



**REGIONAL PROCUREMENT INITIATIVE®**

*a division of Hunter Councils Inc.*

30 January 2014

Lithgow City Council  
Ms Juli-Ann Brozek  
Group Manager Corporate & Community  
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Lithgow NSW 2790

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Thornton NSW 2322  
Regional Procurement Initiative®  
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Dear Juli-Ann,

**Re: Proposed tender REGPRO11617 PROVISION OF SERVICES for CONDUCTING LOCAL GOVERNMENT ELECTIONS to NOMINATED COUNCILS in 2016**

My role at Regional Procurement® is to facilitate the calling of common use period contracts on behalf of interested member and non-member councils. Our resolve is to obtain an outcome equal to or better than that otherwise able to be obtained by councils' own individual processes.

Only those councils that consent to being included in this tender process will be listed in the actual tender documents. I intend calling a Single Source tender for the Provision of Local Government Election Services on behalf the member councils listed below as well as interested non-member councils that consent to be involved in this tender process:

- |                        |                       |                      |
|------------------------|-----------------------|----------------------|
| • Richmond Valley      | • Byron Shire         | • Clarence Valley    |
| • Coffs Harbour City   | • Bellingen Shire     | • Nambucca Shire     |
| • Kempsey Shire        | • Gloucester Shire    | • Greater Taree City |
| • Great Lakes          | • Wyong Shire         | • Dungog Shire       |
| • Port Stephens        | • Maitland City       | • Cessnock City      |
| • Newcastle City       | • Lake Macquarie City | • Singleton          |
| • Muswellbrook Shire   | • Upper Hunter Shire  | • Warrumbungle Shire |
| • Cobar Shire          | • Bourke Shire        | • Brewarrina Shire   |
| • Walgett Shire        | • Gilgandra Shire     | • Narromine Shire    |
| • Warren Shire         | • Dubbo City          | • Bogan Shire        |
| • Liverpool Plains     | • Tamworth Regional   | • Coonamble Shire    |
| • Mid-Western Regional | • Guyra Shire         | • Armidale Dumaresq  |
| • Walcha Shire         |                       |                      |

Centroc member councils are being invited to join this tender process.

The tender will be called for a period of 3 years with a two year option using the Hunter Councils General Conditions of Contract. It is proposed that this contract will commence 1 July 2016.

To show your council's support and commitment to this proposed tender please sign the section on page 2 of this document, detach and post back to Regional Procurement or scan and email it to me at [peters@regpro.com.au](mailto:peters@regpro.com.au).

Your response is required by C.O.B 22 April 2014 otherwise participation of your council in this tender process cannot be guaranteed.

Thank you for your consideration of this proposal.

**Peter Salafia**  
Manager  
Regional Procurement®

Regional Procurement® acknowledges the support and contribution of our member councils:

The City of Newcastle, Lake Macquarie City, Port Stephens, Maitland City, Cessnock City, Dungog Shire, Muswellbrook Shire, Singleton, Upper Hunter Shire, Gloucester Shire, Great Lakes, Coffs Harbour City, Bellingen Shire, Nambucca Shire, Kempsey Shire, MidCoast Water, Greater Taree City, Wyong Shire, Clarence Valley, Byron Shire, Richmond Valley, Bourke Shire, Cobar Shire, Brewarrina Shire, Narromine Shire, Bogan Shire, Coonamble Shire, Walgett Shire, Warren Shire, Warrumbungle Shire, Gilgandra Shire, Dubbo City, Armidale Dumaresq, Guyra Shire, Walcha, Liverpool Plains Shire, Tamworth Regional, Gunnedah Shire and Newcastle Airport Limited.

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**Letter of Participation**

- I agree to support the outcome of the Regional Procurement® tender REGPRO011617 for the Provision of Local Government Tendering Services that will be called as an open tender in accordance with Clause 166(a) of the Local Government (General) Regulation 2005.
- This agreement is conditional upon the tender outcome being equal to or better than the pricing, level and quality of service that could otherwise be obtained by this Council.
- This commitment is for this tender only which will run for 36 months from 1 July 2016 to 30 June 2019 (with a 24 month option based on satisfactory performance of the incumbent Service Provider). Council reserves the right to reassess its participation in future tenders.

