

Dear Supplier/Contractor,

You may be aware Mornington Peninsula Shire Council has recently engaged Avetta (www.avetta.com) to support our new Prequalification process through the Mornington Peninsula Shire Council **Supplier Management Program**.

The relationships we have with you as suppliers are critical to our success. We are therefore committed to building relationships with those of you who embrace a culture focused on safety and sustainability, and who can also demonstrate their commitment to our performance standards.

Mornington Peninsula Shire identified Avetta as a strategic partner best suited to work with its suppliers as it is utilised by numerous Australian Transport Operators and Facility Management providers who regard Avetta as a proven partner. Importantly, registration with Avetta will provide synergies for Mornington Peninsula Shire's suppliers to potentially work with these organisations.

By partnering with Avetta, we intend to streamline our prequalification processes and ensure your organisation's skill sets are visible across all our business – not solely where you may currently be working. If you are not already an Avetta member, by submitting your information you will be listed in the Avetta database, which includes other major clients in Australia. These companies will also be able to search for your company and invite you to join their list of qualified suppliers.

We would appreciate your support with this important initiative, which aims to provide a cost-effective system to manage the Shires exposure to risk through contracting and reduce the administrative burden on contractors through standardisation of pre-qualifications processes. It will also improve financial and quality assessments as well as health and safety standards. We ask that, if you are not already registered with Avetta, you register with Avetta by **20th September 2018**. If you're an existing Avetta member, we will recognise the data you have already submitted – so you just need to link your company to Mornington Peninsula Shire Council, and complete our specific requirements.

Unless otherwise agreed with Mornington Peninsula Shire in writing, registration with Avetta will be a mandatory requirement for all existing and new Mornington Peninsula Shire suppliers going forward to allow the relevant Mornington Peninsula Shire staff to engage you for the provision of works, goods, services and/or consultancy. Please note that any information you provide to Avetta will be governed by Avetta's privacy policies and end user license agreement available at www.avetta.com.

Thank you in advance for your participation. We look forward to both maintaining and enhancing our relationship with you. If you have any questions for Mornington Peninsula Shire don't hesitate to contact us at avetta@mornpen.vic.gov.au and a member of the Safety & Service Quality unit will respond to your query. If you have questions regarding the Avetta system and registration process please refer to the details in the Q&A section below.

Yours faithfully



David Bergin
Acting Chief Operating Officer



Registration / Pre-qualification Requirements

PHASE I: Registration (Required by: 20th September 2018)

- **Register Online.** Each vendor must register on the Avetta **website at** <http://pages.avetta.com/MPSC.html> and select Mornington Peninsula Shire Council.
- If you are already a member with Avetta, simply log into your account and link your company with Mornington Peninsula Shire Council. Avetta representatives will be available to provide registration assistance by phone, at **1300 620 804**. Please contact the Avetta Registrations team at registrations@avetta.com for any assistance with your registration.

PHASE II: Pre-qualification (Required by: 31st October 2018)

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with Mornington Peninsula Shire Council you may begin the qualification process by completing and submitting the PQF and Annual Update information online.
- **Upload Your Safety Program Documentation.** Even if you have already provided Mornington Peninsula Shire with a copy of your safety program, please upload your current information on the Avetta website.
- **Respond to any Audit questions.** After submitting your PQF online to Avetta, an Avetta representative will contact you to review your submission. Your dedicated Avetta representative will work with you to collect missing information to assist you in achieving green flag status for Mornington Peninsula Shire Council.
- **Provide your Insurance.** Upload a copy of your Certificates of Insurance meeting Mornington Peninsula Shire Council insurance requirements.

PHASE III: Qualification Deadline (Required by: 14th December 2018)

- **“Green Flag” status.** Once you have achieved green flag status, your company will be rated as compliant in Avetta Organizer and available for engagement by Mornington Peninsula Shire Council and other clients within the exclusive Avetta network.

AVETTA SUPPLIER BENEFITS

Online signup:	Easily register and submit documents via the Avetta web portal;
Discoverability:	Exposure to new employment opportunities with companies such as Metro Trains Melbourne, ARTC, Aurizon, V/Line, Downer Rail, Transdev, VicTrack, CBRE, Honeywell, BGIS and 300 other global clients;
Access:	Listing in the global Avetta Connect directory and access to subject matter experts in every field of compliance;
Guidance:	Avetta representatives are committed to answering your questions to get you prequalified, compliant, and working;
Compliance:	Qualified for Mornington Peninsula Shire Council and third-party validation of regulatory compliance;
Simplicity:	Ability to add detail to the industry and services description; Ability to add global and regional service areas;
Support:	Dedicated compliance support, safety management system advice on program deficiencies, templates and advice from HSE professionals.

QUESTIONS & ANSWER

Why did Mornington Peninsula Shire Council make the change to Avetta?

We are constantly seeking to strengthen our compliance and safety culture and ethical business practices through the adoption of best practice, and Avetta provides this through its flexible, efficient and transparent supplier management system. Beyond this, Mornington Peninsula Shire Council wished to engage a proven system in our sector, with commercial and operational benefits for client and supplier/contractor.

What are the benefits for the supplier/contractor in joining Avetta?

In addition to maintaining and developing your relationship with Mornington Peninsula Shire Council, you can search for other clients that need your skills and experience. Other Avetta members include major Australian Rail Operators, Facilities Management and Industrial clients. As an international provider, Avetta will give your company visibility in all locations where you're able to work. Avetta will also support each supplier/contractor by providing technical guidance around any shortfalls against the client's requirements.

What is the cost to suppliers/contractors?

Fees are dependent on the deemed safety risk of your organization, however are payable by you and not reimbursable from Mornington Peninsula Shire Council. For low risk companies, fees start from \$373 per annum and for medium/high risk companies' fees start from \$959 per annum. In addition, there is an initial activation fee of \$399 payable in year one. Additional fees may be incurred if you are currently working with, or wish to work with, other Avetta clients.

You are eligible for a current promotion which provides discounted rates for 2 or 3 year Avetta memberships. You will see this option when you register. The full fee structure can be accessed by logging onto the Avetta website (www.avetta.com) and going through the initial registration process, or can be requested directly from Avetta using the details below.

What is a supplier/contractor required to do if already a member of Avetta?

Log into your existing account, connect with Mornington Peninsula Shire Council to review our specific requirements and ensure your company information is updated. This will be highlighted on your homepage as Open Tasks, and your Avetta CSR will support you through the process.

Who to contact if you require further information?

If you require further information on the Avetta registration process, please reach out to the registrations team at Avetta on the below details who can assist you in this process.

Phone: 1300 620 804

Email address: registrations@avetta.com