

10.1. Tender 22/2021 - Provision of Website Services

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ENDORSED BY: Margaret Palmer, Director Corporate Services

ATTACHMENTS: Nil

PURPOSE:

To provide the Council with an analysis of the tender process for Tender 22/2021 – Provision of Council Website Services.

EXECUTIVE SUMMARY:

Open tenders for the Provision of Website Services were called and were received until 3.00pm Sydney time on Tuesday 13 July 2021 via Tenderlink. During this period, tenderers were able to ask questions via the Online Forum. At close of tenders, nine (9) tenders were received.

The Website Tender Panel has completed its assessment of the tender submissions and recommends Council endorse the highest ranked tenderer for the provision of Council Website Services.

Information for the Provision of Council Website Services provided by tenderers is commercial-in-confidence, has been protected, and will not be disclosed in accordance with section 10A(2)(d) of the Local Government Act 1993. A consistent standard for all tenderers has been used in assessing any request for confidentiality by a tenderer.

If the Council wishes to discuss the report, the meeting should be closed to the public to do so in accordance with s10A(2) (d) commercial information of a confidential nature that would, if disclosed;

- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the Council.

FINANCIAL IMPLICATIONS:

Website project funds previously allocated in the last financial year will be carried forward to this financial year.

RECOMMENDATION:

1. THAT Council accept the highest ranked tenderer for Tender 22/2021 – Provision of Council Website Services.

- 2. THAT** the General Manager be authorised to take any necessary action to implement the decision including entering associated contracts.
- 3. THAT**, once Council has executed the Contract, information relating to the successful tender be published in Council's Register of Contracts as required by Government Information (Public Access) Act 2009 - Part 3 Division 5 - Government Contracts with Private Sector.
- 4. THAT** the Confidential Report relating to matters specified in Sections 10A(2)(d) be treated as confidential and remain confidential until Council determines otherwise

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

3. Our Future Planning

3.3 North Sydney is smart and innovative

3.5 North Sydney is regulatory compliant

4. Our Social Vitality

4.1 North Sydney is connected, inclusive, healthy and safe

5. Our Civic Leadership

5.2 Council is well governed and customer focused

5.3 Community is informed and consulted

5.4 Council's service delivery is well supported

CONSULTATION REQUIREMENTS

Community engagement is not required.

TENDER EVALUATION:

Listed in strict alphabetical order, the nine tenderers were:

Cabin4J
Datacom Solutions
Demonz Media
Diodium
Doghouse
Jadu
OpenCities
RIPM Software
Visual Metrics

The tender submissions were evaluated by a Tender Evaluation Panel consisting of seven (7) staff members from across two divisions of Council, including Corporate Services and Community and Library Services.

The tender process has been reviewed and endorsed by Council's Procurement Panel for adherence to the Procurement Policy.

EVALUATION CRITERIA:

The tender evaluation criteria detailed below was applied to each tenderer who were given a point score relative to various weightings set to each criterion to provide an equitable means of evaluating each tenderer.

Criteria	Weighting
Tender Price	40%
Methodology and Project Duration – demonstrated understanding of project complexities and ability to deliver within timeframes	15%
Demonstrated Capability, Capacity, Technical Ability and CMS Useability – met Council essential requirements outlined in tender docs and demonstrated the requirements in CMS presentation	40%
Demonstrated commitment to sustainability principles in sustainability statement	5%
Demonstrated capacity to fulfil WHS requirements for the project or service	Mandatory
Required Insurances	Mandatory

Information provided by tenderers is commercial-in-confidence. Application for access to documentation should be through lodgement of a GIPA Public Information application form and payment of prescribed fees.