



Livingstone  
SHIRE COUNCIL

# Doing Business with Livingstone Shire Council

## Summary

- Council is governed by Legislation, Policy and Guidelines in regard to its procurement activities and these are available on Council's website.
- Establishing Registers of Pre-Qualified Supplier arrangements (RPQS) enables Council to engage with Industry in a quick and cost effective manner.
- Preferred Supplier Arrangements (PSA) enable Council to purchase goods and/or services through a specifically conditioned contract.
- Council advises opportunities for inclusion on an RPQS or PSA via VendorPanel.
- Council manages RPQS's and PSA's through its quoting portal called VendorPanel.
- Suppliers should register contact details online with VendorPanel at <https://www.vendorpanel.com/supplier-info>

## Contact Us



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## Purpose

This guide is intended as an information resource to assist suppliers in the provision of goods and services to Livingstone Shire Council. It gives you some basic information that is intended to:

- ✓ Help you understand the legislative requirements under which Council must operate;
- ✓ Help you understand how Council can procure goods and services;
- ✓ Help you understand how Council tenders for goods and services; and
- ✓ Explain how you can apply for inclusion on a Register of Pre-Qualified Suppliers (RPQS) and/or Preferred Supplier Arrangement (PSA) lists.

## Governance

Council's procurement of goods and services is governed by various laws, regulations, policies and guidelines which aim to achieve the best outcome for the Community. Governing documents include the Local Government Act (2009); the Local Government Regulation (2012); Council's Procurement Policy, Directive and Guidelines and the Act's Sound Contracting Principles:

- ✓ Value for money
- ✓ Open and effective competition
- ✓ Develop competitive local business/industry
- ✓ Environmental protection
- ✓ Ethical behaviour and fair dealing

## Register of Pre-Qualified Suppliers (RPQS)

A Register of Pre-Qualified Suppliers is a list of suppliers who have been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

All successful suppliers registered on an RPQS are engaged to work on an as needs basis. Suppliers are not guaranteed to secure any work.

Arrangements are often in place for 2 years with options to extend and Council can perform a 'refresh' at its discretion which will enable opportunity for new suppliers to be added to the list.

## Preferred Supplier Arrangement (PSA)

### What is a Preferred Supplier Arrangement?

A Preferred Supplier Arrangement is made between Council and a supplier for a given expense category. (e.g. office stationery, fleet, safety workwear, phones, IT equipment) and is determined by market availability and Council's requirement for the specific product or service.

### How are Preferred Supplier Arrangements determined?

Council will seek to put a PSA in place where Council can demonstrate better value for money by accumulating demand due to the nature of the supply being purchased in large volumes and/or frequently.

## How do I get on an RPQS or a PSA?

All opportunities will be advertised through VendorPanel and are open for a minimum of 21 days. To ensure you don't miss out on notifications of these opportunities, you must register with VendorPanel! You will be required to submit your tender for consideration on either arrangement.

VendorPanel registration can be completed at <https://www.vendorpanel.com/supplier-info> the process is quick and free and not only are you able to nominate for work in areas other than Livingstone Shire but you can also nominate to receive notifications for the supply of specific goods and/or services.

Once you are successfully placed on an RPQS or PSA Council will engage you through Council's vendor portal known as VendorPanel. You will be able to provide your approved products/services details so that Council Officers (Buyers) can procure your products/services through this portal. You will also be able to upload all of your relevant insurances, qualifications and licences as required under your contract.

