



**CONFIDENTIAL CHIEF EXECUTIVE
OFFICER REVIEW COMMITTEE MEETING**

CONFIDENTIAL MATTERS

8.1	CEO Review Services Select Request for Quote (RFQ) Shortlist	4
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Released 26 May 2020

8.1 CEO REVIEW SERVICES SELECT REQUEST FOR QUOTE (RFQ) SHORTLIST

Contact Person: Ms Susie Reichstein

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (d) of the Local Government Act 1999, this matter is confidential because tender responses to the select request for quote contain commercial information that is provided on a confidential basis.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

8.1 CEO REVIEW SERVICES SELECT REQUEST FOR QUOTE (RFQ) SHORTLIST

Report Author : Ms Susie Reichstein

Delegated Authority : Matters delegated to the Committee.

PURPOSE

For the Chief Executive Officer Review Committee (the Committee) to receive presentations and ask questions of the shortlisted agencies regarding their submission responses to the select Request for Quote (RFQ) for the services of an agency to assist the Committee and the CEO, with CEO review services. This will enable the Committee to consider the shortlisted agencies, with a view to selecting a preferred provider, subject to appropriate reference checks.

STAFF RECOMMENDATION

(No staff recommendation. For the Committee to determine at the meeting.)

EXECUTIVE SUMMARY

Following the select Request for Quote (RFQ) process seeking an agency or consultant to assist the Committee and the CEO, with CEO review services, the Council evaluated the five submissions received and shortlisted two agencies to present to the Committee for consideration as the preferred service provider.

1. BACKGROUND

At the Committee meeting held on 28 October 2019, the Committee endorsed the Chief Executive Officer Review Services Tender Scope and resolved to undertake a select Request for Quote (RFQ) to the following agencies:

- UXL Consulting;
- Ashby Magro;
- Kathryn McEwen;
- Paula Davies;
- Morton Phillips;
- EGM;
- Perks People Solutions; and
- Local Government Association (LGA) SA;

for the provision of CEO review services for an appointment term of three years plus two years.

The selected agencies were contacted on 31 October 2019 inviting submissions to the RFQ for CEO Review Services. The tender period closed at 2:00pm, Friday 15 November 2019. Five submissions were received from selected agencies. Kathryn McEwen, UXL Consulting and Paula Davies did not submit a response.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.2 Improved service delivery

3. PUBLIC CONSULTATION

There is no requirement to consult with the public on this matter.

4. DISCUSSION

- 4.1** The Committee considered the five tender submissions received at the meeting held on 2 December 2019 and shortlisted two tenderers, Ashby Magro and Morton Philips to proceed in the process.
- 4.2** Ashby Magro and Morton Philips have been invited to present their submissions to the Committee and respond to questions.
- 4.3** The presentations will assist the Committee in determining a preferred provider, subject to appropriate reference checks being undertaken.

5. OPTIONS

Recommendation

(No staff recommendation. For the Committee to determine at the meeting.)

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The Committee will receive the presentations at the meeting and will consider a preferred service provider, subject to appropriate reference checks.

6.1.2 Financial Implications

A budget of \$20,000 for the selected provider to work with the Committee and the CEO has been allocated in Council's recurrent budget.

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 8.1 IS TO BE KEPT IN CONFIDENCE

Purpose

To resolve how long agenda item 8.1 is to be kept confidential.

STAFF RECOMMENDATION

- 1) Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Report for Item 8.1

This order shall operate until further order and will be considered at the annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the Local Government Act 1999.

- 2) Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Minutes for Item 8.1

This order shall operate until such time that the successful and unsuccessful tenderers for CEO review services are notified of the outcome of the select Request for Quote.

The Committee authorise the CEO or his delegate to conduct appropriate reference checks on the preferred provider.