

16 February 2021

Mr Anthony Vuleta
CEO
Town of Victoria Park
99 Shepparton Road
Victoria Park WA 6100

Dear Mr Vuleta,

RE: PROBITY CERTIFICATE – TOWN OF VICTORIA PARK – TURF MOWING AND MAINTENANCE SERVICES – TVP/20/07

1. Introduction

This report details our opinion regarding the probity of the processes undertaken in the development of the Request for Tender (RFT) documentation, the management of the proposal preparation phase and the conduct of the evaluation process for the above RFT.

This report outlines the involvement of Stantons International (SI) in the process and our opinion that this has been a thorough process that has complied fully with appropriate probity requirements.

2. Involvement of Stantons International

On this occasion, the Town of Victoria Park (the Town) engaged SI as the probity advisors to the process after the RFT had closed and Tenders were received. We have provided probity support from the point of our engagement through to recommendation of the Preferred Tenderers. As such, we have been involved throughout the full evaluation process and have been able to make a progressive contribution to the conduct of the process and the review of probity issues relating to the evaluation of submissions once received. However, our scope has been limited to matters from the point in time of our engagement onwards and thus does not include any consideration of any probity risks associated with the procurement planning stage of the process or the development of the RFT document, including whether the established requirements within the Request complied with relevant Town procurement policies or applicable legislative requirements; or the conduct of the tender-open period including any supplementary information issued to Tenderers on a formal or informal basis.

3. Purpose and Scope

The purpose of this review was to ensure that the evaluation process was administered fairly and impartially to all parties and was consistent with the process contract implied in the RFT document, relevant legislation and Town policies.

4. Summary and Evaluation Methodology

In summary, this procurement was structured as a single-stage, open tender process, consisting of the release of a RFT publicly to allow any interested party to participate.

After the receipt of submissions from the Tenderers, an evaluation process was carried out by an Evaluation Panel in conformity with the Evaluation Plan that was developed for the RFT. The evaluation process involved individual assessment and scoring of the responses, followed by a

consensus process and group assessment to identify the Preferred Respondent for recommendation. SI was present at all critical points during the process and observed the process as being conducted in an unbiased manner that was fair to the Tenderers at all times.

5. Notable Events

During our review no significant issues were identified that would be likely to have an impact on the outcome of the process from a probity perspective. The process was conducted in a professional and well managed manner at all times.

6. Recommendations

No specific recommendations are made to improve the probity of future evaluations such as this.

7. Deviations from Agreed Procedures

No specific recommendations are made to improve the probity of future evaluations such as this.

8. Conclusion

We are satisfied in relation to the following:

- The Evaluation Panel applied all relevant Local Government and Town supply policies and complied with all relevant probity requirements during the evaluation process.
- It is our opinion that the evaluation process was free from bias and inequity.
- Documentation supporting the evaluation process provides sufficient evidence for third party review and accurately describes the process undertaken.
- The process was conducted fairly and equitably.

It is our opinion that the process was fair and equitable and in accordance with the requirements of the RFT document and the supporting Evaluation Plan, subject to the scope limitations noted in Section 2. Should you wish to discuss any matters raised in this report, please contact the undersigned.

Yours faithfully



Kevin Donnelly
Principal, Probity & Procurement