

Project Procurement Policy

Definitions

'Project' - Goughs Bay Boat Sport & Recreation Club Redevelopment Project

'Council' – Mansfield Shire Council

'Boat Club' – Goughs Bay Boat Sport and Recreational Club

'Grant' – Grant provided by Department of Jobs, Precincts and Regions as per the grant agreement, IN22/48600

'PCG' – Project Control Group

Scope

This project procurement policy is the primary reference point for how all the procurement of goods, services and works should be performed for the successful delivery of the project.

Policy

Procurement of services will be undertaken in a fair and equitable manner, with due consideration for local content and best value for money, with approval of contracts undertaken as part of the Project Control Group.

Procurement Principles

Following fundamental best practise principles are applicable, irrespective of the value and complexity of that procurement.

- Value of money
- Sustainability
- Open and fair competition
- Accountability
- Risk Management
- Probity and transparency

Grant Requirements

- Compliance with the Local Jobs First Policy Commitments as per clause 6 of the grant agreement. When contacted by the ICN, the Recipient must consult with ICN in respect of opportunities for local businesses to deliver the services and activity required.
- A weightage of 10% should be given to the local content of the businesses, during procurement evaluation.
- A weightage of 5% should be given to the Aboriginal and Torres Strait Islander businesses.
- Businesses contracted for the procurement of goods, services and works should be Victorian Businesses. Any exception must be approved via PCG meetings.

Procurement Methodology

Procurement will be in accordance with this Project Procurement Policy

All procurement actions will be done in the following manner:

1. The project manager will obtain a minimum of 3 quotes for procurement for any goods, services, or works.
2. Out of the quotes obtained, at least two quotes shall be secured from local contractors and one from outside the local area. In the case that no quotes from local contractors can be secured, the PCG should be notified on it.
3. A procurement evaluation panel shall be setup for the evaluation of any procurement which has a value over \$100,000 (exclusive of GST). The panel shall consist of Project Manager and a Council representative.
4. The project manager should complete the procurement evaluation using a procurement evaluation spreadsheet, with the evaluation criteria as per this policy.
5. A completed procurement evaluation recommendation report and a recommendation for a contractor for each procurement should be provided by the project manager. The report should include the evaluation spreadsheet and detail the level of retention and variation that will be allowed without further approval from PCG.
6. The PCG will review the evaluation recommendation report and decide on the procurement outcome.
7. Payments to any contractor will be through the project manager, with invoices approved through the parameters of the Memorandum of Understanding.

Any procurement with a value lesser than \$2,000 (exclusive of GST) is exempt from above steps.

Any procurement with a value lesser than \$20,000 (exclusive of GST) is exempt from steps 3 to 6.

It is to be noted that procurement for similar works, goods or services should not be divided into smaller parts to fit it in within the threshold.

Evaluation Criteria

- Insurance requirements. The following requirements might change depending on the type of goods, service or works procured.
 - Public Liability
 - Professional Indemnity & Liability
 - Products Liability
 - Workers Compensation
 - Motor Vehicle – Comprehensive
 - Motor Vehicle – CTP
 - Works Insurance
- Price
Evaluation Weightage – 30%

Goughs Bay Boat Sport & Recreation Club Redevelopment Project

- Capability of the supplier/contractor
Evaluation Weightage – 30%
- Capacity of the supplier/contractor
Evaluation Weightage – 25%
- Local Content
Evaluation Weightage – 10%
- Aboriginal or Torres Strait Islander Business
Evaluation Weightage – 5%

Procedural Exemption

Any procedural exemption to above policy for any procurement should be discussed with the PCG and approved.