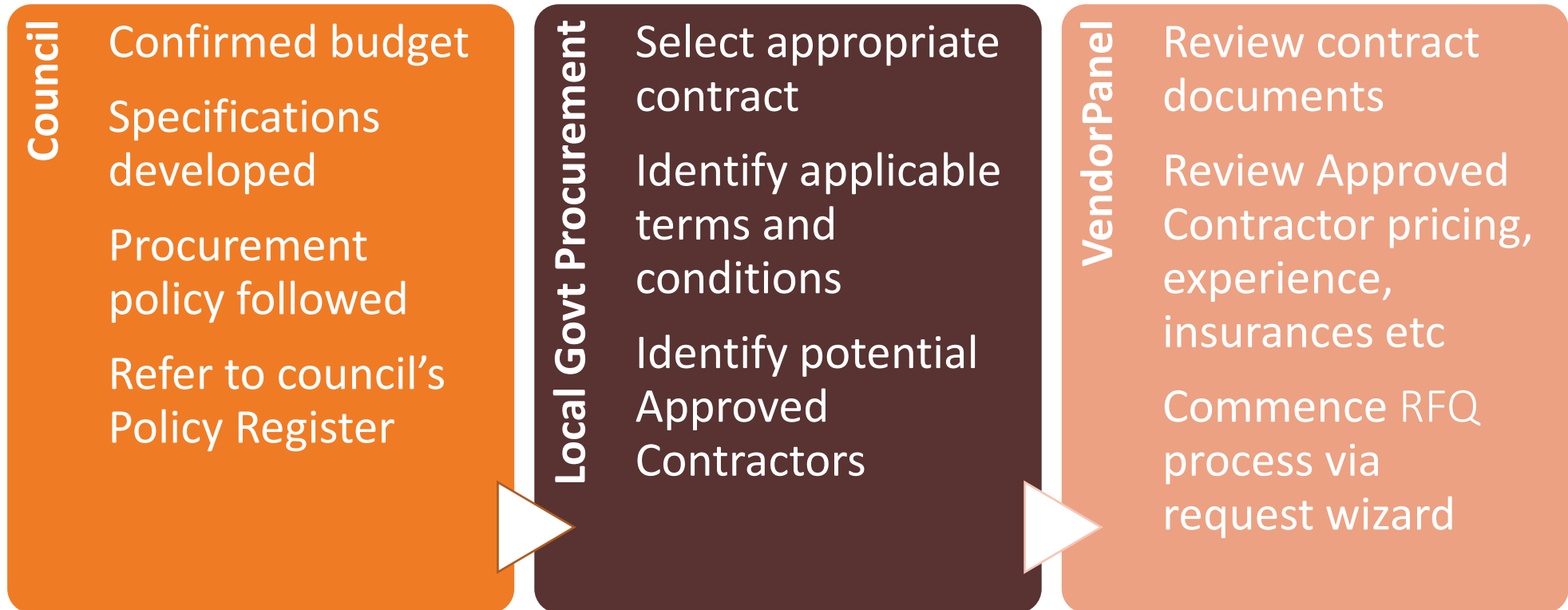# A guide to using LGP contracts

for the NSW Local Government Sector

Engaging Approved Contractors

Council considerations at each stage of the process

Council
- Confirmed budget
- Specifications developed
- Procurement policy followed
- Refer to council's Policy Register

Local Govt Procurement
- Select appropriate contract
- Identify applicable terms and conditions
- Identify potential Approved Contractors

VendorPanel
- Review contract documents
- Review Approved Contractor pricing, experience, insurances etc
- Commence RFQ process via request wizard

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Options for Engagement

Direct Engagement

- If permitted by your council's Procurement Policy
- Include the contract number on the purchase order e.g. *LGP1208-4*
- Always check with your procurement team first

Notice of Participation

- Indicates to all suppliers on the contract that when Council places an order with them, that order is under the applicable LGP contract unless the council notifies otherwise in writing.
- Useful for small, regular or ad-hoc purchases where a quote may not be required e.g. fuel, stationery
- Downloadable from LGP website
- Doesn't commit council to the use of contract or supplier
- Include contract number across all documentation for reporting purposes.

