

**CONSULTANCY CHECKLIST**

**Section 1: To be completed by Contract Manager**

Name of Project: Air New Zealand: Proposal for a Strategic Partner

Name of Contractor: First NZ Capital Group Limited

Output Code: 1-340214-08-422

Contract manager to certify that:

- scoping of consultancy need has been assessed and monitoring processes are in place, in accordance with Treasury policy on management of consultants.
  
- filenote re selection process attached. Yes  
  
(If competitive tendering was not used a file note must be prepared documenting the reasons and process for consultant selection.)
  
- total contract costs are identified as follows, and a project budget has been prepared that forecasts the estimated monthly expenditure.

TOTAL CONSULTANTS COST:	\$186,375
ESTIMATED DISBURSEMENTS:	\$
ESTIMATED TOTAL CONTRACT:	\$186,375

.....  
Signed by Contract Manager

**Section 2: To be completed by Legal Directorate**

Legal Directorate to certify that the contract document meets with all the Treasury's legal requirements.

.....  
Signed by Legal

**Section 3: To be completed by Branch Administration Manager**

Confirmation that funds are available in the Branch Budget, and a project budget has been prepared that forecasts the estimated monthly expenditure.

.....  
Signed by Branch Administration Manager

**Section 4: Approval by Branch Manager**

For all consultancy projects in excess of manager's financial delegations (i.e. in excess of \$50,000 including GST), approval of the Branch Manager is required.

.....  
Signature of Branch Manager

**Section 5: Documents lodged with Branch Administration Manager**

Copies of all contracts and completed checklist to be held by Branch Administration Manager.

.....  
Signed by Contract Manager