

4.3 TENDER FOR EASTERN TRANSPORT COALITION CONSULTANCY SERVICES¹ (2022110: DC)

Responsible Director: Deb Cailes

RECOMMENDATION*

That Council:

1. *Awards the tender from The Agenda Group for the Eastern Transport Coalition – Consultancy Services Contract No. 2022110 for an initial period of four (4) years for a fixed Lump Sum of \$330,000*
2. *Authorises the Chief Executive Officer or their delegate to execute the contract agreement;*
3. *Notes that the contract will commence on 1 July 2022 and the expected completion date is 30 June 2026 and that the contract has two extension options of two years each and authorises the Chief Executive Officer or their delegate to approve extension options subject to satisfactory performance; and*
4. *Notes that the total budget (ETC provided) including the contract fixed Lump Sum, Provisional Items and Contingencies is \$660,000 for eight years.*

**Please note that all figures are GST Inclusive unless stated otherwise*

¹ Updated 25/08/2021

INTRODUCTION

Council Officers have undertaken a Tender process for the provision of the Eastern Transport Coalition – Consultancy Services.

BACKGROUND

The Eastern Transport Coalition (ETC) consists of Melbourne's seven eastern metropolitan Councils (City of Greater Dandenong, City of Knox, City of Manningham, City of Maroondah, City of Monash, City of Whitehorse and Shire of Yarra Ranges) representing a combined total of over one million people. The ETC advocates for sustainable and integrated transport services to reduce the level of car dependency.

The ETC aims to work with Federal and State Governments which involves preparing advocacy campaigns and putting together a substantial suite of projects and priorities that promote connectivity, liveability, sustainability, productivity, and efficiency throughout the eastern region.

Each participating Council is represented by 1 Councillor and various officers

The ETC has formed initially a little over 20 years ago and has engaged in consultancy assistance for most of the time. In 2015 the ETC (through the City of Knox) appointed The Agenda Group for this service, which has continued to this day. The ETC has been very satisfied with the performance of The Agenda Group.

With seven years having passed, the ETC is now progressing a new tender for consultancy services for a new period of 4 years with 2 x 2 years optional extensions. On this occasion, with the Chairmanship of the ETC being held by the City of Monash Councillor, Monash is undertaking the tender process for the ETC, which is seeking to appoint a consultancy to:

- To assist in the continued advocacy for an accessible transport system that has adequate bus and rail services to provide realistic transport choices and effective mode integration;
- To maintain and increase the online presence of the ETC and to use this presence to promote its advocacy agenda;
- To provide strategic advice and guidance to the Coalition for the planning of advocacy activities;
- To provide the Coalition with lobbying support and industry intelligence across both State and Federal Governments to help achieve its objectives; and
- To provide Secretarial support to the ETC.

NOTIFICATION

A public notice was placed in The Age newspaper on Saturday, 9 April 2022 and the tender closed on Friday, 29 April 2022

TENDERS RECEIVED

One (1) submission was received by the appointed closing time.

The submission received was from The Agenda Group Pty Ltd (the current consultancy)

TENDER CONFORMANCE

The submission was assessed for its compliance with the tender conditions including the contract terms and conditions and the requirements of the response schedules.

The submission was deemed conforming.

TENDER EVALUATION

In accordance with the Procurement Policy, the evaluation panel and evaluation criteria weightings were nominated prior to opening the Tender.

As this contract will be awarded by Monash on behalf of the ETC, an officer from each of the other 6 municipalities was included on the evaluation panel to provide equitable participation and recommendation to the ETC.

At its meeting on 16 June 2022, the ETC resolved (Councillors voting) to accept the submission from The Agenda Group, having been satisfied with their performance and level of service provided over the previous seven years. The tendered fee of \$330,000 for 4 years equates to \$82,500 per annum, an increase of \$5,500 per annum over previous years.

Because the City of Monash is undertaking the procurement process and the contract will be awarded through Council resolution, the Councillor representing Monash on the ETC has been omitted from any involvement discussion/decisions on the tender submission.

To satisfy Council's procurement process, the evaluation panel for the purpose of the recommendation of this report must comprise at least 3 officers (2 voting) from Monash.

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

The tender was assessed in accordance with the following criteria as per the tender documentation.

Pass/Fail Assessment Criteria	Score
Quality Systems (if applicable)	<i>Pass</i>
OHS	<i>Pass</i>
Mandatory Insurances (if applicable)	<i>Pass</i>

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	30%

	Sustainability (Mandatory)	10%**
Quantitative Criteria	Price (Mandatory)	60%*

A summary of the average evaluation panel scores for the shortlisted tender follows.

Tenderer Name	Lump Sum (for 4 Years)	Price Score (60%)	Non Price Score (40%)			Total Score (100%)	Rank
			Capability and Capacity (30%)	Sustainability (10%)			
The Agenda Group	\$330,000	60%	22.4%	5.4%		88%	1

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

FINANCIAL IMPLICATIONS

This contract is funded by the ETC. The 4-year lump sum price of \$330,000 equates to \$82,500 per annum.

The ETC has historically been financed by annual contributions from each member Council.

Each of the seven Councils has committed to contribute \$12,000 per annum totalling \$84,000 per annum to finance this contract. (The Monash contribution is included the approved Operating Budget.)

The Agenda Group will invoice Council \$7,500 for each of 11 months of each year. The ETC does not meet in January.

The City of Knox is the ETC treasurer and manages the incomes and expenditures. The City of Knox will remain as the ETC treasurer and will transfer funds to the City of Monash to meet contract payments.

CONCLUSION

That Council approves the recommendations contained within this report.