

PROCESS GUIDE FOR

REGIONAL PROCUREMENT CONTRACTS

PURPOSE

FNQROC Procurement will investigate, make recommendations and implement regional procurement opportunities where:

- There exists limited supply for a product and/or service;
- Member councils are competing against each other for the same goods and/or services;
- There is the opportunity for improved service delivery and /or;
- Member Councils would benefit from the sharing of knowledge and collaboration.

PARTICIPATION

Participation is available to any authority. Fee contribution options include:

- a. \$25,000 annual fee;
- b. 20% of direct savings for member councils not contributing the annual fee;
- c. 30% of direct savings for authorities not members of FNQROC.

CURRENT REGIONAL CONTRACTS

Current directions from the FNQROC Board:

1. Waste Steel and Used Lead Acid Batteries;
2. Water chemicals (Sodium Hypochlorite and Liquid Alum);
3. Bitumen reseal program;
4. Biosolids;
5. Contract & Procurement Documentation.

PROCESS

Stage 1 – Planning & Analysis

- 1.1 Obtain information on current contractual arrangements:
 - 1.1.1 Current supplier;
 - 1.1.2 Contract terms;
 - 1.1.3 Service provision;
- 1.2 Obtain information regarding market and suppliers, industry development, regulation.
- 1.3 Obtain current use/cost data for benefit analysis.

Stage 2 – Develop Strategy

- 2.1 Agree scope and objectives.

2.2 Discuss and agree strategic options and recommendations.

Stage 3 – Invitation to Market

- 3.1 Provide information regarding ongoing contract requirements – essential and desirable.
- 3.2 Assist with development of the Specification.
- 3.3 Attend Tender Briefing.
- 3.4 Respond to clarification requests.

Stage 4 – Evaluation

- 4.1 Individual Tender/Quote Evaluation – completion of matrix.
- 4.2 Overall quote evaluation – attendance at evaluation workshop.
- 4.3 Provide advices regarding required post tender clarification/negotiation.
- 4.4 Agree contract award recommendations.
- 4.5 Obtain formal Council authority for contract award.

Stage 5 – Commence Contract & Ongoing Contract Administration

- 5.1 Arrange contract execution.
- 5.2 Attend contract pre-start meeting and ongoing contract review meetings.
- 5.3 Provide supplier feedback
- 5.4 Liaise with committee.

Stage 6 – Lessons learnt/Benefit Analysis

- 6.1. Review process for improvements.
- 6.2. Undertake benefit analysis of the regional contract and ongoing requirements on contract expiry.

RESPONSIBILITIES OF REPRESENTATIVES

To ensure the benefits are received by all, member councils are encouraged to nominate an appropriately authorised representative to:

- Provide current contract information as requested by FNQROC.
- Assist in the development of procurement plan and contract documentation
- Attend Supplier Engagement events and Tender Briefings if required
- Participate in the procurement evaluation and contractor selection process
- Participate in pre start, Contracts progress and Post completion meetings either face to face, via phone or video conferencing;
- Provide agenda items for meetings;
- Complete tasks and actions identified within any minutes
- Be the point of contact for their council,
- Disseminate information within their individual councils to the appropriate officers and elected members.
- Liaise with the Contractor and FNQROC in relation to delivery of the goods and/or services.

ROLE OF FNQROC

FNQROC will:

- Conduct market research and gather current contract information from individual Councils
- Develop procurement plan and contract documentation
- Initiate and undertake the procurement process
- Oversee the engagement of the Contractor on behalf of individual Councils.
- Facilitate Prestart, Contracts Progress and Post-Completion meetings.
- Distribution of meeting notice, preparation and distribution of agenda and minutes
- Maintain ongoing contract administration
- Provide progress updates to the committee and FNQROC as required
- Conduct and report on Cost Benefit Analysis and overall cost summary at conclusion

ATTENDANCE & QUORUM

It is acknowledged that:

- Council resources may limit opportunities for attendance at meetings;
- Attendance is voluntary and could be any number of councils with an interest in participating in the regional contract.

A senior staff or an appropriately authorised delegate should represent member councils at meetings.

A quorum of 50% plus 1 of actively participating councils is required.

FACILITATION

Meetings will be facilitated by FNQROC.

MINUTES

Minutes of meetings will be recorded and included within the Agenda of the next FNQROC Board meeting.

COMMITTEE RECOMMENDATIONS

Any recommendations from the committee for the FNQROC Board will be documented and included in the next FNQROC Board agenda for consideration.

REPORTING

An annual one page summary from the committee will be provided for inclusion within the FNQROC Annual Report.

DISPUTE RESOLUTION

Where a dispute cannot be resolved between councils and the FNQROC Executive Officer the issue will be elevated to the FNQROC Board for resolution.

TERMS OF REFERENCE REVIEWS

Date	Amended by:	Reason	Approval Date
21 March 2017	Amanda Hancock	Strategic Operational Plan	
27 March 2017	Darlene Irvine	First Draft	
10 April 2017	FNQROC Board	Adoption	10 April 2017
16 April 2019	Darlene Irvine	Review	