

**ITEM 5.1 TENDER CONSIDERATION PLAN - BIRRALEE CHILD CARE CENTRE AGENCY EMPLOYMENT SERVICES****#1 Tender Consideration Plan for the Supply of Agency Employment Services to Birralee Child Care Centre**

## Tender Consideration Plan

### Supply of agency employment services to Birralee Child Care Centre

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Council currently engages the specialist services of Quality Recruitment QLD Pty Ltd (Quality Recruitment) through a Local Buy arrangement, for the provision of agency employment services at Birralee Child Care Centre (BCCC). These services include the provision of both regular child care staff, as well as relief child care staff. Currently, Quality Recruitment provides four of BCCC's regular child care workforce.

On 7 August 2020, Council received correspondence from Quality Recruitment advising that, effective 7 September 2020, they would only continue the provision of agency employment services to BCCC under a direct supplier arrangement, rather than as a panellist supplier under the Local Buy arrangement. Accordingly, Council will now commence a procurement process for a new agency employment services contract (New Contract) for Birralee Child Care Centre.

It is Council's intention to have the New Contract in place by 31 March 2021. However, to ensure the continuity of services to customers (children and families) and compliance with relevant child care regulations (e.g. child to staff ratios), Council will be required to enter into an interim contract for the supply of agency employment services during the period of 7 September 2020 and 31 March 2021.

This Tender Consideration Plan is designed to provide Council with an interim solution throughout the period of the procurement process that ensures continuity of service is maintained for BCCC customers and operational disruption is minimised.

In accordance with Section 230 of the Local Government Regulation 2012, the reasons for adopting this Tender Consideration Plan are set out below.

#### **Objectives of the Tender Consideration Plan**

The primary objectives of the Tender Consideration Plan are to:

- implement an interim solution that enables the continued supply of agency employment services to BCCC by the existing specialist provider during a period whereby Council will undertake a procurement process to award a New Contract; and
- maintain service levels and minimise service disruption during the required procurement period.

#### **How the objectives will be achieved**

Council is currently operating under a Local Buy arrangement whereby Quality Recruitment, as a panellist supplier, provides agency employment services to BCCC. This arrangement however will cease effective 7 September 2020 due to the withdrawal of Quality Recruitment as a panellist supplier under this Local Buy arrangement. Other panellist suppliers under the Local Buy arrangement have been deemed unsuitable for the continued provision of these specialist services to BCCC.

Accordingly, Council will need to enter into a short-term contract with a supplier for the continued provision of agency employment service to BCCC during the period whereby a procurement process will be undertaken (7 September 2020 to 31 March 2021) to award a New Contract under a direct supply arrangement.

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By implementing an interim solution through this Tender Consideration Plan, Council can continue to engage the existing supplier (Quality Recruitment) under a short-term direct supply contract. This would enable the continued delivery of agency employment services to BCCC during the procurement period, as well as reduce operational and service delivery risks associated with the short-term changeover of regular child care staff (provided by Quality Recruitment) operating within BCCC.

**How the achievement of the objectives will be measured**

Discussions have occurred with Quality Recruitment to determine its willingness to enter into a short-term direct supply contract with Council during the period of 7 September 2020 and 31 March 2021 whilst the required procurement process is undertaken. On 18 August 2020, Council received correspondence from Quality Recruitment confirming its willingness to continue the provision of agency employment services to BCCC during this period.

The cost, functionality and deliverables of the proposed short-term direct supply contract will be generally in accordance with that of the current indirect supply arrangement through the Local Buy arrangement and will be measured through Council's standard contract performance assessment processes.

Further, the contract will have a clear end date given Council's intention to undertake a procurement process to award a New Contract for commencement by 31 March 2021.

**Alternative ways of achieving the objectives**

Should Council not implement the proposed interim short-term contract with Quality Recruitment, the following alternatives have been identified:

1. Engage the services of an alternative non-specialist panellist supplier under the Local Buy arrangement
  - This alternative is not considered appropriate due to the identified capacity and service levels of other non-specialist panellist suppliers. Further, such an approach would require the immediate changeover of regular agency staff operating at BCCC, resulting in impacts to customers (children and families).
2. Undertake a direct market approach procurement process to enter into a New Contract for the supply of agency employment services to BCCC from 7 September 2020.
  - This alternative is not feasible due to statutory timeframes and requirements for the procurement of medium sized contracts.

**The proposed terms of the contract for the goods or services**

The terms and conditions of the interim direct supply contract with Quality Recruitment will be generally in accordance with Council's standard contractual terms.

**A risk analysis of the market from which the goods or services are to be obtained**

This strategy is considered to be of no financial risk to Council as entering into the proposed interim direct supply contract with Quality Recruitment would be on comparable terms to that of the existing indirect supply arrangement with Quality Recruitment under the Local Buy arrangement.