

Confidential Item

For Council meeting to be held on

Tuesday 18 March 2025 at 7:00 pm

Refer Item 11.10

Confidential Item**11.10 Tender Report – The ARC Campbelltown Staff Recruitment & Employment Services 2025**

Contract and Fleet Coordinator, Andrew King &
Manager Recreation Leisure Services, Andrew Nairn's Report

Purpose of Report

To advise Council of the outcome of a Tender Evaluation for The ARC Campbelltown Staff Recruitment and Employment Services 2025 and to appoint a service provider.

Strategic Plan Link

Focus Area 1.1.1 Provide services and programs that deliver a wide range of sporting, leisure and recreational opportunities

Previous Council/Committee Resolution

Nil

Background

Tenders were called for the provision of Staff Recruitment and Employment Services for The ARC Campbelltown. The service provider would manage the recruitment and ongoing employment of duty managers, lifeguards, learn to swim instructors, cafe and reception staff, gym instructors, group fitness instructors and other casual staff for The ARC Campbelltown.

The contract term is for 3 Years.

Subject to satisfactory performance and any other conditions which may prevail at the time the Council may consider one (1) optional right of renewal for three (3) years, which is to be exercised at Council's absolute discretion.

Tender submissions were opened on 28 January 2025 in the presence of Council's Contract and Fleet Coordinator, Administration/Hiring Officer and Records Officer.

Discussion

The following four organisations submitted a Tender for these services:

- Maxima Training Group
- MEGT Services
- Programmed Skilled Workforce
- Randstad.

The tenders were assessed by a Tender Evaluation Panel with respect to their reliability, business capability, quality of service, environment management system, work health and safety, any previous works undertaken by the companies and the tendered rates.

The assessment panel believe that the majority of the companies could deliver the project, however the preferred Tenderer was selected due to the following reasons:

- Proven experience on similar projects
- Past project capacity including their track record
- Understanding of the project
- Experienced Staff
- Quality systems in place
- High regard to WHS
- Financial capability.

The preferred supplier, Maxima Training Group, has been undertaking similar projects for various Federal, State and Local Governments and private industry for a number of years. They have proven to be very flexible in meeting client needs and the requirements of the project. In addition, Maxima Training Group is the incumbent service provider and has been delivering recruitment and employment services to The ARC since its opening and have successfully delivered these services in an efficient manner and in line with Council values.

Social Implications

There are no social implications in relation to this report.

Environmental Implications

There are no environmental implications in relation to this report.

Asset Management Implications

There are no asset management implications in relation to this report.

Governance / Risk Management

Management of tenders in accordance with Council's Procurement Policy is good governance and best practice to minimise reputational risk.

Community Engagement

There are no Community engagement implications in relation to this report.

Regional Implications

There are no regional implications in relation to this report.

Economic Development Implications

There are no economic development implications in relation to this report.

Financial Implications

	Management Fee	Work Hours Total	X 6 Yrs
		63,612	
Maxima Training Group	4.20	267,170.40	1,603,022.40
MEGT Services	4.21	267,806.52	1,606,839.12
Programmed Skilled Workforce	6.78	431,289.36	2,587,736.16
Randstad	3.09	196,561.08	1,179,366.48

The Management Fee to deliver the services annually is \$267,140 per annum going forward for the preferred tenderer.

The Management Fee is the amount that recruitment firms charge for the provision of their services and includes costs such as medicals, onboarding, advertising, leave entitlements, performance management, recruitment etc. The amount shown in the table does not include wages paid to agency staff, as this is the same for all tenders as it is based on the relevant award.

Recommendation

That Council authorise Staff to engage Maxima Training Group to provide recruitment and employment services at The ARC Campbelltown for three (3) years commencing 1 April 2025 with an optional right of renewal for an additional three (3) years being exercised at Council's absolute discretion.



CAMPBELLTOWN CITY COUNCIL

Tender Evaluation Report

ARC Campbelltown Staff Recruitment & Employment Services 2025

Cost centre Various

Date: 24/02/25

Prepared by: Andrew King

1. Background

The Campbelltown City Council invited tenders from companies for the provision of Staff Recruitment Services for the ARC Campbelltown within Campbelltown City Council, comprising of the engagement of a service provider to assist and manage the recruitment and ongoing employment of duty managers, lifeguards, learn to swim instructors, cafe and reception staff, gym instructors and group fitness instructors for the ARC Campbelltown

2. Contract Term

The contract term is for 3 Years (commencing on or around 1 March 2025).

Subject to satisfactory performance and any other conditions which may prevail at the time the Council may consider one (1) optional right of renewal of three (3) years each to be exercised at Council's absolute discretion

3. Procurement Process

3.1. Open Tender Process

The Tender was released on the SA Tenders & Contract website.
(www.tenders.sa.gov.au).

Tenders Opened: 24/12/2024

Tenders Closed: 28/01/2025 – 1:00pm

3.2. Document Issued

The document issued is the standard CCC RFT package, (ECM 6881797)

3.3. Tender Enquiries

Several tender enquiries were received during the procurement process and this was replied to all parties that downloaded the documents from Tenders SA website.

