

### 3.2 TENDER FOR PROVISION OF BUSINESS CONTINUITY SYSTEM AND SUPPORT (CF2021032: JF)

Responsible Senior Officer: Danny Wain, Chief Financial Officer

#### **RECOMMENDATION\***

*That Council:*

- 1. Awards the combined tender from RiskLogic Pty Ltd and Catalyst Technologies Pty Ltd for the provision of a Business Continuity System and Support, Contract No. 2021032 for an estimated fixed Lump Sum and Schedule of Rates contract \$767,543 and \$243,772 respectively<sup>1</sup> (estimated total \$1,011,315) inclusive of all available extension options;*
- 2. Authorises the Chief Executive Officer to execute the contract agreements;*
- 3. Notes that the contract will commence on 1 December 2021 or shortly thereafter with a three year initial term and three separate two year extension options executable at Council's option.*

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

#### **INTRODUCTION**

Council has conducted a tender for the provision of a Business Continuity System and Support as the current system and support contract is expiring shortly.

As part of its planning process for this tender, Council Officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to access established contracts via other compliant Procurement agreements.

There are currently no established collaborative contracts available for Council to access and on this occasion, there was no immediate interest from other Eastern Region councils to collaborate within the timeframes required by Monash.

For these reasons, the City of Monash ran its own tender process.

#### **BACKGROUND**

The Business Continuity system and support service tendered includes the following scope:

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<sup>1</sup> Estimate includes product licensing, scenario training, business plan updates and consulting services (up to 5 days per year) over the maximum term of 9 years, assuming 2% annual CPI indexation.

1. Maintenance and upkeep of Business Continuity Plans;
2. Provision of a Business Continuity Crisis Management system;
3. Annual Business Continuity training & scenario exercise; and
4. Business Continuity support.

The intended initial period of the new contract was three years with three separate extension options of two years each executable at Council's option.

Council currently engages the services of RiskLogic Pty Ltd and Catalyst Technologies Pty Ltd.

#### **NOTIFICATION**

A public notice was placed in The Age newspaper on 11/09/2021 and the tender closed on 06/10/2021.

#### **TENDERS RECEIVED**

Three tender submissions were received (with two of the party's tendering jointly) by the appointed closing time. The tenders received are listed below:

1. *RiskLogic Pty Ltd and Catalyst Technologies Pty Ltd (submitted separately but tendering jointly); and*
2. *Terra Firma Pty Ltd*

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

Whilst all three tender submissions had minor non-conformances, they were considered acceptable. As such, no tenders were eliminated from further evaluation based on conformance.

#### **TENDER EVALUATION**

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

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

<b>Table 2</b>	<b>Key Selection Criteria</b>	<b>Criteria Weightings</b>
Qualitative Criteria	Capacity and Capability	20%
	Project Execution	10%

	Sustainability	10%
Quantitative Criteria	Price	60%

### **DISCUSSION**

The final evaluation ranking (including the price and non-price evaluation criteria) is summarised below:

Tenderer	Terra Firma	RiskLogic & Catalyst Technologies (joint tender)
Total Weighted Score (out of 100%)	80.0%	83.8%
Ranking	2	1

The final evaluation ranking (including the price and non-price evaluation criteria) had the joint tender from RiskLogic & Catalyst Technologies ranked the highest and as such, the evaluation panel recommends the combined tender from RiskLogic & Catalyst Technologies as representing the best value outcome for Council.

### **FINANCIAL IMPLICATIONS**

The implementation of the proposed contract is within the existing approved budget.

Operating spend after 30 June 2022 will be covered by future operating budgets for this service.

### **SUSTAINABILITY OUTCOMES**

Both RiskLogic and Catalyst Technologies are Australian based businesses.

Catalyst Technologies runs a program to support community organisations by providing services at no cost, to assist them to be able to respond as well as a global corporate entity.

RiskLogic also supports many not-for-profits (NFPs) in the Victorian region by providing a discount to all eligible NFPs on business continuity services and are currently supporting a disability provider in Victoria with operational response and recovery services.

RiskLogic have also made available resources to diverse categories of businesses during the COVID-19 pandemic, to raise awareness to the need for improved business continuity and have established a working group with Johns Hopkins University, Centre for Health Security, developing tools to support mitigation of transmission risk amongst vulnerable communities (shared with Disability, and Indigenous community health providers, amongst others). RiskLogic has also conducted business continuity programs on behalf of Indigenous community providers at both discount and pro-bono, one example including NSW Aboriginal Land Council.

***COUNCIL.CONCLUSION***

That Council approves the recommendations contained within this report.