



PO Box 1908  
West Perth WA 6872  
Australia  
Level 2, 1 Walker Avenue  
West Perth WA 6005  
Australia  
Tel: +61 8 9481 3188  
Fax: +61 8 9321 1204  
ABN: 84 144 581 519  
www.stantons.com.au

14 October 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 – CLEANING OF COUNCIL BUILDINGS AND PUBLIC TOILETS – TVP/21/06**

## **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 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 Stantons as the probity advisors to the process from the procurement planning stage of the project and we have provided probity support from prior to completion of the development of the RFT document through to recommendation of the Preferred Tenderer. As such, we have been involved throughout the process and have been able to make a progressive contribution to the conduct of the process and the review of probity issues.

## **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 general 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 Tenderer for each Separable Portion of the opportunity, for recommendation for contract award. In this instance, the Preferred





Tenderer was the same for both Separable Portions. Stantons 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. Should you wish to discuss any matters raised in this report, please contact the undersigned.

Yours faithfully

A handwritten signature in black ink, appearing to read "Kevin Donnelly".

**Kevin Donnelly**  
Principal, Probity & Procurement