

17 June 2019

MEMORANDUM

TO: GENERAL MANAGER (CORPORATE SERVICES)

FROM: SENIOR CONTRACTS AND REPORTING OFFICER

RE: QUOTE OR TENDER CONSIDERATION PLAN: LOCKSMITHS SERVICES

This Quote or Tender Consideration Plan provides the information required to comply with the Local Government Regulation 2012 Section 230 to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders, in particular for circumstances where the incumbent supplier and service is required to be renewed.

Where an existing solution is considered fit for purpose, Council should continue to leverage, extend, renew and maintain the in-place to maximise efficiency. This presents a decreased risk to the business and ensures the required service and timeframes will be achievable.

This Quote or Tender Consideration Plan presents the procurement objectives and recommendations to provide continued locksmith services, and seeks approval to enter into a six (6) month agreement with an existing industry specialist partner, with an expected value of \$52,000 ex GST.

1. The objectives of the plan

Scope

This plan has been prepared to formalise a short term contract in order to continue to utilise Rivercity Locksmiths and Security for a six (6) month term.

Plan objective

This quote or tender consideration plan is intended to fulfil the following objectives:

1. Support the Council's objectives to continue to deliver locksmith services to support operations and Council's needs
2. Establish an agreed arrangement for the next six (6) months
 - a. Ensures that Planning and Regulatory Services can maintain required services.

2. How the objectives will be achieved

Council's objective is to continue to deliver core business services for its operations and to demonstrate that best value for money has been achieved in providing the service. This objective

will be achieved through establishing a suitable agreement for Locksmith Services, after this short term contract is in place for the next six (6) month term.

3. How the objectives will be measured

Indicators for measuring the delivery of outcomes and success of use of this quote or tender consideration plan include:

1. The provision of ongoing service, ensuring reduced risk of security exposure and interruption to daily business operations.

4. Any alternative ways of achieving the objectives and why the alternative ways were not adopted

In the current circumstance there are no known efficient or effective methods of achieving the objectives, outside of this contracting plan. The following options were investigated:

1. Alternative methods of engagement via Local or State Government Agreements under Section 234 or 230(f) of the Local Government Regulation 2012 were not selected as there were no suitable arrangements available for leverage for this solution.
 - a. There are no alternative products on the market that currently meet the requirements of the existing solution.
 - b. The time required to seek quotations and implement a new solution represents a high risk to Council's current operations and service delivery.

5. The proposed terms of the contract for the goods or services

The terms of contract for the agreement is six (6) months, an expected contract value of \$52,000 ex GST.

6. A risk analysis of the market from which the goods or services are to be obtained

The following general risks and mitigation strategies have been identified in relation to continuation of the proposed short term Contract.

Financial Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minimal	

There is no perceived Financial Risk.

Legal/ Governance Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There is no perceived Legal / Governance Risk.

Political/ Reputation Risk		Risk Level
Likelihood	N/A	N/A
Consequence	N/A	

There is no perceived Political / Reputation Risk

Environmental/ Public Health Risk		Risk Level
Likelihood	N/A	N/A
Consequence	N/A	

There is no perceived Environmental or Public Health Risk

Workplace Health & Safety Risk		Risk Level
Likelihood	N/A	NA
Consequence	N/A	

There is no WH&S Risk.

Service Delivery/ Business Continuity Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There is a very low perceived delivery/ business continuity risk in relation to this, this service has now been in use for seven (7) years without significant concerns.

Mitigation: Not required.

Cyber Security, security & Confidentiality Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There is no specific perceived Cyber Security, Security or Confidentiality Risk.