Request for Quote (RFx)

- For a specific project e.g. consulting project, or:
- For regular supply of a product e.g. water treatment chemicals
- Best to use VendorPanel to ensure probity and keep a clear audit trail of the process
- How many quotes? Be guided by your procurement policy

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Selecting LGP contract and Approved Contractors in VendorPanel

Select "*Local Government Procurement Lists*"

Supplier Lists

Local Government Procurement lists
Public Marketplace lists
All lists

Browse suppliers by category
Search for a supplier
Compare Rate Cards

How to login to the LGP website & VendorPanel

1	Asbestos Removal & Remediation (LGP119) ((LGP119))	15	7
2	Bins (MGBs) + Waste Prods & Servs (NPN111-4)	8	4
3	Bitumen, Emulsion, Asphalt, Linemarking (LGP213-3) (Bitumen,; Emulsion,; Asphalt,; Line...	34	5
4	Bulk Fuel, Fuel Card, Oil, Lubes (NPN117)	14	5
5	Corporate Clothing, Workwear and PPE (LGP219)	30	7
6	Debt Recovery Services (LGP109-4)	20	3
7	Electric Vehicle &Charging Infrastructure (LGP321) (Supply of Electric Light Vehicles; Fleet...	7	6
8	Energy Services (LGP319)	13	7
9	Fleet Management, FMIS, Leasing &Disposal (LGP221) (Fleet Management Services; Flee...	15	5
10	Horticultural, Pest, Pool & Water Mgmt (LGP408-4)	14	6
11	HR – Perm, Temp Placements & Services (LGP808-4)	94	6
12	Industrial Cons, Hardware & Materials (NPN116-2)	17	4
13	Intl Audit and Mgmt Consulting Services (LGP218)	11	7
14	IT&C Products, Services & Consulting (LGP115-2) (LGP115-2)	127	37
15	Legal Services (LGP320)	25	7
16	Library Books, Resource Mat & Furniture (LGP507-4)	23	7
17	Line/Road Marking Works & Services (LGP120)	12	6
18	Media, Advertising and Creative Services (LGP719)	20	7
19	Minor + Major Civil Works + Materials (LGP420)	222	10
20	MS Licensing for NSW Local Gov via LSPs (LGP108-4)	4	5
21	Office Supplies & Associated Products (LGP1007-3)	6	7
22	Operating Lease Services (LGP1107-3)	1	2
23	Plant, Machinery and Equipment (LGP419)	43	9
24	Playground, Open Space, Infrastructure (LGP308-3)	57	6
25	Professional Consulting Services (LGP1208-4)	270	9
26	Road Signs, Assoc. Hardware & Prod (LGP114-2)	15	7
27	Traffic Management Services (LGP113-2)	28	7
28	Trucks: Bodies and Trailers (LGP220)	10	7
29	Trucks: Cab - Chassis (NPN0413)	15	7
30	Trucks: Specialised Trucks (NPN115-2)	18	7
31	Tyres & Batteries: Supply+Servs+Recycl. (NPN114-2)	7	7

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Selecting LGP contract and Approved Contractors in VendorPanel

Pricing Schedule
Subcontractors
Qualifications and licenses
Demonstrated experience
Insurances
WH&S Schedule
Plant and depot Schedule
Regions serviced

You will see the full list of LGP's panels displayed. Left column shows the total number of Approved Contractors and their information (supplier level), and the right shows the corresponding contract documents (panel level).

supplier level → 👤   📋 ← **panel level**

1 Asbestos Removal & Remediation (LGP119) ((LGP119))
2 Bins (MGBs) + Waste Prods & Servs (NPN111-4)
3 Bitumen, Emulsion, Asphalt, Linemarking (LGP213-3) (Bitumen,; Emulsion,; Asphalt,; Line...
4 Bulk Fuel, Fuel Card, Oil, Lubes (NPN117)
5 Corporate Clothing, Workwear and PPE (LGP219)
6 Debt Recovery Services (LGP109-4)
7 Electric Vehicle &Charging Infrastructure (LGP321) (Supply of Electric Light Vehicles; Fleet...
8 Energy Services (LGP319)
9 Fleet Management, FMIS, Leasing &Disposal (LGP221) (Fleet Management Services; Flee...
10 Horticultural, Pest, Pool & Water Mgmt (LGP408-4)
11 HR – Perm, Temp Placements & Services (LGP808-4)
12 Industrial Cons, Hardware & Materials (NPN116-2)
13 Intl Audit and Mgmt Consulting Services (LGP218)
14 IT&C Products, Services & Consulting (LGP115-2) (LGP115-2)
15 Legal Services (LGP320)

supplier level	panel level
15	7
8	4
34	5
14	5
30	7
20	3
7	6
13	7
15	5
14	6
94	6
17	4
11	7
127	37
25	7

