers to the Government Procurement Rules.
2. NZTE's policy document (referred to as the Fine Print) requires that planning for all New Zealand procurements over \$20,000 needs Business Operations Manager approval. In addition, NZTE's procurement processes are subject to both internal audit by NZTE's Business Assurance team on a risk prioritisation basis and external audit by the Office of Auditor General in accordance with the areas of focus in their annual plan.
3. NZTE's approach to procurement is outlined in our answers to questions one and two above. We note that an agency is not obliged to form an opinion to answer an official information act request, so we are refusing your request under section 18(g)(i) of the OIA. NZTE can confirm that:
 - (a) The Government Procurement Rules are specifically mentioned in the Fine Print Procurement Guideline as being something NZTE must comply with. All NZTE contractors and employees must follow the Fine Print.
 - (b) NZTE's procurement procedures incorporate the intent of the Government Procurement Rules.

You have the right under section 28(3) of the Act to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at: www.ombudsman.parliament.govt.nz or freephone: 0800 802 602.

Yours sincerely



Melissa Trochon
Director – Board & Ministerial