



LGP Procurement & Contract Management Hub

Central Solution | User-friendly | Scalable

As part of our commitment to enhance procurement within NSW Local Government and based on our deep understanding and ongoing relationship with the sector, Local Government Procurement (LGP) in collaboration with Portt and ArcBlue has designed a powerful and easy to use contract management system. This system will ensure compliance and audit requirements of the NSW Audit Office and address specific council needs, while implementing a change management program.

The system guides and channels all users to important procurement information, governance documents and seamlessly manage all council contracts held in one location. LGP has partnered with ArcBlue to implement the system and support the council journey through the life of this program.

Key Benefits

- Improved operational efficiency through systematic, monitored and consistent approach.
- Contract compliance through complete transparency on all contract activities.
- Reduced risk exposure by complying to audit and legislative requirements.
- Enhanced profile of procurement to become a strategic function within councils' operations.
- Improved decision making with reports and information at your fingertips for better visibility.
- Improved capability with workflows and templates developed with sector expertise.
- Embed and track milestones and change with functional and interactive to evolving needs.
- Modular approach to align with council's maturity journey.

Inclusions

- Guided Buying: A simple tool to channel users through the right procurement process.
- My Contracts: Council's contract register for active contract management in one location.
- Linkages: Link to council systems as well as external systems such as VendorPanel.
- Documentation: Access to LGP best practice templates and standardised documentation.
- Useful Links: Information as well as tips and tricks related to procurement and contract management processes.
- Policies: A central location for all procurement and contract management policies.
- Learning Academy: Online procurement and contract management training programs.
- Induction: Guided and easy to follow training support.
- Analytics: Data and reports to understand trends and benchmarking.

The LGP Procurement & Contract Management Hub empowers teams to manage contract life cycle effectively, through better visibility and transparency of processes, while reducing administrative time and effort to drive strategic outcomes and value creation.

System Features	Standard *	Standard Plus
Pre-load selected council contract data into the system.	√	√
Contract management system records.	250 records	500 records
System configuration, implementation, user testing and acceptance.	1 day	3 days
Guided user training for all levels of procurement and other relevant staff (face to face).	1 day	2 days
Council branding.		√
Supported set up: 50< contracts.		√
Single sign-on.		√
Project management, change management & communications plan.		√
Workshops year 2 & 3: Annual health check & contract cleanse.		√
15 days/year technical support.		√
Year 2 & 3: Access to ongoing system upgrades and enhancements.		√
Program duration.	3 years	3 years
Cost per annum.	\$30,000	\$70,000
Additional services and resources available on request.	√	√

*Recommended for small rural councils.

Three Year Program Journey



For more information please contact your Business Development Manager
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