Standing Offer Deed
Specifications
Terms and Conditions
Purchasing Thresholds
List of Contractors with an amended Deed
RFQ Template

How to locate contract and contractor information on VendorPanel

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Selecting LGP Contract and Approved Contractors in VendorPanel

Attachments:

- LGP420 A J Parsons - Qualifications & Exp.xlsx Added : 23/May/2023 04:06 PM
- 291991_A-J-PARSONS-EARTHMOVING-PTY-LTD.zip Added : 23/May/2023 04:07 PM
- LGP420 A. J Parsons - Demonstrated Experience.xlsx Added : 23/May/2023 04:11 PM

TYPE	POLICY DOC #	COVERAGE VALUE $
✅ Product Liability Insurance	00DS8/0321917	20,000,000
✅ Professional Indemnity Insurance	AU00014136EO22A	5,000,000
✅ Public Liability Insurance	00DS8/0321917	20,000,000
✅ Workers Compensation Insurance	126256901	6,104,530

supplier level ⟶ 👤 | 🗐 ⟵ **panel level**

supplier	panel
16	7
11	6
67	7
14	5
30	7
12	5
5	3
16	7
15	4
14	6
59	6
17	4
12	7
128	36
26	7
24	7

- lgp420 specifications.pdf
- lgp420 purchasing thresholds.pdf
- lgp420 customer terms and conditions.pdf
- lgp420 option 1 - terms and conditions for the purchase of goods only.docx
- lgp420 option 3 - gc21 contract.pdf
- lgp420 option 4 - as 4902 - 2000 general conditions of contract.pdf
- lgp420 option 2 - general conditions of contract for minor works.docx
- lgp420 request for quotation (rfq).docx
- lgp420 standing offer deed.pdf
- LGP420 E1 Contractors with an amended SOD.pdf

Each Approved Contractor's information is listed on their individual profile at the supplier level.

The contract documents are available to view and download at the panel level.

Tip: use the *request for quotation* template to assist with structuring your RFQ.

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Running an RFQ in VendorPanel

Select *Create a new request* to launch the request wizard and begin by naming your RFQ.

My Requests

This will walk you through the process of creating and posting a New Request to vendors on the available supplier lists.

Create a new Request
Create Request from **Template**
Create a **practice** Request

Manage Request Templates

Requests by value range

External bu

Request Wizard

The wizard walks you through the process of creating a Request. Please start by giving your Request a name.

Preview | Delete | Exit

Name ✏️ > Select Suppliers > Details > Questions > Files > Budget > Dates > Save & Post

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Running an RFQ in VendorPanel

1: Select **Categories** (0 of 636 selected)

∨ **Works: Bitumen, Emulsion & Asphalt Materials & Services**

- ☐ AC Haulage
- ☐ AC Lay
- ☐ Asphalt (Ex-Bin)
- ☐ Asphalt Mill and Fill Services
- ☐ Concrete Pavement Repairs
- ☐ Crack Sealing
- ☐ Emulsion
- ☐ Mill Only
- ☐ Rejuvenation
- ☑ Road Patching
- ☑ Spray Seal
- ☐ Stabilisation

[**Use these categories**]

Which supplier lists do you wish to use?

⚠ Note: Once you have made a selection you will not be able to change it later in the process

Local Government Procurement lists   [**USE THESE**]

🔍 **VIEW LISTS**

☑ Supplier list name ▲	List tags ⇕	List owner ⇕
☑ Bitumen, Emulsions + Asphalt Materials (LGP213-2)		Local Government Procurement
☑ Minor + Major Civil Works + Materials (LGP420)		Local Government Procurement

ⓘ You have selected **2 supplier lists**.

Select LGP lists, you will see all panels broken down by category. Select appropriate category, and supplier list(s). You will then be directed to select the Approved Contractors you want to release the RFQ to.

ⓘ **You may notice that some suppliers appear more than once in the following list.** It's because these suppliers are active on more than 1 of the 2 lists you have selected. To ensure that a supplier can respond to this RFx from all 2 lists, ensure that **all** instances of the supplier are ticked, and similarly, if you only want a supplier to respond against **specific** lists, ensure that only those instances of the suppliers are ticked.

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Running an RFQ in VendorPanel

Select Approved Contractors to send your RFQ to. You can also apply filters to the request to narrow your search for specifics around ISO standards, Modern Slavery Risk Ratings, and Climate Active: Verified.

