



**\* Delegations and Escalations**

Is the procurement level above my delegated authority?

Yes → Escalate approval

No → Proceed with Procurement

In-house work for Land Transport activities may require NZTA approval

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**\*\* Specialisation**

Procurement is regarded as Specialised if the supplier has any particular:

- Equipment
- Information technology
- Technical compliance (e.g. approved contractor)
- Personnel
- Experience/Knowledge
- Ability to meet a timeframe
- Ability to supply goods or services efficiently due to a unique opportunity
- Specialised technique or unique process

and any of these attributes are required to obtain a better value for money result

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**\*\*\* Minor Procurement**

Procurement is regarded as minor if:

1. The item is within approved budgets
2. The procurement is ad hoc, not an ongoing commitment beyond one year
3. Suppliers prices are likely to be similar