

Management report to Council

Agenda item 6.3

E-Tendering Solution

29 July 2014

Presenter: Phu Nguyen, Chief Financial Officer

Purpose and background

1. The purpose of this report is to propose to enter into a contract for the provision of an E-Tendering Solution for a period of five years.
2. The E-tendering Solution is an electronic tender box which allows potential suppliers to download tendering documentation and upload their submissions.
3. The current contract for the provision of an electronic tender box expires on 23 September 2014.
4. A Registration of Interest (ROI) was undertaken to provide an open and competitive process which was followed by a Request for Quotation.
5. The ROI was advertised in 'The Age' newspaper on Saturday 24 May 2014 and closed on Monday 2 June 2014.
6. The weightings of the evaluation criteria as declared in the ROI were Cost (60 per cent), Features of the Proposed Solution and Implementation (30 per cent), Local content, Training, Support and Maintenance (10 per cent).

Key issues

7. During the evaluation process demonstrations were provided by the shortlisted organisations to better understand the features of their proposed solution.
8. The features of the proposed solution as well as customer service, local content, ongoing support and maintenance were considered in the decision making process.
9. Four organisations were non-conforming.
10. Fairfax Digital Australia/New Zealand Pty Ltd is being recommended.
11. The cost to Council for the E-Tendering Solution is \$12,500 (ex GST) over a period of five years. There will be no charges to suppliers to use the E-Tendering Solution.

Recommendation from management

12. That Council award the contract for the processing of E-Tendering Solution to Fairfax Digital Australia/New Zealand Pty Ltd trading as Tenderlink.com for a term of five years for a contract sum of \$12,500 (ex GST) for the term of the contract and otherwise in accordance with the negotiated terms and conditions of the contract.

Attachment

1. Supporting Attachment

Supporting Attachment

Legal

- Ongoing legal advice will be provided as required.

Finance

- The cost to Council will be \$12,500 (ex GST) over a five year period. The amount will be \$2,500 (ex GST) per annum.

ROI and RFQ evaluation summary

- ROI and RFQ Evaluation Panel:

Title and/or company	Generalist or Nominated Speciality	Full / Advisory Member
Procurement Specialist, CoM	Generalist (Chair)	Full
Tender Administrator, CoM	Generalist	Full

ROI: The summary of final scoring for the 6 conforming organisations is shown below:

Summary of final scoring				
Company	Price <i>(Refer to Note 1)</i>	Financial score	Non-financial score	Total score
Fairfax Digital Australia and New Zealand Pty Ltd T/A TenderLink	\$12,500	48	36	84
Registrant A	\$10,000	60	21	81
Registrant B	\$20,000	30	33	63
Registrant C	\$17,150	34.99	20	54.99
Registrant D	\$52,500*	11.43	31	42.43
Registrant E	\$33,000	18.18	17	35.18

Note 1: All prices were based on a 5 year term except for Registrant D which was based on a 3 year term.

Conflict of interest

4. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Stakeholder consultation

5. No external stakeholder consultation was proposed or undertaken as any transition would require a simple registration at no cost to the suppliers.

Corporate social responsibility

6. Local Content was included as part of the evaluation criteria. There were no other corporate social responsibility opportunities identified due to the nature and the size of the service.
7. Utilizing an e-tender box will reduce the paper usage significantly. A reduction of approximately 3050 reams of paper per annum can be achieved.