



Regional Procurement



A message from the Manager

PETER SALAFIA

We are now in October and it is soon coming up to our 16th year in operation. It is a true saying that 'The future has a way of arriving unannounced' (George F. Will). Time is fleeting and how we spend it defines how we value the time we have. Regional Procurement is making the best use of our time by investing in our most important resources, our staff. Being the best at what we do provides our valued clients with confidence in our processes. My team are gearing up for a busy year with Sabrina Smithson who is in the role of Support Services Coordinator taking on a Certificate IV in Business Administration. Also Jack McLennan who is our Support Services Officer is undertaking a Certificate IV in Local Government Administration. Michelle Partland who is in the role of Advisor - Audit and Quality Management is attending an auditing seminar to maintain her credentials.

At all times, Regional Procurement is seeking to provide the best possible service to our valued clients. Our focus is on getting it right and keeping it right! Through our annual customer satisfaction surveys we are able to obtain valuable feedback on how our clients view the quality of the service we provide.

Implementing improvements to our current processes is key to maintaining our ISO 9001: 2015 Quality Assurance status. It is through this ongoing and regular review process that Regional Procurement can always offer the very best services.

As Manager I am very proud of the service my team and I provide. We strive to offer our clients (both Councils and suppliers) a service that is valued and one that would be recommended to others. I encourage all readers to visit our website to view our offerings. In addition to our 'Contact Us' page where general enquiries can be made, Regional Procurement will also be creating a dedicated 'Comments, Compliments and Complaints' page on our website. The purpose of this page will be to provide all of our valued clients with the opportunity to air their communications directly to our CEO. This page will be linked to the CEO's email address and will not be visible to Regional Procurement staff. In this way, our valued clients can have the utmost confidence that whatever message they wish to leave, whether it be a comment, compliment or complaint, it will be first viewed by our CEO who will then take whatever action is deemed necessary.

Thank you all for your ongoing support and use of Regional Procurement. My team and I look forward to working with you into the future.



Customer Survey Results

Regional Procurement would like to thank all of our valued councils and industry partners for responding to our annual customer survey.

Your feedback is very important to us.

If you would like to view the results please [click here](#).

Fee-for-service tender process

In addition to our standard 'Management Fee' tender process Regional Procurement also offers a tailored solution specific to the requirements of the client. A pre-agreed fee is negotiated prior to the tender process commencing as there is no ongoing management of the contract process by Regional Procurement.

At the conclusion of the process Regional Procurement will provide the client with all necessary information to allow contracts to be executed with the nominated supplier/s and the client Council.

If you wish to know more about the Fee-for-Service tender process please contact us on 4978 4010 or admin@regpro.com.au

Have you heard about our on-line portal?

The Regional Procurement Login Portal gives participating Councils and Industry Partners access to relevant contract details.

The portal lists the current contracts council has accepted, along with the executed contract for each supplier, the specifications and the current pricing.

The portal is available to any council or supplier that is participating in a Regional Procurement contract.

Please note it is currently not available to suppliers that are a part of our Level 2 Industry Program.

If you would like a Login please [click here](#).

Probity Audit Services

Regional Procurement is able to offer these services to councils at a very cost effective rate.

Our staff are well versed in the requirements of the Local Government (General) Regulation 2005 - Part 7 Tendering and can offer advice on all aspects of the tender process from conception to completion.

Your Council will be provided with a comprehensive report outlining areas for improvement where deemed necessary to ensure alignment to Regulatory requirements. Please contact the Advisor - Audit and Quality Assurance 02 4978 4039 or the Manager Regional Procurement 02 4978 4044 for further information.



Did you know?

During 18/19 financial year our member councils purchased enough fuel to drive around Australia 6,235 times!

Electricity Reverse Auctions and Tenders

We offer two distinctly different approaches to provide our valued client Councils with a solution to this sometimes puzzling yet necessary commodity.