**Estimated spend by this Council for the 2012 LG election was \$.....**  
(information is required for benchmarking results)

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Council:** \_\_\_\_\_

**Attachments:** Please find attached the results from a customer survey showing the satisfaction results achieved by Regional Procurement following the 2012 LG election tender process.

*REGIONAL PROCUREMENT INITIATIVE®*



27 November 2013

To whom it may concern;

**Re: Customer satisfaction survey results for tender REGPRO11112 PROVISION OF SERVICES for CONDUCTING LOCAL GOVERNMENT ELECTIONS to NOMINATED COUNCILS**

In September of 2012, Regional Procurement facilitated a tender for the provision of Local Government Election Services.

The member councils that took part in this process were;

- Cessnock City
- Coffs Harbour City
- Port Stephens
- Lake Macquarie City
- City of Newcastle
- Kempsey Shire
- Maitland City

The tender was called using the Hunter Councils Conditions of Contract for a period of 3 years with a two year option. The contract commenced on 1 February 2012.

Regional Procurement conducted a client satisfaction survey across the 7 member councils that were involved in this tender process. Please refer to the aggregated results on page 2 for your information.

It is my intention to call tenders for the provision of services for conducting local government elections to nominated councils in September 2014. This is due to the requirement for all Councils to make a decision at least 18 months prior to the September 2016 Local Government elections taking place whether they intend to engage the NSW Electoral Commission to administer their election or undertake this process by other means.


The benefits to your council in utilising our service is that you will receive a fully costed proposal for consideration well before you are required to commit to the NSW Electoral Commission model.

Should your council be interested in utilising the services of Regional Procurement for the 2016 elections please ask the appropriate officer to make contact with me to discuss our proposal or, simply sign and return the attached Letter of Participation at your earliest opportunity.

Yours truly,

Peter Salafia  
Manager  
Regional Procurement®

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 (02) 4966 0588

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## Regional Procurement Client Satisfaction Survey: Local Government Election tender conducted September 2012.

The survey was distributed to the responsible officers at each of the participating member councils on 11 January 2013 to seek feedback on the performance of our tender process in relation to the 2012 LG election.

Responses have been collated and averaged to maintain confidentiality.

The aggregated results are shown below for your information.

### With regard to the level of service provided to your council by Regional Procurement:

<b>Please rate the level of service provided to you by us in relation to the Local Government Election tender</b>	excellent 28%	high 72%	satisfactory <input type="checkbox"/>	average <input type="checkbox"/>	poor <input type="checkbox"/>
<b>Please indicate your opinion on the level of professionalism displayed by us throughout the tender process</b>	excellent 28%	high 72%	satisfactory <input type="checkbox"/>	average <input type="checkbox"/>	poor <input type="checkbox"/>
<b>In your opinion, did we ensure the highest levels of probity, transparency and integrity were maintained in our dealings with your council?</b>	always 72%	often 14%	mostly 14%	sometimes <input type="checkbox"/>	rarely <input type="checkbox"/>
<b>Did we provide satisfactory and meaningful feedback as and when issues arose?</b>	always 57%	often 43%	mostly <input type="checkbox"/>	sometimes <input type="checkbox"/>	rarely <input type="checkbox"/>
<b>Would you recommend our services to other councils in relation to this type of tender?</b>	always 100%	often <input type="checkbox"/>	mostly <input type="checkbox"/>	sometimes <input type="checkbox"/>	rarely <input type="checkbox"/>
<b>Please indicate what, if any, savings were achieved by your council as a result of this tender process being undertaken by Regional Procurement</b>	2008 election costs \$	2012 election costs \$	Approximate savings across all participating member councils. <b>\$405,000</b>		