

POS	REPORTS TO COUNCIL OR DELEGATED AUTHORITY – TENDERS ETC.	PSES15
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POSITION STATEMENT CODE:	PSES15
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	12 October 2006
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

It is critical that reports prepared by staff for Council or Delegated Authority in respect of Tenders, Expressions of Interest, Requests for Proposals and Request for Quotations contain adequate information on which the Council or Delegated Authority can make a considered decision.

PURPOSE:

To make staff aware of the matters to be included when preparing reports to Council or Delegated Authority concerning the award of tenders, expressions of interest etc.

POSITION:

(1) Introduction

The general format of items regarding tenders, expressions of interest etc. is as set out in Position Statement PSES7 'Reports to Council'. However, specific information is required in each of the sections as set out below. Additional information can be supplied if considered relevant.

(2) Background

Include any historical information relative to the tender which adequately describes its origin and purpose. Also include here whether an Elected Member has requested that the tender be brought to Council for decision and advertisement details.

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(2) Submission

Include when Tender closed, how many submissions received and details of who submitted tenders or responses (Company & Trading Names).

(3) Report

To contain:

- (a) Statement on number of compliant and non-compliant Tenderers or Respondents with brief details of reasons for non-compliance.
- (b) Criteria being assessed and weighting percentage for each, Eg.

Evaluation Criteria:	
Demonstrated Experience	%
Key Personnel & Resources	%
Methodology	%
Price	%
Total	100%

- (c) Short statement on the tender intent/requirements and any generic information relative to the submission overall.
- (d) Evaluation Panel (list by name and position).
- (e) Scoring Table, shown as follows:

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total Score
	00%	00%	100%
	%	%	%
	%	%	%
	%	%	%
	%	%	%

- (f) Evaluation Criteria Assessment – A short statement on each submission's non-cost criteria assessment under separate headings for each criteria and a summation on the reasons (i.e. Strengths of their submission) why the recommended Tenderer or Respondent is to be awarded the Contract.

(4) Strategic Plan/Policy Implications

Include the most appropriate i.e. Growing City, Infrastructure etc. – Refer to Recommendation/Agenda Item Template.

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(5) Budget/Financial Implications

Details shall include:

- (a) Funds (GST Exclusive) allocated in the Budget and budget number (s).
- (b) Percentage cost increase over previous Contract (if any) for the same goods and/or services.
- (c) Increase in annual operating costs and how any increases are to be accommodated within the existing funds allocation.

(6) Legal Implications

Sec. 3.57 of the Local Government Act, 1995 and Part 4 of the Local Government (Functions and General) Regulations, 1996, refer.

(7) Risk Management Implications

Inform Council of risks that might be encountered if the recommendation/s presented are either followed or not followed (risk management considerations apply equally to Council taking no action). Explain succinctly the risk associated in accordance with the City of Cockburn Risk Framework, ie. the implications in terms of precedent, exposure of the City if Council defers or does not support the recommendation/s in the report.

(8) Community Consultation

N/A. Or Detail any community consultation.

(9) Attachments

The following Confidential Attachments are provided under a separate cover:

- Compliance Assessment
- Consolidated Evaluation Panel Score Sheet
- Tendered Prices

(Include other attachments as appropriate).

(10) Advice to Proponent(s)/Submissioner(s)

Advice that Tenderers or Respondents have been informed of the date of the Council Meeting at which the Tender, Expression of Interest etc. will be considered. Or N/A.

(11) Implications of Section 3.18(3) of the Local Government Act, 1995

Nil