3.4. Tender Briefing & Site Visit

No tender briefing or site visits were conducted.

4. Receipt of Tender & Evaluation

4.1. Receipt of Tenders

Tender submissions were received from the following companies:

- Maxima Training Group
- MEGT Services
- Programmed Skilled Workforce
- Randstad

No late tenders were received.

Tenders were opened shortly after the Closing Time by three Council staff that signed and documented the receipt of each tender. (ECM 6897555)

4.2. Evaluation Panel

The evaluation Panel consisted of:

- Andrew Nairn
- Ritu Datta
- Michelle Hammond
- Derek Lawson Risk Management Officer - Management (WHS System & Insurances only)
- Simon Zbierski Manager Finance (or nominee) - Management (Financial & Economic Stability)

Each Member of the Evaluation Panel completed the Tender Declaration Form and declared “No Conflict of Interest” and agreed to keep confidential the contents of each tender. (ECM 6902681)

4.3. Evaluation Criteria

The evaluation criteria are as follow:

#	Assessment Criteria	Weighting
1	Relevant Experience (Previous work of this type etc.)	10.00%
2	Track Record (General reputation for work competence, capacity etc.)	10.00%
3	Technical Skills (People, systems, specific abilities etc.)	12.50%
4	Methodology (The project process, scope of work, value add, Assumptions / Exclusions etc.)	12.50%
5	Management (Organisation, Environmental, Quality System)	5.00%
6	Time Performance (Meeting timeframes)	5.00%
7	Management (Insurances & WHS System)	7.50%
8	Management (Financial & Economic Stability)	7.50%
9	Local (Products, Goods/Works/Services & Contractors)	10.00%
10	Price	20.00%
	TOTAL	100.00%

4.4. Evaluation Selection

The evaluation was individually carried out by each evaluation panel member and then averaged out on (14/2/25) and the full evaluation matrix is in (ECM 6898833)

The summary of the evaluation is below:

Contractor	Price	Total Score	Rank
		100.0%	
Maxima Training Group	\$267,170.40	437.26	1
MEGT Services	\$267,806.52	364.54	3
Programmed Skilled Workforce	\$431,289.36	316.64	4
Randstad	\$196,561.08	430.72	2

Note: Highest score is best

The summary of cost estimation is provided in the appendix.

4.5. Reference Checks

No reference check were undertaken as Council has used this supplier / contractor before and were satisfied with their performance.

5. Discussion

That all of the submissions for the Tender were detailed and it was a competitive process and, however the below Maxima Group Services stood out from the rest on a number of fronts due to their:

- Understanding of the project
- Well experienced staff
- Quality systems in place
- Project Management Skills
- Relevant experience
- The incumbent provider

The preferred tenderer (Maxima Training Group) has been undertaking these services for various metropolitan and interstate Councils and for a number of years on time and without any significant issues and have proven to be very flexible in meeting the needs and the requirements of the project.

Randstad although cheaper demand that they limit their insurance Liability:

“Add new clause 9.4: “The Contractor’s total liability under this Agreement, including under any indemnity, whether in contract, tort (including negligence), statute or otherwise will not exceed an amount equal to \$1,000,000.” And “This liability cap is most critical in getting the Agreement signed”

As per the Standard LGAP Tender Model documents & the LGRS / LGAMLS Council request that:

Public Liability - Not less than \$20 million

Professional Indemnity - Not less than \$5 million

Council has not agreed to any request of Limiting Liability ever in the past, regardless of any types of works or service to be delivered or supplied and Council will not accept or engage anyone with Limited Liability in relation to Public Liability Insurance or Professional Indemnity Insurance.

For example, if a lifeguard, let someone get hurt / brain damage / death / drown, we could be sued for millions and we cannot agree to this.

This has been confirmed in writing again by the LGAMLS on the 24 February 2025 and Council will not accept Limited Liability in any form whatsoever from or any tenderer or contractor.

6. Financial Implication

	Margin	Work Hours Total	X 6 Yrs
		63,612	
Maxima Training Group	4.20	267,170.40	1,603,022.40
MEGT Services	4.21	267,806.52	1,606,839.12
Programmed Skilled Workforce	6.78	431,289.36	2,587,736.16
Randstad	3.09	196,561.08	1,179,366.48

The costs to supply and deliver the services (\$4.20/hr Margin Rate on any hour worked) annually is estimated to be **\$267,140** per annum going forward and currently there are not enough funds in the

budget for 2024/2025, therefore additional funds are required and need to be recognised at the next budget review and will require an increase of **\$22,264**.

7. Terms of Payment

The contractor has requested payment of contract sum as highlighted below.

Option 3 (Schedule of Rates)

- ☒ Where the Contract is a Schedule of Rates the Contractor may at monthly intervals (or as otherwise specified in this agreement) submit a written claim for the works completed / service delivered.

8. Financial Sustainability

The Finance department tender evaluation is part for the final combined assessment.

9. Recommendation

That Maxima Training Group be awarded the contract.

10. Approval

Endorsed by:

Signed: _____ Date: _____

General Manager General Manager Community Connections

Endorsed by:

Signed: _____ Date: _____

Chief Executive Officer

