

COVID-19 Contractor Variation Claim Quality Assurance And Payments Process For Medium and Minor Works

Contractor

Start

1. Submit proposed Covid-19 variation claim.

Contractor submits to Delivery Manager for Ministry projects (DM) or External Project Manager for School led projects (PM) the proposed value of Covid-19 variation claim with supporting information. This should be submitted as a proposed value for assessment and not a payment claim. Claims should be submitted as soon as practicable.

If not already issued Contractor issues payment claim to DM/PM for notified value of variation.

8. Issues payment claim

10. Issue GST invoice

Contractor issues to DM/PM a GST invoice for amount in payment schedule. **Note Covid-19 variations must be issued as a standalone invoice.**

= Notes/Action
= Step

DM/PM

2. Assess claim in accordance with guidance

DM/PM assesses claim in accordance with the Contract and Ministry Guidance. The value is to be agreed by the DM/PM and Contractor in the first instance. Failing agreement, the value is determined by the DM/PM.

Where a payment claim is received prior to the valuation being agreed or determined then the DM/PM may follow usual Contract payment requirements and issue a payment schedule within 15 working days. DM/PM to note all Covid-19 variation claims paid on-account subject to adjustment in subsequent payment schedules pending Ministry's Covid-19 QA review. Proceed to step 10 for payment and continue with QA Process.

3. Complete assessment pending Covid-19 variation claims quality assurance review

DM/PM's are asked to complete their assessments pending the Ministry's Covid-19 variation claims quality assurance review.

4. Complete COVID-19 Claims Pro-forma

DM/PM completes Ministry Covid-19 claims pro-forma and submits to COVID19Variations@education.govt.nz for quality assurance review.

7. Notifies value of claim

DM/PM notifies Contractor of value of variation claim.

9. Issue provisional payment schedule

DM/PM follows Contract payment requirements and issues payment schedule within 15 working days of receipt of the payment claim. DM/PM to advise Contractors all Covid-19 variation claims are paid on-account pending Ministry's Covid-19 QA review.

11. Payment schedule adjustment

DM/PM to implement any adjustments or deductions, if required to reflect any post QA valuation, as set off against amounts payable in subsequent payment schedules.

End

Ministry QA Team

5. Covid-19 QA process

The Ministry COVID-19 claims admin team will review the claims pro-forma and may request further information from DM/PM's.

6. Notify results of QA process

The Ministry COVID-19 claims admin team will notify DM/PM's of the results of its Covid-19 QA review.

EIS Finance

10. Pay Contractor / School

Ministry-led projects
The scheduled amount is paid by the Ministry to the contractor in accordance with usual payments process.

School Led Projects
The scheduled amount is paid by the Ministry to the school in accordance with usual project funding process.