

# PROCUREMENT AND CONTRACT MANAGEMENT PACKAGE AQUATIC, LEISURE & SPORTING FACILITIES



BE AHEAD OF THE GAME

Prepared by Otium Planning Group Pty Ltd

## BE PREPARED

When Council decides to contract out the management of its aquatic, leisure or sporting services ...

We can help you

- Maximise benefits to the community and to Council
- Write the management specification/service agreement
- Evaluate tender submissions
- Understand the industry through expert advice
- Get to the market faster





# PROCUREMENT AND CONTRACT MANAGEMENT PACKAGE

TODAY

1

SPECIFICATION/SERVICE AGREEMENT DEVELOPMENT

2

EVALUATION PROCESS

3

CONTRACT MANAGEMENT



# STEP 1. DEVELOPMENT OF SPECIFICATION/SERVICE AGREEMENT

## 1

### PROCUREMENT AND ENGAGEMENT STRATEGIES

- Project inception and workshop needs
- Review all background and site-specific information

## 2

### DEVELOPMENT OF MARKET SOUNDING (if needed)

- Coordination of objectives, purpose and needs
- Facilitation of market sounding
- Summary report

## 3

### SPECIFICATION/ SERVICE AGREEMENT

- Develop a draft Specification/ Service Agreement tailored to client needs
- Workshop specification with officers and appropriate teams
- Finalise Specification/Service Agreement

## 4

### RETURNABLE SCHEDULES AND BRIEFING

- Develop all returnable schedules in line with required outcomes
- Assist officers with all required briefing sessions
- Develop any required Addendums from sessions





## STEP 2. EVALUATION PROCESS

# 1

### DEVELOPMENT OF EVALUATION MATRIX AND SCORING

- Assist develop evaluation criteria aligned with organisational policy
- Determine weightings based on organisational needs and requirements

# 2

### PROPOSALS, EVALUATION & INTERVIEWS

- Review all proposals received
- Complete evaluation (non- voting) and assist with any questions from panel
- Lead and/or assist with interviews

# 3

### TENDER AND/OR LEASE NEGOTIATIONS

- Lead and/or assist with questions and negotiation discussions

# 4

### SUMMARY REPORT

- Deliver a summary report with findings from evaluation and recommend a preferred contractor and why.



# STEP 3. CONTRACT MANAGEMENT

1

## ONGOING CONTRACT MANAGEMENT SUPPORT

- Lead and/or assist with ongoing contract management support
- Review all required reporting associated with specification/service agreement

2

## PROVIDE A PATH FOR THE FUTURE

- Provide independent advice regarding contractor attainment of specification objectives and KPI's

3

## PRACTICAL EXPERT SUPPORT

- Attend meetings with contractor

4

## DELIVER IMPLEMENTATION STRATEGIES

- Lead and/or assist Council with transition in/out requirements
- Recommend improvements to reports, report structures or specifications as needed





# CASE STUDIES



To view our project videos go  
to [bit.ly/2W8UVK0](https://bit.ly/2W8UVK0)



## ROSEBUD AQUATIC AND LEISURE CENTRE



Otium prepared the feasibility study and business case together with being advisors to the design team, reviewed management options and developed the management specifications for the \$49M Rosebud Aquatic and Leisure Centre.

The project was funded by the Mornington Peninsula Shire Council, Federal Government (\$5M) and State Government (\$5M).

## BELMONT OASIS LEISURE CENTRE



Otium Planning Group successfully completed the City of Belmont project which was part of a three staged process.

Element 1: Undertake a review of the current business operations at Belmont Oasis Leisure

Element 2: Analyse options and determination of a future management model and market testing.

Element 3: Develop facility specifications and documentation to be presented to the market to secure the best potential solution for the future management of Belmont Oasis Leisure Centre.



## REVIEW OF PORT MACQUARIE-HASTINGS COUNCIL POOLS



Otium Planning Group was engaged to complete a review of the Port Macquarie-Hastings pool tender documentation.

Four Council owned swimming pools in the local government area located within the townships of Port Macquarie, Wauchope, Laurieton and Kendall. All four pools were managed by an external provider when the review began.

Council continues to outsource this service, however a change in management companies provided the best outcome for Council.

## LOTUS LIVING- CLUB JUBILEE



Otium was engaged to prepare a specification for the Management and Operation of "Club Jubilee One."

Club Jubilee is a private network of health and recreation centres for the use of residents and guests of Jubilee Estate in Wyndham Vale, Victoria.

Club Jubilee One contains:

- An indoor water park
- Large leisure pool
- 25 metre lap pool
- Indoor waterslides and
- Junior Fun Zone.

## JUBILEE PARK STADIUM



Otium Planning Group is currently undertaking the development of a negotiated lease with supporting management services and facility occupancy agreements for the newly developed stadium and related facilities.

The stadium, owned by the Frankston City Council, is proposed to include:

- Six netball and basketball compliant sports courts including a 1,000-spectator seat show court.
- Elite cricket / multi-purpose training facilities.
- Multi-purpose meeting and function rooms.
- Indoor outdoor café.
- Crèche facilities.
- Associated player and spectator amenities servicing indoor and outdoor facilities.



GET THE MOST OUT OF  
YOUR FACILITY

CONTACT OTIUM  
PLANNING GROUP TO ENSURE  
YOU STAY AHEAD OF THE GAME

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**SPORT + LEISURE**