

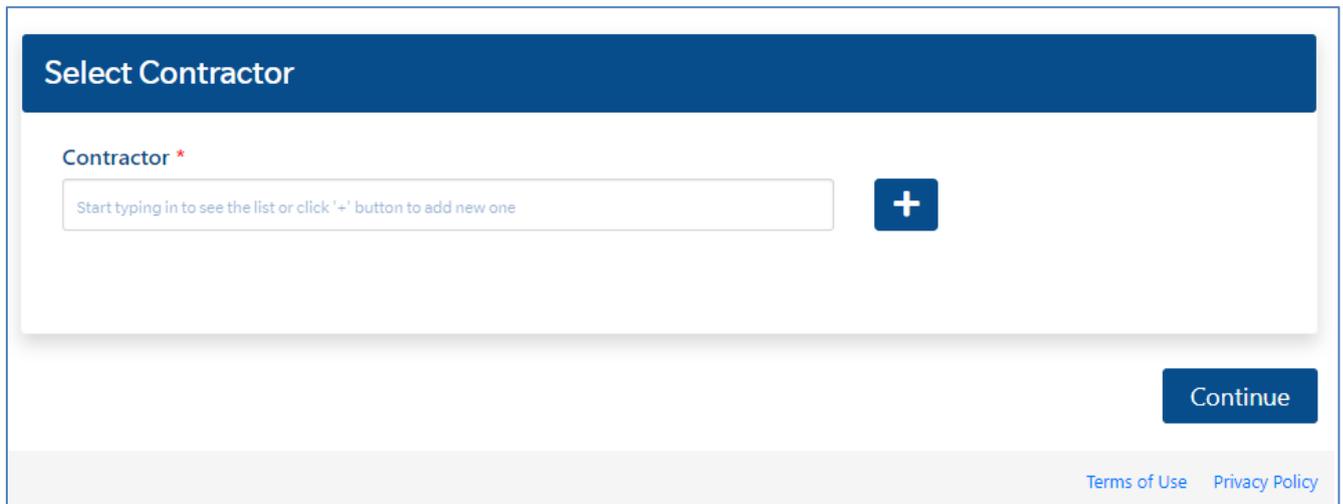
CONTRACT WORKS INSURANCE

Procedure for obtaining a Contract Works Insurance Certificate

Go to the Marsh Website (<https://www.marsh.com/nz/industries/public-sector/ministry-of-education-contract-works-facility.html>). The screen below will appear.



Click the Link to begin and the screen below will appear



Start typing the contractor legal name and once correct contractor selected, hit “Continue”.



If the Contractor name starts with initials (e.g. A D Bridges & Sons contracting Ltd) then you should make sure the spacing and/or punctuation is correct).

In the screen below complete the details and hit “Continue”. Those marked * are required fields.

General Information

Helios or PMIS No

Project Manager PM Email Address *

Local Office * School *

Start Date * End Date *

Works Description *

Non Standard Work

First MOE Project
Select if this is the first time you have worked with the Ministry
 Yes

Continue



Helios or PMIS Project Number(s):

(i) For Ministry projects: Please make sure you are inputting the Helios number(s) or PMIS number when entering the project details:

- Helios numbers start with 2 and have six digits e.g. 204561
- PMIS numbers start with 1 and have six digits e.g. 174565

If you do not have the Helios / PMIS number please contact the School Property Advisor.

(ii) For Board funded projects: please enter “BoT Funded” in the Helios or PMIS No. field.

Project Manager:	Full name.
PM Email Address:	Project Manager’s email address.
Local Office:	Click on drop down tab to find Ministry office.
School:	Start typing the school name and select once correct school found.
Start Date:	Works commencement.
End Date:	Practical Completion (do <u>not</u> include the ‘defects period’).
Works Description:	A short summary of the work to be undertaken.
Non Standard Description:	Covers non-standard work picked up in this project.
First MoE Project:	Check box if this is the Ministry’s first project with the contractor.

In this screen choose the work category and enter the contract Price (excl GST).
Enter details of major sub-contracts if applicable and hit "Continue" once everything is correct.

Contract Category and Cost Information

Work Category *

Contract Price

BAU(Business As usual)

BIP(Building Improvement Programme)

