

BARKLY REGIONAL COUNCIL



Resolution Register 2020

Procurement Sub Committee Meetings

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3.1 Minutes from Previous Meeting

MOTION

That the Sub-Committee:

- a) Receive and Note the minutes from the previous Sub-Committee meeting on the 15 October 2019.

RESOLVED

Moved: Member Kris Civitarese

Seconded: Member Sid Vashist

CARRIED UNAN.

Resolved PRO 1/20

3.2 Tender Processes

MOTION

That the Sub-Committee:

- a) Review and propose any improvements to the Tender Process outlined in this report.

RESOLVED

Moved: Member Sid Vashist

Seconded: Member Kris Civitarese

CARRIED UNAN.

Resolved PRO 2/20

ACTION ITEM: Send out the tender questions to Sub-Committee as requested by Cr. Civitarese.

Cr. Civitarese wanted to ensure that the tender questions are always relevant to the scoring. For example if Indigenous employment is a question or component of the tender then it needs to be scored in the evaluation process otherwise it is time wasted for the applicant, if it is not going to affect their ability to win the job.

Cr. Civitarese also mentioned that the price is weighted heavily so there is no to overcome this and questioned if it should be reduced.

Steve Moore and Santosh Niraula explained that because financial capacity of Council is a significant factor when awarding tenders, particularly for large, expensive projects.

The Sub-Committee came to the agreement that to ensure that the price is effectively weighted in each instance that a formula needs to automatically calculate the figures to reflect the pricing differences without making the weight of the price be the deciding factor in every case.

Example:

Tender #1 - \$100k – scores 10

Tender #2 - \$103k – scores 9.95

Damian Carter also mentioned that before the tender evaluation is done that Santosh compiles a summary assessment for each of the panel participants.

Cr. Civitarese also confirmed that we ask for references from the tenderers and that we call them to confirm the references. Santosh confirmed this is the case.

ACTION ITEM: Gary Pemberton to work on the formula in the evaluation spreadsheet to ensure the weighting of price is fair.

3.3 Procurement

MOTION

That the Sub-Committee:

- a) Receive and note the verbal update on Procurement.

RESOLVED

Moved: Member Kris Civitarese

Seconded: Member Sid Vashist

CARRIED UNAN.

Resolved PRO 3/20

ACTION ITEM: Include Period Contracts on next Sub-Committee Agenda.

The three current period contracts in progress were discussed:

- Security – Currently being finalised – should be done by December 2020
- Fuel – Work in progress – Gary is facilitating this
- Telstra – Currently in negotiations – Damian is facilitating

Gary confirmed that there is now a *Procurement Module* in TechOne. Training for this was conducted this week. This new module will assist with better record keeping for any purchases above \$1500 as per our Procurement Policy.

There is also an aspect of the procurement module that allows staff to send jobs requiring 3 or more quotes to all local suppliers – this will assist in keeping records of who the RFQ went out to, which in the past has been difficult to track. This will require some templates to be set up in the new module which staff have now been trained how to do.

1. CLOSE OF MEETING

The meeting terminated at 12:05 pm.