



I. INTRODUCTION

This Policy provides guidelines on the roles and responsibilities in relation to undertaking a collaborative procurement process on behalf of one or more of our Member Councils.

Each procurement activity will vary depending on the number of Councils involved and the nature of the goods or services being procured.

Collaborative procurement occurs when Member Councils identify a procurement need or opportunity that through a lack of Council resource, time or capability seeks assistance from LG to undertake.

The advantages of collaborative procurement include but are not limited to:

- Reduced administrative overheads
- Economies of scale
- Specialist skills and knowledge
- Improved Supplier competitiveness

2. SCOPE

Collaborative procurement activities such as complex tenders take a considerable amount of time to plan and execute, so the purpose, form and how the collaborative processes will be undertaken need to be clarified along with the associated timelines. The decision making process and delegated authority will also be clearly described to allow the procurement activity to progress smoothly and the participating Member Councils achieve a greater efficiency.

When LG is engaged to undertake a procurement activity, they act with full delegated authority on behalf of the Member Councils and have a clear accountability for proper governance.

The challenges that collaborative activities can present for the participating Member Councils can be:

- Agreeing on the processes and principles
- Establishing common needs when developing specifications, evaluation criteria and other key documents.
- Having individual Councils remove themselves part way through the process, which can have the effect of narrowing the specification.

There is a broad legislative and policy framework that also needs to be conformed to when undertaking Local Government procurement activities.

A number of contractual models are available in which the collaborative procurement activity can be undertaken, and this also needs to be agreed upon.

These all require different levels of Member Council involvement and range from LG facilitating the procurement process, entering into and managing the subsequent contract through to LG simply providing advice and consulting on the Member Council process.

3. GUIDELINES

The Processes and Principles of the collaborative process that need to be clearly agreed begin with defining whether the principal liability for the process rests with LG or the Member Councils.

When LG is engaged to hold principal liability, the process discussion points will include:

- Member Council commitment to provide accurate data within the agreed timeline
- LG to undertake the planning function, preparation of procurement documentation and timelines and initiation of the process.
- LG to facilitate agreement on the evaluation process.
- LG to publically release the sourcing documents.
- LG to be the single point of contact for all suppliers and Member Councils.
- LG to evaluate the responses received against the agreed criteria, prepare an evaluation report and draft recommendation.
- LG to convene the assessment team.
- LG to provide notification to unsuccessful responders.
- LG to undertake a post audit of the procurement process and capture any lessons learned.

Signature: 

Date: 12 June 2020

Chief Executive Officer

If a conflict exists with any law in Australia, then the provisions of the law in Australia will prevail to the extent of the conflict.

4. LEGISLATION and OTHER DOCUMENTS

Fair Work Act 2009 (Cth)(as amended)

Local Government Act 1999 (SA)(as amended)

Work Health and Safety Act 2012 (SA)(as amended)

5. AVAILABILITY & GRIEVANCES

This policy is available for inspection at the Legatus Group office at 318 Main North Road, Clare during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from the Legatus Group's website at www.legatusgroup.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Legatus Group, PO Box 419, Clare, SA 5453.

6. REVIEW

This Legatus Group Policy shall be reviewed by the Legatus Group within (4) years of the issued date.

Date	Revision Number	Reason for Amendment
5 June 2020	I	No amendment