

RFT02 FYE2023 – EXECUTIVE SUPPORT SERVICES

Specifications of the Contract

To provide a range of specialist governance, compliance and executive services to the Chief Executive Officer and Council that provides an overall approach that aligns with the Shire of Ngaanyatjarraku's resources, location, and Corporate Business Plan.

Purpose

The purpose is to select a suitably qualified Executive Support Services (ESS) provider to provide specialist advice relevant to local government services to the Shire of Ngaanyatjarraku (NG). The primary goal of the service is to support the business objectives of the Shire and to facilitate efforts to provide compliant services to its community and stakeholders.

Background

The Shire of Ngaanyatjarraku is responsible for the provision of "mainstream" local government and delivery of services to the ten communities and visitors within its boundaries.

The Shire encompasses an area of 159,821 square kilometres and is located approximately 1,542km from Perth. The Shire is a unique local government in that its community of interest is contained within the traditional lands of the Ngaanyatjarra people of the Central Desert of Western Australia.

The Shire offices are in the Tjulyuru Cultural and Civic Centre in Warburton. In 2016 the Shire had a population of 1,709 people, comprised of 46% male and 54% female residents and there are approximately 515 dwellings within the Shire.

Both internal and external environments of the Shire of Ngaanyatjarraku are continually changing and competent legal advice is a critical supporter of the development, implementation, and enhancement of its services.

Deliverables

Provide the Shire of NG specific executive support services across a range (but not limited to) of the following key areas:

- Agendas / Minutes
- Strategic Projects (Waste / Early Years / Youth / Warburton Civic Centre & Roadhouse Concept Plan / Housing)
- Corporate Documents
- Integrated Planning & Reporting
- Budget processes

- Road Grant Funding & Acquittals
- Road Funding Audits

Timeframe & Where to send submissions.

Tenders for this proposal are to be received via email to tenders@ngaanyatjarraku.wa.gov.au by 2pm AWST Thursday 6 July 2023.

The commencement date is expected to be late July 2023.

Project Team

The project team provides governance to the project, and comprises the following members:

Name	Role	Organisation
David Mosel	Project Sponsor	GMO, Shire of Ngaanyatjarraku
Renae Withoos	Project Manager	HR Consultant, Shire of Ngaanyatjarraku

The roles and responsibilities of the Project Team include:

1. Administration of this RFQ process.
2. Answering any questions from responders.
3. Reviewing and providing feedback and advice on responses received.
4. Recommendation to Council for awarding contract.

The successful consultant shall report to the Chief Executive Officer on an agreed frequency as required.

Selection Process

The submission should include the following:

- Curriculum vitae of actual consultants to undertake the work.
- A list of previous demonstrated experience in completing similar services.
- Documentation addressing the below Selection Criteria.
- A Schedule of Rates (GST inclusive) for the Services, as per the above deliverables.

Selection Criteria

Submissions will be evaluated against the following weighted criteria:

1. Key Personnel - Skills, Experience and expertise in service provision across the NG Lands both Shire and other Agencies (20%)
2. Proven experience in providing local government executive services to the Shire of NG (35%)
3. Demonstrated knowledge of NG Local Government operations and associated legislative and regulatory requirements (20%)
4. Schedule of Rates / Projected Costs (25%).

Evaluation

Submissions received will be evaluated in accordance with the selection criteria.

The Project Team may request that applicants present, via Zoom / MS Teams, their submissions and answer questions on a date to be determined by the Project Team.

Acceptance and Award of Proposed Service

A submission will be deemed accepted when a notice in writing of such acceptance and Purchase Order is provided to the applicants email address furnished in the submission. The date of award shall be deemed the time / date of email sent.

Questions forwarded to:

tenders@ngaanyatjarraku.wa.gov.au