

Fraser Coast
REGIONAL COUNCIL

Pre-Qualified Supplier Or Contractor

Building better communities.

Interested in Becoming a Pre-Qualified Supplier or Contractor with Council?

What is a Pre-Qualified Supplier or Contractor?

A "Pre-Qualified" Supplier or Contractor has been assessed by Council to meet certain criteria in accordance with Section 232 of the *Local Government Regulation 2012 (QLD)*. A procurement process is also undertaken to determine which suppliers or contractors offer best value for money. Council maintains a number of Panel Arrangements* whereby suppliers and contractors who are "Pre-Qualified" can be found internally for Council staff to utilise. Council officers may engage these suppliers and contractors without the need for seeking quotes within certain parameters defined in the Section 3 of Council's Procurement Policy.

Note: Becoming a Pre-Qualified Supplier or Contractor does not guarantee any work with Council.

***Panel Arrangements:** Under the *Local Government Regulation 2012, Chapter 6, Division 3, s231-234,* Council can establish a number of arrangements. There are a number of variants available, but the term Panel Arrangement refers to them collectively.

Current Pre-Qualified Suppliers and Contractors?

If you're interested in viewing the currently approved pre-qualified suppliers and contractors, please visit bit.ly/prequalapproved

When will Council consider setting up a Panel Arrangement?

Panel Arrangements may not be appropriate in all situations. Council generally develops Panel Arrangements where most of the following factors apply:

- The procurement activity relates to a range of goods and services that are purchased on a regular basis.
- The exact scope of individual purchases in a category of goods and services may not be fully defined but there is an indicative program of future requirements of a common nature.
- There are numerous 'credentialed' businesses in the related market sector(s) that may satisfy Councils requirements.
- The Panel Arrangement will streamline procurement processes.
- Council has the capability to establish and manage the Panel Arrangement, manage the risks and achieve the benefits expected.



Benefits of Panel Arrangements

The intent of pre-qualification is to give Council staff the confidence that suppliers and contractors engaged to provide goods or services have relevant capability and qualifications. It reduces the risk for Council officers making the purchase and minimises the administrative burden of repeatedly approaching the open market for each individual purchase. Here are some of the benefits you may observe, if you become pre-qualified:

Reduce Costs	**Opportunity**	**Improvement**
In some cases pre-qualified suppliers and contractors may not have to submit quotes (if applicable).	Council can inform you more readily of potential supply opportunities.	Council can drive continuous improvement by refreshing the pre-qualification criteria and pool of suppliers/ contractors, and allocated work where possible.



Eligibility Requirements

The eligibility requirements will depend on the category of work; however, at the minimum Council will require $20 million in Public Liability Insurance. Council may also require evidence of licences, certificates, accreditations, permits, capabilities, resources, etc. as the case may be for your category or work.

The minimum criteria must be met before Council can approve your business as pre-qualified. In addition to the basic business details and compliance requirements, council may ask you to submit your prices or rates as part of the process.

Council will use this to form part of the decision – if your offer does not exhibit value for money, you will not be pre-qualified.

How to apply

To become pre-qualified, Council will advertise via Public Tender which are only open for submissions during certain times. You can express your interest in becoming pre-qualified to our Procurement Team via:

1. Completing our "Register your business with Council's Local Business Directory" form (www.frasercoast.qld.gov.au/business-council); and
2. Registering your details as a Supplier or Contractor on our Electronic Tenderbox (www.frasercoast.qld.gov.au/business-council).

Note: The two (2) steps above do not mean you will become pre-qualified – this simply allows you to be informed about any possible opportunities should they arise in the future. Council will attempt to notify the appropriate suppliers and contractors in the marketplace if opportunities arise, but it is ultimately your responsibility to keep informed. The best place to keep informed is via our Electronic Tenderbox, and Council's website. It should also be noted that in some instance, Council may not wish to pre-qualify any more suppliers or contractors in a category. If Council has sufficient, Council may not choose to invite new suppliers and contractors until the contract expiry period.

Evaluation process

Assessments take into account a number of factors including, but not limited to, consideration of the following:



Step 01
The accuracy of responses to the application questions

Step 02
Previous experience, resources and ability to conduct the work

Step 03
Financial viability (determined through an externally conducted assessment)

Step 04
Compliance, history and business details (e.g. Prohibition Notices, Building Industry Fairness Act requirements, etc.)

Council retains the right to conduct any other investigations as necessary and seek further information as required.

The Evaluation and Assessment process is expected to take up to 12 weeks from the date Council receives all required documents and information from the supplier or contractor who is applying.

Ultimately, this is dependent on the range of goods or services captured within the category and the quantity of submissions received by Council.

Approval process

Pre-qualification status is only granted upon approval of the Supplier or Contractor Application and subsequent execution (signing) of the Agreement by Council.

All applicants will be notified in writing of Council's decision.

Successful applicants will be advised by a Letter of Award, which will detail the requirements of the Agreement and contain an Agreement for execution (signing).

Council will publish information about Panel Arrangements and all pre-qualified suppliers and contractors on Council's website (bit.ly/prequalapproved).



Operating as a Pre-Qualified Supplier or Contractor

Pre-qualified suppliers or contractors can commence delivering goods and/or services in accordance with the terms and conditions of their Panel Arrangement, and in accordance with any relevant Council Policy.

There are no application fees or annual registration fees directly associated with becoming pre-qualified.

Supplier information sessions

We host information sessions for businesses wanting to supply goods or services to Council. These sessions are a great opportunity for businesses to find out:

- How we procure goods and services.
- Ways to maximise business opportunities with us.

To register your interest, please email us at: **procurement@frasercoast.qld.gov.au**





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