

Policy on Use of External Suppliers – 5.1

Queenstown Lakes Community Housing Trust
16 June 2010

Background

The Queenstown Lakes District has a relatively small but thriving population with a high number of talented and entrepreneurial individuals and companies. Many of QLCHT's clients are employees of locally owned companies and some are self-employed themselves.

The Trust acknowledges the importance to the regional economy of supporting local suppliers where possible for its own developments as well as for financial, technological, administrative and other services which arise.

However, QLCHT also recognises that there cannot be a blanket policy on the utilisation of local suppliers-only. Skills, expertise and financial advantages of non-local suppliers should not be sacrificed at the expense of the Trust.

Policy Adopted Trustee Meeting August 2010

It is recommended the following criteria are adopted for consideration and comparison when selecting external suppliers;

(i) *Skills and Expertise* – the successful supplier will be able to demonstrate a high level of skills relevant to their area of specialty, with proven examples to support.

(ii) *Financially Competitive* - the chosen supplier should not charge out at a significantly higher level than its competitors. Where possible a fixed price contract or quote is preferable to an hourly charge rate.

(iii) *Sound Environmental Practices* – where possible QLCHT should favour contractors who operate their company with high environmental standards – for example architects who favour sustainable building design and maximum use of solar gain.

(iv) *Concordance with Existing QLCHT Framework* – the successful service provider should be mindful of QLCHT's own policies and practices and be able to fit in accordingly.