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WALGA PSAs represent a “win-win” outcome for all parties. There are definable benefits for the Preferred Supplier in the form of an aggregated market and their status as a Preferred Supplier increases the likelihood that Members can buy goods and services from them without having to go to tender. There are also benefits for Members including access to the best suppliers and product brands, the assurance of superior pricing and conditions of supply, a streamlined and simplified purchasing process, and full compliance with the Regulations.

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FURTHER INFORMATION
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August 2018
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Under the Local Government (Functions and General) Regulations 1995, a tender exempt supplier applied to WALGA. This means that WALGA local government Members can purchase any value of goods or services from any WALGA Preferred Supplier without having to go to tender.

WHAT ARE THE BENEFITS OF BEING A PREFERRED SUPPLIER?

WALGA PSAs facilitate direct access for Members to contracted goods and services in a streamlined and cost-effective way. Preferred Suppliers obtain the following benefits:

1. WALGA’s Endorsement - Preferred Supplier status carries significant weight with Members as an assurance of quality and reliability. High quality, professional work for money and full regulatory compliance. Although individual Preferer Suppliers are not directly promoted by WALGA, we strongly advertise the PSAs.

2. Reduced Tender Requirements - Preferred Suppliers do not have to respond to the same process that you did when joining the panel. Instead, you can undertake tenders if they are related to their Preferred Supplier Status. Most of responding to individual tenders from Members. Business with Members and are significantly lower than the cost of responding per response.

3. Standardised Terms and Conditions - the use of standard terms and conditions facilitates an efﬁcient and cost-effective delivery of goods and services to Members - there is no upper dollar value limit.

4. Streamlined Procurement - the streamlined setup of a PSA includes providing information back to WALGA on activity generated under the PSA.

5. Networking - access to a range of Member events and networking opportunities such as the annual Member Convention and Exhibition. Preferred Suppliers also have the opportunity to promote their own events on the WALGA Procurement website. If they are linked to their Preferred Supplier Status.

6. Contract Management Fees / Rebates - Preferred Suppliers are not to pass onto Members any costs relating to the management of the Preferred Supplier Arrangement. WALGA maintains confidential data on contract activity report to WALGA on activity generated under the PSA.
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Member requirements and supplier costs

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Under the Local Government (Functions and General) Regulations 1995, a tender exemption applies to PSAs. This means that WALGA local government Members can purchase any value of goods or services from any WALGA Preferred Supplier at any time without having to go to tender. A PSA is far more than a tender level contract. Preferred Supplier status requires:

- a business relationship between WALGA and the appointed supplier;
- streamlined and lower cost of delivering business to Members;
- maximises opportunities for market share; and
- ensures “win-win” procurement outcomes for both Members and suppliers.

DOES IT COST MONEY TO BE A PREFERRED SUPPLIER?

Preferred Suppliers pay a fee in return to WALGA – but only when they advertise in a Tender or provide a product to a Member. The value of the fee is up to a maximum of two per cent (2%) of the agreed or group purchasing. There are no overheads a supplier has. It recognises that suppliers will save money by not tendering to Member requirements - this can save a supplier between $20,000 and upwards of $1 million per annum. A simple example is facilitated below.

<table>
<thead>
<tr>
<th>Tender</th>
<th>PSA Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of tenders responded to</td>
<td>10</td>
</tr>
<tr>
<td>Value per tender</td>
<td>$100</td>
</tr>
<tr>
<td>Total value</td>
<td>$1,000</td>
</tr>
<tr>
<td>Cost of responding per response</td>
<td>$200</td>
</tr>
<tr>
<td>Total cost of responding</td>
<td>$2,000</td>
</tr>
<tr>
<td>Working percentage</td>
<td>75%</td>
</tr>
<tr>
<td>Total cost of responding rebate</td>
<td>$0</td>
</tr>
<tr>
<td>Total cost of tendering</td>
<td>$2,000</td>
</tr>
<tr>
<td>Saving</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

What is a Preferred Supplier? Does it cost money to be a preferred supplier? Why should I become a preferred supplier? What are the benefits of being a preferred supplier? What is required of preferred suppliers? Are preferred supplier contracts all panel arrangements?

