

#### 5.4 TENDER FOR CORPORATE PERFORMANCE REPORTING SYSTEM - CPRS (CF2021115: AJ)

Responsible Senior Officer: Jarrod Doake, Chief Operating Officer

##### **RECOMMENDATION**

*That Council:*

- 1. Awards the tender from CAMMS for Corporate Performance Reporting System, Contract No. 2021115 for a schedule of rates based contract with a fixed annual contract value of \$86,000, a once-off implementation fee of \$92,000 and a total contract value of \$694,000 inclusive of all available extension options;*
- 2. Approves up to \$105,000 for additional professional services for the above contract;*
- 3. Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and*
- 4. Notes that the contract will commence from 1 August 2021 with an initial term of three years with two separate extension options of two years each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.*

*(\*Please note that all dollar figures are GST Inclusive unless stated otherwise)*

##### **INTRODUCTION**

Council has conducted a tender for Corporate Performance Reporting System (CPRS).

##### **BACKGROUND**

Monash's corporate performance reporting software enables a range of compliance and performance reporting to be managed across the organisation, including reporting on indicators (including Local Government Performance Reporting Framework, service & strategic KPIs), actions (including Council Plan, Annual Plan, various strategies & plans, Internal Audit actions) as well as Council's risk management (including strategic and operational risk registers).

The CPRS enables management to have timely and effective oversight of the organisation's risk management, provide a strong governance framework for recording Council's performance and compliance with key governance requirements.

The CPRS should be an intuitive system, easy to use and navigate, and the go to place for accessing key information about the organisation such as roles, responsibilities and performance. It is expected that a wide range of senior staff will use the system to track

responsibilities and report progress and collaborate on the delivery of corporate commitments and priorities.

The risk module of the CPRS will enable Monash to significantly improve its risk management, develop a control library, undertake bow-tie analysis of our risks and controls, and support the production of an assurance map to inform Council's Internal Audit planning.

### **NOTIFICATION**

Council had the option of running its own tender process or to access one of the available aggregator panel contracts to source a CPRS solution. The decision was made to access the established State Purchasing Contract (part of their e-Services register) for this tender to capitalise on the benefits of accessing vendors with proven experience with the provision of CPRS.

Accessing the eServices contract also saves Council time analysing the market, helps reduce effort finding and evaluating suitable vendors, addresses the risks that affect delivery, quality and value for money and gives Council confidence about the quality and capability of the vendors.

Four vendors (CAMMS, Pulse Software, Protecht.EMS and PAN Software) were selected from the State Purchasing Contract (eServices) as allowed under the Local Government Act 1989, Section 186, Part 5, in accordance with arrangements approved by the Minister for Local Government.

These tenderers were selected because of their likely capability to provide all of Monash's corporate performance reporting needs and they all have experience implementing for Local Government.

The tenderers were invited via Council's eTendering portal on 21 May 2021 with a closing date of 2 pm on 16 June 2021.

### **TENDERS RECEIVED**

Tender submissions were received from the following two suppliers by the appointed closing time.

No.	Tenderer
1	CAMMS
2	Pulse Software

Protecht.EMS and PAN Software did not respond.

**TENDER EVALUATION**

All members of Council's evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

One tender submission was deemed non-conforming and this submission was not evaluated further.

The remaining conforming tender was assessed in accordance with the evaluation criteria published in the tender documentation: *(Note: Financial Viability may be treated as either a weighted percentage or pass/fail)*

<b>Key</b>	<b>Key Evaluation Criteria</b>	<b>Weighting (%)</b>
<i>Non-Price (40%)</i>	<i>Suitability</i>	<i>35%</i>
	<i>Sustainability</i>	<i>5%</i>
<i>Price (60%)</i>	<i>Price</i>	<i>60%</i>
	<b>Total</b>	<b>100%</b>
<b>Mandatory Items</b>	<ul style="list-style-type: none"> <li>• Completed and signed Quotation Response Schedule</li> <li>• Insurance Certificates of Currency (as outlined in the Respondent Declaration)</li> <li>• Australian Business Number (ABN) Certification</li> <li>• Australian Company Number (ACN) Certification</li> <li>• Quotation Sum criteria</li> </ul>	<b>Pass</b>

**DISCUSSION/EVALUATION**

CAMMS currently provides Monash's Project Management System, Our Project Place, and there will be valuable synergies from the integration with the Corporate Performance Reporting System.

The final evaluation ranking (including the price and non-price evaluation criteria) had CAMMS ranked highest and as such, the evaluation panel recommends CAMMS as representing the best value outcome for Council at a total estimated contract cost of \$694,000 (inc. GST) inclusive of all available extension options.

***FINANCIAL IMPLICATIONS***

The CAMMS proposed solution annual operating cost is \$86,000, and there is also a once-off capital implementation cost of \$92,000. The estimated total contract cost inclusive of all available extensions is \$694,000.

A further \$105,000 is also requested (based on an estimated \$15,000pa) to allow for additional professional services that may be required during the contract term to assist with further development and reporting enhancements that may become available. Spend on professional services will also be managed within the approved Business Technology Budget.

***CONCLUSION***

That Council approves the recommendations contained within this report.