3.1   **TENDER FOR KINDERGARTEN ENROLMENT AND REPORTING SOFTWARE**
(CF2023041: KB)

Responsible Senior Officer: Danny Wain, Chief Financial Officer

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RECOMMENDATION*

That Council:

1. *Awards the tender from Open Office Holdings Pty Ltd for the provision of Kindergarten Enrolment and Reporting Software, Contract No. 2023041 for a schedule of rates-based contract with an estimated contract value of $243,968 for the initial term and an estimated total contract value of $ 641,325 inclusive of all available extension options.*

2. *Approves an additional $32,066 for contingency.*

3. *Authorises the Chief Executive Officer or her delegate to execute the contract agreement.*

4. *Notes that the contract will commence on 01 July 2023, with an initial term of three (3) years and the contract has two (2) extension options of three (3) years each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance; and*

5. *Notes that the estimated contract costs for each of the extension terms stated above are also subject to an annual increase as per the contract.*

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

INTRODUCTION

Council has tendered for the provision of a Kindergarten Enrolment and Reporting software solution, Contract No. 2023041

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 possibly access established contracts via other compliant Procurement agreements.

In this instance, collaboration with other councils was not suitable as this software is required to integrate with Oracle Fusion, Council's financial program, which is not widely used in local government; therefore, a unique solution is required.

Procurement panels were reviewed, and there were no suitable panels for this type of software.

Council currently engages Open Office Holdings Pty Ltd for service and delivery of the current on-premises software solution.

BACKGROUND

Council is seeking to appoint a supplier to develop and supply a cloud-based, Software as a Service (SaaS), solution for the Kindergarten Enrolment and Reporting software. This includes the supply, configuration, training, and ongoing support of the software.

This Enrolment and Reporting Software supports the Central Registration and Enrolment Scheme (CRES). CRES was introduced as part of the Victorian State Education Early Childhood Reform Plan. CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs. CRES is seen as the best practice model for local councils and other organisations to support families and carers to secure a kindergarten place for their child/ren.

The CRES system enables councils and early years services to better respond to the needs of the community through the collection of accurate, consistent, and timely kindergarten data to monitor and proactively manage the capacity and utilisation of services. Within Monash Council, the Enrolment and Reporting software handles the centralised enrolment of 3-year and 4-year old's kindergarten placements. Currently, the software handles up to 2000 enrolments at approximately 32 kindergartens. This Enrolment and Reporting software is used internally by Monash Staff, by Kindergarten Services and externally by parents and families to enrol their children into these kindergarten services.

NOTIFICATION

A public notice was placed in The Age newspaper on 22 October 2022, and the tender closed on 16 November 2022.

TENDERS RECEIVED

Two tender submissions were received by the appointed closing time.
The tenders received are listed below:

- HubHello Pty Ltd
- Open Office Holdings Pty Ltd

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.

Pass/Fail Assessment Criteria	Score
Quality and OH&S Systems	Pass/Fail
Mandatory Insurances	Pass/Fail
Integration with Oracle Fusion	Pass/Fail
Compliance with Non-functional Specifications	Pass/Fail
Compliance with Functional Specifications	Pass/Fail

TENDER EVALUATION

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

The tenderers were assessed in accordance with the evaluation criteria published in the tender documentation:

Pass/Fail Assessment Criteria	Score
Quality and OH&S Systems	Pass/Fail
Mandatory Insurances	Pass/Fail
Integration with Oracle Fusion	Pass/Fail
Compliance with Non-functional Specifications	Pass/Fail
Compliance with Functional Specifications	Pass/Fail

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	30%
Quantitative Criteria	Sustainability	10%
	Price	60%

DISCUSSION

The final evaluation ranking had Open Office Holdings Pty Ltd ranked highest and as such, the evaluation panel recommends Open Office Holdings Pty Ltd as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

This initial term of this contract has an anticipated cost of $243,968(GST inclusive), and an estimated total contract value of $641,325 (GST inclusive) inclusive of all available extension options, implementation, and professional services, with an extra contingency of $32,066.

This has been allocated from Business Technology capital budget for the financial year 2024/2025 along with a budget bid for the 2025/2026 financial year.

CONCLUSION

That Council approves the recommendations contained within this report.