6   **TENDER FOR FIRST AID SERVICES**
     (CF2020096)

Responsible Senior Officer, CFO: Danny Wain

RECOMMENDATION*

That Council:

1. *Awards the tender from Premium Health Pty Ltd for First Aid Services, Contract No. 2020096 for a schedule of rates based contract with an estimated annual contract value of $73,000 and an estimated total contract value of $375,000 inclusive of all available extension options and CPI.;*

2. *Authorises the Chief Financial Officer or his delegate to execute the contract agreement; and*

3. *Notes that the contract will commence on 1ˢᵗ April 2020, with an initial term of three (3) years and the contract has two (2) separate extension options of one (1) year each and authorises the Chief Financial Officer to approve extension options subject to satisfactory performance.*

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

INTRODUCTION

Council has tendered for First Aid Services

BACKGROUND

Strategic Procurement brought together stakeholders from across Council to review first aid training needs to achieve best value and consistent outcomes for Council. The three main training qualifications needed were Cardiopulmonary Resuscitation training (HLTAID001), First Aid Training (HLTAID003) and Advanced Resuscitation training (HLTAID007) along with the option for other relevant training courses to be priced in the schedule of rates.

It was also agreed to include service options for (i) database management of training records and (ii) Mental Health First Aid training for staff.

NOTIFICATION

A public notice was placed in The Age newspaper *on 11/1/2020 and the tender closed on 31/1/2020.*

TENDERS RECEIVED

Tender submissions were received from the following 13 of suppliers by the appointed closing time.

No.	Tenderer
1	Chisholm Institute
2	Emergency Australia
3	EventAid
4	Fresh and Clean/Alsco
5	Hero Headquarters
6	Healthcorp
7	Intowork Australia
8	Life Saving Victoria
9	Premium Health
10	Real Response
11	Southern Education
12	St John Ambulance
13	TCP Training

Tender Conformance:

Two submissions were deemed non-conforming and these submissions were not evaluated further.

TENDER EVALUATION

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

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

Pass/Fail Assessment Criteria	Score
Registered Training Organisation:	*Pass/Fail*
OHS	*Pass/Fail*
Mandatory Insurances – Public Liability Insurance	*Pass/Fail*

Table 2	KEY SELECTION CRITERIA	CRITERIA WEIGHTINGS	SUB WEIGHTINGS	SUB CRITERIA/RETURNABLE SCHEDULES LINK
40% NON-PRICE CRITERIA	Capacity and Capability	25%	10%	Experience
			5%	Resources
			5%	Risk Management
			3%	Legal Compliance
			2%	Performance and Innovation
	Service Delivery	10%	3%	Flexibility and Availability
			2%	Customer Service
			3%	Course resources
			2%	Reporting
	Sustainability (Mandatory)	5%	2%	Environmental Sustainability
			3%	Local Sustainability
PRICE (60%)	Price*	60%	60%	Comparison of Whole of Life Cost or Total Project Cost or Estimated Annual Cost

DISCUSSION

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

Premium Health offered a database management which satisfies Council's cyber security requirements and is cost effective therefore Council has decided to accept this option. They also have offered various other training courses of benefit to Council, including Mental Health First Aid training.

FINANCIAL IMPLICATIONS

All stakeholders across Council accessing this contract will use their approved operational budgets to fund any training undertaken with this contract.

SUSTAINABILITY OUTCOMES

Environmental Sustainability: With an increase in training being done online as pre-learning less paper will be wasted as handouts during training sessions.

CONCLUSION

That Council approves the recommendations contained within this report.