

5.4 TENDER FOR PROVISION OF A WORKFORCE MANAGEMENT SYSTEM (CF2021124: PG)

Responsible Officer: Jarrod Doake, Chief Operating Officer

RECOMMENDATION*

That Council:

- 1. Awards the tender from PageUp People Ltd for Provision of a Workforce Management System, Contract No. 2021124 for an estimated contract value of \$562,666 (comprising of an estimated Lump Sum of \$487,666 for licensing, maintenance and support and an estimated \$75,000 for professional services, assuming 2% CPI indexation) for the initial three-year term.*
- 2. Authorises the Chief Executive Officer to execute the contract agreement subject to acceptable negotiation of proposed contractual terms and conditions.*
- 3. Notes that the contract will commence on 1 July 2021, with an initial term of three years and that the contract has two extension options of three years each and authorises the Chief Executive Officer to approve these extension options subject to future strategic requirements and satisfactory performance.*
- 4. Notes that the estimates total contract value is \$1,790,228 inclusive of all available extension options (assuming 2% CPI indexation each year for licensing, maintenance, support and ongoing professional services).*

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

INTRODUCTION

Council has conducted a tender for the provision of a Workforce Management System.

BACKGROUND

The City of Monash has been using the PageUp platform through PageUp People Limited since 2017 and the current contract expires 30 June 2021.

Council is seeking a secure, cloud-based, integrated Workforce Management System to support up to 1300 permanent, temporary and/or casual staff across the following people management functions:

- E-Recruitment and On-boarding.
- Learning Management; and
- Performance and Development.

Council also has a mandatory requirement that the system and related data are hosted/stored within Australia only.

The proposed Contract is for an initial term of three (3) years, with Council having exclusive options to extend for two (2) further periods of three (3) years each.

NOTIFICATION

A public notice was placed in The Age newspaper on 8 May 2021 and the tender closed on 26 May 2021.

TENDERS RECEIVED

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

No.	Tenderer
1	Deloitte Consulting Pty Ltd
2	Discovery Consulting Group Pty Ltd
3	EPI-USE Australia Pty Ltd
4	LG Software Solutions Pty Ltd (Trading as Pulse Software)
5	PageUp People Limited
6	RizingSolutions Pty Ltd (Trading as Rizing)

Tender Conformance:

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

Five submissions were deemed significantly non-conforming and these submissions were not evaluated further.

TENDER EVALUATION

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

The remaining conforming tenderer was assessed in accordance with the evaluation criteria published in the tender documentation as per the following:

Criteria	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	40%
Quantitative Criteria	Price	60%

DISCUSSION

The incumbent PageUp system is currently functioning well across the different modules and is delivering to expectation. Support and customer service have been attentive in working with key employees to continuously make improvements or make updates as the solution improves. It is expected this relationship will continue as Monash looks for further improvements and PageUp provides updates to the system. With a number of new staff administering the system within Monash, a level of engagement and interaction will be expected with the new contract.

The final evaluation ranking (including the price and non-price evaluation criteria) had PageUp People Limited ranked highest and as such, the evaluation panel recommends PageUp People Limited as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The annual fixed cost for licensing, maintenance and support is \$159,347 for the first year and is subject to CPI indexation.

This operating cost is covered by the established Business Technology operating budget for 2021/22 and future operating budgets will also cover this cost as required.

SUSTAINABILITY OUTCOMES

Environmental, Local and Social Sustainability opportunities with a software supplier for this category was considered to be low. As such, the sustainability weighting was reduced to 5% for this particular event and price was weighted 60% as required to comply with Council's Procurement Policy. However, tenderers were still asked to provide information about their environmental credentials as well as their local and social sustainability inputs. These factors still formed part of the weighted evaluation process

CONCLUSION

That Council approves the recommendations contained within this report.