



23rd June 2008

Dear Contractor

RE: Change in Contractor Prequalification Management

At Frankston City Council we are continually revising our business practices in order to meet our statutory compliance obligations by way of adopting Risk Management principles.

As part of this review, we are changing the way we monitor and track our prequalification requirements expected of our contractors.

We have entered into an agreement with Ipro Solutions Pty Ltd who will now provide use of their service called Ipro LiVe to enable all contractors of Frankston City Council to enter your prequalification requirements with their web portal call Ipro LiVe.

Ipro LiVe is accessible 24 hours a day enabling you to enter information at a time convenient to you.

Effective 9 July 2008 you will be required to register on-line by going to www.iprolive.com.au and clicking on New User in the Contractor / Supplier Login web page.

By entering the required details, a User name and password will be automatically forwarded to your email address and you will need to make the required payment in order to commence use of the system.

Payment is made by using PayPal the world's leading internet payment system or by bank transfer.

Cost to join Ipro LiVe is either \$550.00 per annum including GST or \$275.00 per annum including GST depending on your organisational size and structure.

Once you have completed the registration and made payment you will be able to access and view the help on the use of the system.

This new process will assist both you and us in reducing and managing risk. You will receive automatic reminders and assistance in meeting our compliance requirements. You may also, use your compliance data with 9 other customers free of charge to which you provide services. This is included in the annual subscription amount payable.

Enclosed is an outline of the benefits of using the Ipro LiVe system and we are sure that you will agree that the benefits for you are many.

Please note you will have 30 days to register with Ipro LiVe and obtain certification, as our new policy is that we will only use those contractors and suppliers who meet our prequalification and risk management principles.

If you have any questions please call Ipro LiVe Customer Service on 1300 IPRO LIVE or xxxx of Frankston City Council on xxxxxx.

Kind Regards

Mr. John Williams
Frankston City Council