How many suppliers should you select? Be guided by council's procurement policy.

Filter suppliers

Enter Keywords | **Filter** | Show All | **Map**
from Sydney NSW 2000

Show 100 entries

	Supplier ⇕	Supplier List ⇕	Supplier Intelligence ⇕	Categories ⇕	Distance ⇕
☐	A & C PLANT HIRE PTY LIMITED Herbert St, Kemps Creek NSW 2178 Australia	Minor + Major Civil Works + Materials (LGP420)		1 of 2	40 km
☐	A N J Paving Pty Ltd 247-251 Delaware Rd, Horsley Park NSW 2175 Australia	Bitumen, Emulsions + Asphalt Materials (LGP213-2)	🔒	1 of 2	35 km
☐	Accurate Asphalt & Road Repairs Pty Ltd 66 Kalaroo Rd, Redhead NSW 2290 Australia	Bitumen, Emulsions + Asphalt Materials (LGP213-2)	🔒	1 of 2	105 km
☐	AJ Civil Projects 621 Hogbin Dr, Toormina NSW 2452 Australia	Minor + Major Civil Works + Materials (LGP420)	🔓	2 of 2	429 km
☐	Alder Constructions Pty Ltd Siganto Dr, Helensvale QLD 4212 Australia	Minor + Major Civil Works + Materials (LGP420)	🔒	1 of 2	693 km

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Running an RFQ in VendorPanel

Enter in your specifications and other relevant information in each of the allocated fields. Try to be as specific as possible, removing any ambiguity for the Approved Contractors reading your request. Refer to applicable terms & conditions, and relevant Australian Standards, Codes, RMS Standards where applicable. There's no need to request information LGP has gathered at the time of tender, available at the supplier and panel levels.

These icons ❓ will help guide what information to include in each field.

Request Overview

Describe what you need *

Enter an overview of the Request, including important information like:

- Goods or Services required
- Expected timing (if known)
- Location of delivery, or if services can be provided remotely.

This information is displayed to suppliers and helps them determine if your Request is relevant to them.

Further information
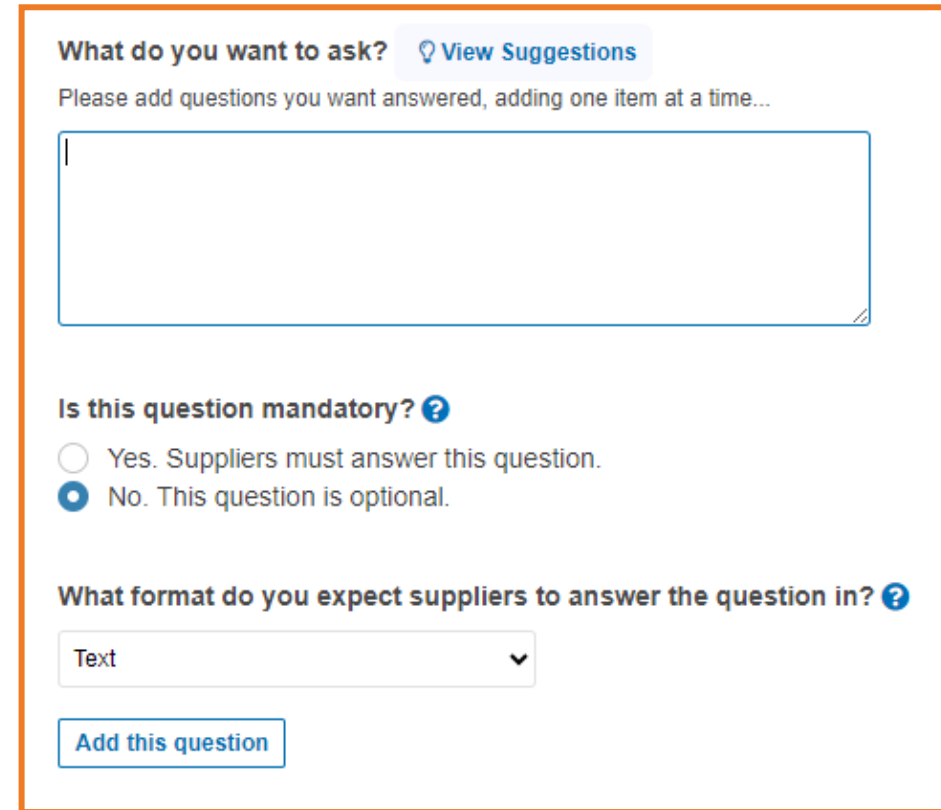
Background information/compatibility requirements ❓

Desired Outcomes 'Nice to haves', Conditions & Warranties, SLA's, Project benefits etc. ❓

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Running an RFQ in VendorPanel

Enter in any questions you wish to ask the Approved Contractors. You can make these questions mandatory. There is also capability in VendorPanel to go back into an RFQ to ask a question after its release. Suppliers are notified of this via email.