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- Reduced Tender Requirements - Preferred Suppliers from hereon in, so Members can use the exempt status of a PSA to obtain quotes rather than undertake tenders. This saves Preferred Suppliers time and money and frees up internal resources.
- Streamlined Procurement - The process set out for a preferred supplier to save a tender process enables faster and easier management of any value of goods and services to Members – there is no tender value limit.
- Facilitated Purchasing Opportunities - WALGA can provide a referral list to facilitate access of all suppliers purchasing opportunities across Members. For example, a group of Members may want to jointly undertake the establishment of a Landfill Facility.
- Contracted Contract Management - suppliers deal directly with WALGA in relation to all contract management issues. WALGA maintains regular management meetings to ensure effective working relationship and maximise the effectiveness of the PSA.
- Standardised Terms and Conditions - the use of standardised approaches minimises regulator complexity and cost reduction. It also minimises risks of dispute.
- Market Share Reporting – a quarterly report that provides information on a Preferred Supplier’s market share within the WALGA environment.
- Networking – access to a range of Member events and networking opportunities such as the annual Members Convention and exhibition, Preferred Suppliers also have the opportunity to promote their own events on the WALGA procurement website. If they are referred to in their Preferred Supplier Status.

WHAT IS REQUIRED OF PREFERRED SUPPLIERS?

While being a Preferred Supplier presents numerous opportunities, there are also some obligations that must be met. These include:

- Best Price Guarantee – there is a legal requirement on all Preferred Suppliers to provide their best pricing and conditions of supply exclusively through the WALGA Panel arrangement.
- Full Compliance – comply with the terms and conditions of the PSA Contract you sign. The integrity and reputation of the WALGA Program is built on the fact that appointed Preferred Suppliers deliver against their contract. Full compliance is required, including cooperating with any compliance audit that WALGA undertake directly or through an independent auditor.
- Quarterly Management Reporting – provide a quarterly activity report to WALGA on activity generated under the PSA. This includes all work with Members that has not been tendered. WALGA maintains confidential data on contract usage, including actual expenditure per Member and projected savings against market prices (as outlined in your tender to be part of the panel). This information is aggregated and used to demonstrate to Members the value of the PSAs. It also allows us to provide market share information back to you.
- During the contract – comply with specific contract management activities include establishment and maintenance of PSAs, WALGA and WALGA Preferred Supplier ongoing compliance and risk management audits and quarterly contract management update meetings.
- Promotion and Relationship Management – all Preferred Suppliers must demonstrate active relationship management with Members. Inclusion suppliers that are not being engaged by WALGA Members over a period of time may be removed from the PSA, if WALGA believes its responsibility to promote itself, not WALGA.
- Contract Management Fees / Rebates - Preferred Suppliers are not to pass on Members any costs relating to the payment of contract management fees or rebates paid to WALGA. All such costs are the supplier’s cost of doing business with Members and are significantly lower than the cost of responding to individual tenders from Members.
- Transition of Business – a requirement to transfer all Member business (future agreements by the individual Member) to being within the scope of the PSA.
- Selling your business – notifying WALGA early on is as possible that the business is being sold. Do not assume that the new owner will have access to the PSA or will wish to be subject to a no-disclosure process, where the new owner will have responsibility to the same process that you did when joining the PSA.

ARE PREFERRED SUPPLIER CONTRACTS ALL PANEL ARRANGEMENTS?

The majority of PSAs are in the form of a panel of Preferred Suppliers. Exclusive supply arrangement with a particular category of goods or services will only need if the panel structure ensures that a diverse range of product and service offerings from a range of different suppliers is available to meet the varying needs of Members. Monthly panels support the arrangements.

Note: Grey fields for internal sign off on hard copy proof. PDF may appear on screen not at actual size.
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The Local Government sector spends about $1.6 billion per annum across a wide range of markets such as Asset Management, Community Services, Libraries, Sporting and Leisure Centres, Health, Urban, Waste Management & Social Support, Aged Care and Roads. The sector maintains parks and gardens, public open space, and engages in extensive development work. Each year, hundreds of millions of dollars of goods and services are procured to support this activity.

WHY SHOULD I BECOME A PREFERRED SUPPLIER?

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WALGA PSAs represent a “win-win” outcome for all parties. There are definable benefits for the Preferred Supplier in the form of an aggregated market and their status as a Preferred Supplier, thereby lifting their contract value and ensuring they don’t have to constantly go to tender. These benefits are also beneficial to Members including access to the best suppliers and product brands, the assurance of superior pricing and conditions of supply, a streamlined and simplified purchasing process, and full compliance with the Regulations.

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