We test the market for our client Councils using either of the following methods:

1. Standard tender process for Small Sites (SME) which consume less than 100mwh per annum.
2. Reverse Auction^^ process for all Contestable Sites which consume greater than 100mwh per annum and Street Lighting. The Reverse Auction process is unique to EnergyAction and has provided our client Councils with much needed savings over the past 8 - 9 years since we commenced our partnership with this company.

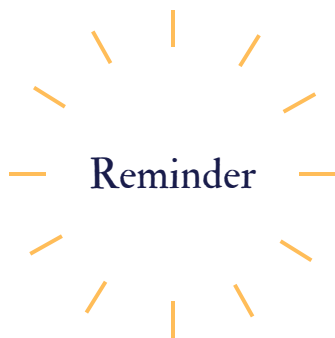
^^ The Reverse Auction process is exempt from Local Government (General) Regulation - Part 7 Tendering requirements. To enquire about this innovative option for securing better than average market rates please contact me directly.

Regional Procurement only goes to market for individual client Councils based on their respective volumes. This may seem contrary to the popular belief that 'bigger is better' or that a better deal can be obtained by aggregating the volumes of multiple Councils. Our experience clearly shows that the retail energy industry prefers to deal with individual entities as this provides for a quick turnaround on the results obtained and as such achieves a better outcome.

To facilitate either of the Tender or Reverse Auction processes Regional Procurement follows these simple steps:

- A Letter of Participation (to allow Regional Procurement to undertake the respective process on behalf of Council) and Letter of Authority (to allow EnergyAction to access your energy retailer) be signed by the participating Council to confirm their support for the process. This does not bind the Council to any outcome. Such commitment must be the subject of a Council resolution only where the results are to the satisfaction of the parties involved.
- Copies of all invoices are provided for information purposes
- The tender or reverse auction is advertised in the Sydney Morning Herald and on TenderLink
- An Evaluation Plan is provided outlining all pertinent steps in the process including milestone dates, evaluation criteria, etc
- At the nominated closing date and time an evaluation meeting is convened and facilitated by Regional Procurement
- A comprehensive evaluation report is provided to the Council officer to assist with the reporting process
- Upon confirmation of Council's endorsement of the recommended outcome a contract is signed by the GM and sent directly to EnergyAction for lodgement with the successful energy retailer

Please contact Peter Salafia to discuss should you wish to know more about the services we offer regarding this very important commodity.



Just a friendly reminder to our Industry Partners to **ensure that your contact information on Tenderlink is current and up to date.**

So when we start advertising for a renewal or a new tender, the Tenderlink invitation/notification will be distributed to the correct people, promptly.

Thank you!

Contact details update



Peter Salafia - Manager

peterseregpro.com.au

(02) 4978 4044 / 0400 478 178

Manager, Key Account Manager – MNC, NAMOI, NEC, RTC, Norfolk Island

Peter has been Manager of Regional Procurement since inception in 2004.



Mark Kentish - Key Account Manager - Central

markk@regpro.com.au

(02) 4978 4017 / 0430 807 085

Key Account Manager – HUN & OROC

Mark has been part of the Regional Procurement team since July 2014.



Michelle Partland - Advisor | Audit and Quality Management

michellep@regpro.com.au

(02) 4978 4039

Provision of Audit & Quality Management advice and services

Michelle has been part of the Regional Procurement team since February 2013.



Sabrina Smithson - Support Services Coordinator

sabrinasm@regpro.com.au

(02) 4978 4010

Staff Coordination, Contract Price Variations, Management fees, Website maintenance

Sabrina has been part of the Regional Procurement team between 2012 – 2016 and re commenced in May 2019.



Jack McLennan - Support Services Administration Officer

jackm@regpro.com.au

(02) 4978 4046

Certificates of Currency, 6 and 18 month Customer reviews, Tender supplier reference checks, Part of the management fees process, etc.

Jack has been part of the Regional Procurement team since March 2018.