What do you want to ask? ♀ View Suggestions

Please add questions you want answered, adding one item at a time...

Is this question mandatory? ❓
- ⚪ Yes. Suppliers must answer this question.
- 🔘 No. This question is optional.

What format do you expect suppliers to answer the question in? ❓

Text ▾

Add this question

Example Questions

Products:

Outline technical specifications of your recommended product...

Detail your experience with installing a similar product...

What are your hourly rates for onsite installation/service...

What information/access is required to install product...

Services:

Outline your experience with similar projects (give examples).

What is your approach/methodology?

Please outline your fees/rates.

Please provide an overview of your available resources.

Engaging Approved Contractors

Running an RFQ in VendorPanel

Attach any files relevant to council's purchase, or project. These will be made available to the Approved Contractors when the RFQ is released. This is where you may also wish to attach the *Request for Quotation* template, available at the panel level.

Add files to this request. ❓

- ⦿ **Multiple file upload mode** - add up to 50 files (max of 15MB per file)
- ○ **Large file upload mode** - add up to 5 large files (max of 150MB per file)

Select File(s)

⚠ Adding files with the same file name as those already uploaded will OVERWRITE the existing file.

Save and Continue

LOCAL GOVERNMENT PROCUREMENT

Engaging Approved Contractors

Running an RFQ in VendorPanel

Indicate whether or not you would like Approved Contractors to provide a total cost when responding. You will need to assign an estimated value, and choose whether or not to disclose this to the Approved Contractors. Your budgeted value is not disclosed to the Approved Contractors.

Budget

Do you require suppliers to provide a total cost when responding? *
- ◯ Yes. Suppliers **must** provide a total cost.
- ◯ No. Optional

What's this step about?
This is where you nominate if suppliers must provide a total cost with their response... or not.

Selecting YES will REQUIRE the suppliers to enter a total cost as part of their response and nominate if it's a 'fixed' or 'estimated' amount. Note that suppliers **will not** be able to post a response unless they provide these details.

Selecting NO gives the supplier the choice to provide these details or not. Note that suppliers WILL be able to submit their response even if no total costs are provided.

Estimated Value

Estimated Value *
Please enter the estimated value for this project.
- ◯ Up to 2,500
- ◯ 2,500 to 10,000
- ◯ 10,000 to 25,000
- ◯ 25,000 to 50,000
- ◯ 50,000 to 100,000
- ◯ 100,000 to 150,000
- ◯ 150,000 to 300,000
- ◯ 300,000 to 500,000
- ◯ 500,000 to 1M
- ◯ 1M to 3M
- ◯ Over 3M

Disclose estimated value (above) to suppliers? *
- ⦿ Hide from suppliers
- ◯ Show to suppliers

Budgeted Value

Budgeted value for project
Please outline what the budgeted value for this project. This value is hidden from suppliers. Enter the figure as a whole number with no $ or decimal places.

$ [   ]

Engaging Approved Contractors

Running an RFQ in VendorPanel

Indicate the date you would like the RFQ to go live, and its closing date. You will also need to indicate how long you anticipate the evaluation of responses will take on council's end. You can also go back in and extend the closing date if necessary. Suppliers are updated of this via email. Following this you will indicate your anticipated evaluation method for your RFQ.

When can suppliers respond? * ?

Enter the dates suppliers can respond within (minimum duration of 4 hours).

From (open) date:

Monday 18 December 2023

To (close) date:

Monday 01 January 2024   5 PM

Evaluation Period

After the closing date has passed, I anticipate completing my evaluation of responses within:

2 weeks

Save and Continue

How do you anticipate evaluating and deciding on supplier responses?

Please select the method you anticipate using to evaluate and recommend which supplier(s) will be successful (or not) with regards to this request.

Please note the following:

- You must select or decline all responses to this request to finalize and commit your evaluation decisions.
- Suppliers will only be advised of their selection status after this request has been finalized. You will be asked to confirm this.
- You can change this method at anytime up until you've finalized and committed your evaluation decisions.

○ Quick Select ?
○ Evaluation Matrix ?

