

Circuit Excel Racing Association Inc
Meeting Minutes
Tyre Tender Evaluation Meeting 2023

12th of July of May 2023 8:00pm AEST Meeting held via Zoom conference call

Invitees: Andrew Young (Secretary & SA Delegate), Shannon Williams (Treasurer & NSW Delegate), John Broadbent (Queensland Delegate), Tim Rowse (Victorian Delegate), Les Sharpe (WA Delegate), Craig Twining (Tas. Delegate), Shane Beikoff (CERA Technical), Linda Mrnjavac (Vic Secretary) and Nick Scaife (SA President).

I Roll call

Roll call conducted. The following persons were present: Andrew Young (Secretary & SA Delegate), Shannon Williams (Treasurer & NSW Delegate), John Broadbent (Queensland Delegate), Tim Rowse (Victorian Delegate), Les Sharpe (WA Delegate), Craig Twining (Tas. Delegate), Shane Beikoff (CERA Technical) and Linda Mrnjavac (Vic Secretary).

I Explanation of the Confidentiality Agreement

All Delegates and Invitees prior to receiving any of the tender responses were asked to sign off on a confidentiality agreement. Two of the companies stated in their responses that they did not want their intellectual property shared and made public. Being an Associated Incorporation CERA has obligations under Australia law when utilizing the Tender system. Particularly considering the provisions within the Trade Practices Act, CERA has to treat communications of details within the Tenders with the utmost confidentiality.

All of the tender responses were placed onto a cloud drive and the Delegates and Invitees were only given access to the responses once they had signed off on the CERA Confidentiality Agreement. The cloud drive only allowed for viewing so documents could not be downloaded or have text and images copied from them.

A copy of the confidentiality agreement will be put in as an appendix to the minutes.

II Tender Evaluation:

The evaluation process was conducted by using the matrix spreadsheet that can be found in the appendix to the minutes. All Delegates contributed to an agreed percentage score that was added to the evaluation matrix spreadsheet on the below tender criteria:

- Cost of tyres
- Supply network Australia-wide- as assessed by CERA based on CERA knowledge and evidence supplied by Tenderer
- Meet or exceed community environmental and safety standards
- Tyre rebate to CERA
- The ability to supply over 3000 tyres in a competition season-as assessed by CERA based on CERA knowledge and evidence supplied by Tenderer
- Quantitative Information about the support for the Series that may be offered.
- Competition tyre, suitable for both dry and wet conditions-as assessed by CERA based on CERA knowledge
- Compliant with the requirements for a Tyre as detailed in the CERA tender document.(ie Tyre Size 195/50/15, Competition tyre)
- Marketing/Media -as offered by the Tenderer
- Additional benefits offered by the Tenderer, not listed in the ITT.

This spreadsheet then generated a rated total for all of the tyre options and from the total the best scored tyre was chosen the preferred Tenderer.

III Tender Outcome:

It was decided that the Secretary would organise a meeting with the preferred Tenderer. This meeting will be attended by CERA Technical, Secretary, Treasurer and QLD Delegate. At this meeting topics such as the below would be discussed:

- placement of the supplier's logos/stickers on the cars
- A driver progression program
- Marketing opportunities

Secretary will schedule a follow up meeting to bring the feedback from the preferred Tenderer to the rest of the CERA committee and final decision can be voted on and passed.

Suggested date for the meeting will be the 19th of July.

IV Adjournment

Andrew Young adjourned the meeting at 21:35 AEST
Minutes submitted by: Andrew Young

V Appendix

Next page

CERA Tyre Tender Evaluation 2023

						Option 1		Option 2							
Criteria (clearly spelled out as positive statements)	weight	Tenderer A		Tenderer B		Tenderer C		Tenderer C		Tenderer D		Tenderer E		Tenderer F	
		rating	weighted score												
Cost of tyres	15		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Supply network Australia-wide- as assessed by CERA based on CERA knowledge and evidence supplied by Tenderer	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Meet or exceed community environmental and safety standards	5		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Tyre rebate to CERA	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
The ability to supply over 3000 tyres in a competition season-as assessed by CERA based on CERA knowledge and evidence supplied by Tenderer	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Quantitative Information about the support for the Series that may be offered.	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Competition tyre, suitable for both dry and wet conditions-as assessed by CERA based on CERA knowledge	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Compliant with the requirements for a Tyre as detailed in the CERA tender document.(ie Tyre Size 195/50/15, Competition tyre)	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Marketing/Media -as offered by the Tenderer	10		0												
Additional benefits offered by the Tenderer, not listed in the ITT	10		0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Totals	100		0		0		0		0		0		0		0

Rating: Excellent ★★★★★(100%); Good ★★★★(75%); satisfactory ★★★ (50%); mediocre ★★ (25%); poor ★ (0%)



CERA Tyre Tender Confidentiality Agreement

July 2023

By signing this particular document, I am agreeing with the below terms to protect the Tenderers confidential information and intellectual property:

- I will not download any of the documents supplied by the CERA Secretary that have been submitted by the Tenderers.
- I will not print out any of the documents supplied by the CERA Secretary that have been submitted by the Tenderers.
- I will not make copies of these documents using computer technologies such as screenshots or mobile phone photos but not limited to, which in turn can create uncontrolled and unregulated sources of the Tenderers confidential information and intellectual property.
- I will not release any information about the tender until it has been publicly announced through normal communication protocols and as the CERA committee we will agree on what information can be released.
- I will not divulge any of the Tenderer's confidential information, intellectual property and documentation to state club committees or members.
- I will work collaboratively with the other CERA Delegates with the evaluation process to select what will be the best tender that meets the needs of the category.
- I acknowledge that if I do pass information on, it will jeopardise the Tenderers inclusion in the procedures, and that the legal protections offered by CERA insurance policies will be null and void and I may be personally liable.
- I understand that I will not be able to view any of the Tenderer's submitted documents until this agreement has been signed off and received by the CERA Secretary.

Name

Position in CERA

Signature

Date