

5.3 TENDER FOR DIGITAL MAILING SERVICES
(CF2022094: BL)

Responsible Senior Officer: Jarrod Doake, Chief Operating Officer

RECOMMENDATION*

That Council:

- 1. Approves access to the Municipal Association of Victoria contract DM8014 for the provision of Digital Mailing Services, under Council Contract No. 2022094 for a schedule of rates based contract with Bing Technologies with an estimated annual contract value of \$186,436 and an estimated total contract value of \$669,495 (inclusive of all available extension options and assuming a 2% CPI indexation);*
- 2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and*
- 3. Notes that the contract initial term ends on 31 January 2024 and the contract also has one extension option of 18 months and authorises the Chief Executive Officer to approve the extension option subject to the Municipal Association of Victoria extension approval and satisfactory performance for the City of Monash.*

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

INTRODUCTION

Council Officers seek to access a panel contract through the Municipal Association of Victoria, for the provision of Digital Mailing Services.

BACKGROUND

This service provides for an electronic mailing house to digitally receive mail on behalf of Council and arrange for the printing and postage of this mail.

The Municipal Association of Victoria, Procurement Australia and the Victorian Government Department of Treasury and Finance often establish contracts on behalf of or accessible to Local Government authorities so that they may access supplier contracts in an efficient and cost effective manner. These organisations are focused on achieving better procurement outcomes by aggregating demand and achieving improved commercial and service outcomes.

Council could have run its own tender or alternatively sought to access an existing contract through the Municipal Association of Victoria, Procurement Australia or the Victorian Government Department of Treasury and Finance. On this occasion, a decision was made to seek access to the Municipal Association of Victoria arrangement because of the ability to access better printing and postage rates that are available through this offering. Both Procurement Australia and the Victorian Government Department of Treasury and Finance procurement contracts were also considered but they did not have a comparable service.

The Municipal Association of Victoria contract is for an initial period ending 31 July 2021 with four separate extensions option of one year. If all extensions are exercised this contract will expire on 31 July 2025.

NOTIFICATION

A Public Notice was not required because Council Officers have reviewed the five panel Tenderers available from the Municipal Association of Victoria Contract Number DM8014 Digital Mail Services as allowed under Council's Procurement Policy.

TENDER EVALUATION

The Municipal Association of Victoria undertook an evaluation of all the submissions. Council was provided with a confidential recommendation report from the Municipal Association of Victoria detailing the tender process undertaken and the panel suppliers that were successfully awarded a contract.

The price comparison for the Monash City Council evaluation was based upon previous usage by Council for a similar service for the period 1 September 2020 to 30 August 2021. This period was chosen as representing an appropriate period for the assessment as it covers the various business cycles of Council across a full year.

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

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

FINANCIAL IMPLICATIONS

Current budgets for postage and printing will be utilised for this contract. There are no anticipated changes required to the relevant budgets for these services.

CONCLUSION

That Council approves the recommendations contained within this report.