Engaging Approved Contractors
Running an RFQ in VendorPanel

Finally, you will need to set a cut-off period for supplier questions regarding your RFQ. Indicate whether or not you would like to attach your contact details or remain anonymous.

Once those steps are complete you're ready to post your RFQ to your chosen suppliers. Any adjustments made by council to the RFQ, questions asked of suppliers or questions asked by suppliers, will trigger an email notification to all parties advising such.

Supplier query cut-off period *

You can set a cut-off period prior to this Request closing from which suppliers can no longer ask questions.

This Request closes on **Tuesday 02 January 2024 05:00 PM**. How many days prior to this do you wish to cut-off supplier queries?

Please select a cut-off period prior to Request closing ▼

Anonymity Settings ❓

Do you wish to remain anonymous to suppliers for this Request?

🔘 Anonymous - Hide my personal and contact details
⭕ Show my personal and contact details

Finalization Options

You now have a few options:

1. You can save this as a draft (not posted it to suppliers)
2. You can make a Request Template from this Request (not posted to suppliers)
3. You can **Post it**, allowing suppliers to respond (within the defined submission dates)

Save as draft | Save as template | **Post request**

Engaging Approved Contractors

Checking RFQ response activity in VendorPanel

During the RFQ process, you can check to see which suppliers have read your RFQ and if they have indicated whether or not to respond.

This will give you an idea of how many responses to expect and from which businesses.

From the home page click the "View Statistics for this request" graph icon on your RFQ. A new window will open showing you which of the selected suppliers have read your request and / or responded.

Engaging Approved Contractors

Checking RFQ response activity in VendorPanel

If some suppliers have not read your request, you might like to contact them directly to ensure they have seen it.

Also, suppliers can indicate if they intend to respond.

	SUPPLIER DETAILS	NOTIFIED	DATE FIRST READ	SUPPLIER RESPONDED
1 :	Linktech ALMY Pty Ltd. T/A Linktech Australia	☑ Yes	☑ 24/Nov/2023 09:34 AM	☐ None
2 :	Secure Agility Pty Ltd	☑ Yes	☐ Not read	☐ None
3 :	Net Communications Pty. Limited	☑ Yes	☑ 30/Nov/2023 01:25 PM	☑ Responses received
4 :	NO LOGO COMPUTER SYSTEMS (AUSTRALIA) PTY. LIMITED	☑ Yes	☐ Not read	☐ None
5 :	NO LOGO SWOOP TELECOMMUNICATIONS (previously known as Swoop)	☑ Yes	☐ Not read	❌ Declined to respond
6 :	TEC Collective	☑ Yes	☐ Not read	☐ None
7 :	rmt Roberts & Morrow Technology Unit Trust (previously known as Roberts & Morrow Technology)	☑ Yes	☑ 06/Dec/2023 01:06 PM	⊗ Declined to respond
8 :	ASI Anabelle Bits Pty Ltd (previously known as ASI Solutions)	☑ Yes	☑ 23/Nov/2023 04:25 PM	☐ None
9 :	NO LOGO Meridian It Pty Ltd	☑ Yes	☑ 06/Dec/2023 01:23 PM	⊗ Declined to respond
10 :	Platinum Technology Consulting Pty Ltd	☑ Yes	☑ 23/Nov/2023 05:38 PM	☑ Responses received

If you click on the "Declined to respond" link it will come up with a box where the supplier may have provided a reason why they will not be responding.

Engaging Approved Contractors

Tips:

You can't outsource your risk to LGP. Always follow your council's procurement policy and processes.

Don't request information from Approved Contractors that they've already provided as part of the LGP tender process, available at the supplier level.

Focus on specifying your job-specific requirements, don't repeat LGP Specifications available at the panel level.

Use the LGP RFQ template available at the panel level.

Use VendorPanel to request quotes from suppliers. It creates a full audit trail of your process.

Each supplier's information is available under their individual profiles at the supplier level.

Remember to quote the LGP contract number (LGPXXX) on all correspondence between council and supplier including purchase orders.

If you have any questions, please reach out to your region's Business Development Manager.

LOCAL GOVERNMENT PROCUREMENT

Helpful LGP Video Tutorials

How to log into the LGP website and VendorPanel

How to apply filters to your RFQ in VendorPanel

How to locate LGP contract and Approved Contractor information in VendorPanel

How to locate council resources on the LGP website

How to quick search suppliers by category in VendorPanel

Who can help you at LGP?

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LOCAL
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