New School

Canterbury Recovery

Principal Supplied Materials

Cat. Sub Total **\$0.00**

Sub Contractor Details

Name	Work Category	Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

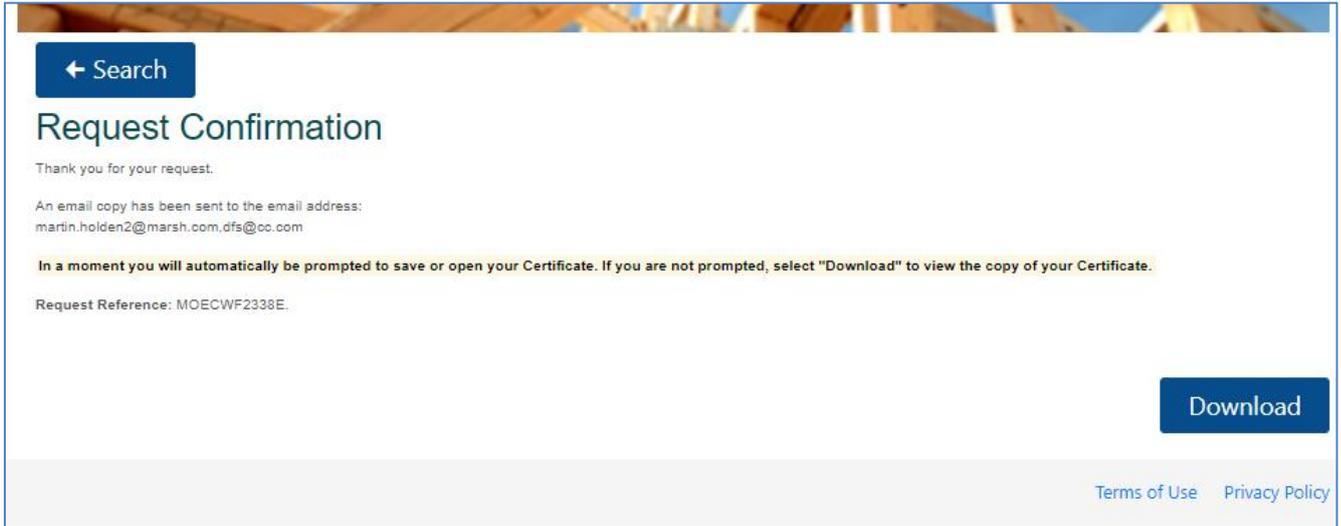
S.Con. Sub Tot **\$0.00**

Contract Total **\$0.00**



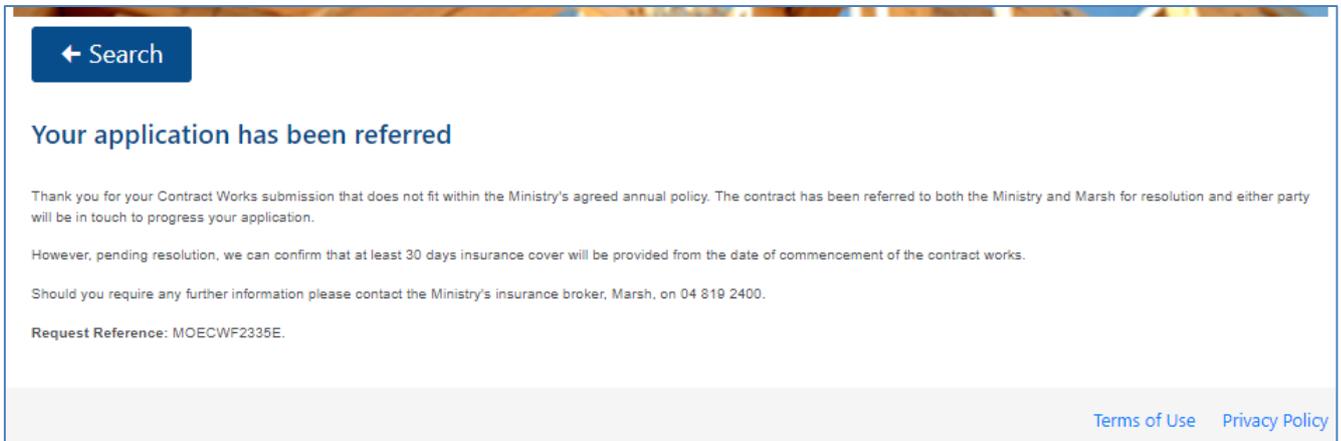
- (i) If you think you have made any errors you can go back to the previous screen to check/correct these before you hit Continue. Once you have hit Continue do not attempt to re-enter any details, just email moe_cws@marsh.com with the request number and we will make the corrections needed.
- (ii) Do not be concerned with the symbol that may appear when you hit Continue, this will disappear and be replaced with one of the following screens.

This indicates the request has been accepted, and has the reference number.



- (i) You can download the certificate if you wish or you can cancel the download and wait for the email.
- (ii) If you have more than one request to enter, hit “Search” and you will be taken back to the first screen.

The screen below indicates the request has not been accepted, and has the reference number.



The only reason for the request not being accepted will be that the construction period is >18 months and/or the Contract Price is >\$15 million.

Where this is the case you will be asked to provide additional information to allow the insurers to confirm acceptance. In general the information required for acceptance will be:

- A copy of the contract (just Schedules 1 and 2);
- Representative drawings and elevations (not the whole 9 yards please);
- Site Plan;
- A breakdown of the contract price into the separable portions, if applicable, (approximate is OK if not formally separated);
- Scope of works summary;
- Programme;
- Interpretive geotech report (just the words please not bore logs).