



Procurement
& Projects



Capability Statement:

Procurement & Project Services

An introduction to what KLJ can do for you.

SUMMARY CAPABILITY STATEMENT

HOW CAN WE HELP YOU?

- **Short term assistance or problem solving** – if you have a discreet matter or problem that you need help with, we can provide an expert consultant with the skills, capacity and energy you need to get your job done well and in the quickest possible time.
- **Peak workload secondments** – if your existing team is over-worked or you predict a peak in resources that you just can't meet with your own staff we can provide a team to help you, your team and your project perform during these high-demand periods.
- **Medium or long term integration** – if you are looking for someone with expert skills to fill a role on your team, we can provide consultants who will seamlessly integrate with your employees to give the skills and capacity boost you need to deliver results for up to the full length of your project.

THE KLJ DIFFERENCE

- **We're ready** – if you have a problem and you need it dealt with now, we are ready to help you however you may need it. We're quicker and easier than finding your own skilled employee.
- **We're good at what we do** – we don't mean to blow our own trumpet, but our team are experienced and qualified individuals with the necessary project experience to know how to be of most assistance to you.
- **We can do great things** – check out some of the services we offer as detailed under the headings below. We've also highlighted some of the major projects we've worked on so you can see who has already taken advantage of the KLJ difference.

Planning, Strategy & Project Development

Every business needs a plan and strategy to successfully develop a project. At KLJ we have broad industry experience to assist you to turn your ideas into reality.

- **Contract Development** – We can develop a contract from your preferred starting point or amend an existing contract to give you more appropriate risk allocation. We can assist in making contracts work for you.
- **Procurement Planning and Strategy** - We've assisted clients to develop procurement strategies and procurement plans for some of Australia's largest projects. We've also developed unique strategies for individual large, complex and critically significant procurements to ensure everything runs smoothly. We know how to reduce the likelihood of those nasty surprises giving you grief.
- **Quality Systems** - We've assisted clients to develop the tailored quality system they need to get the best quality works and equipment within their given constraints. Whether it's construction works or equipment supply, we know what it takes to assure a quality outcome and we can design a quality system that delivers results.
- **Procedure & Process Development** - We've developed a wide range of procedures and processes tailored for the business and projects of a variety of clients. Despite their variability, they've all had one thing in common – they were all designed to get the job done in the quickest possible way without compromising on due process and diligent work practices.

Contracts

We've got a lot of experience when it comes to contracting and know all of the 'ins', the 'outs' and how to avoid the common traps. We're not lawyers, although we've worked with plenty, so we know they're not always what you need.

- **Contract Development** - We've prepared contracts of all sizes, from the smallest purchase orders through to contracts worth hundreds of millions of dollars. We've worked with all of the prominent Australian contract forms and many international contracts too. We can develop a contract from your preferred starting point or amend an existing contract to give you more appropriate risk allocation.
- **Contract Review & Strategy** - We've made contracts our business, so reviewing clauses and recommending amendments where required is second nature to us. We also know how to avoid those contracting pitfalls and can make sure you are well placed to handle the situation if your contract presents you with those difficult challenges.
- **Contract Management & Administration** - We've provided contract management and contract administration services to some of Australia's largest projects and companies. The bigger the contract, the harder it can be to manage, especially if things start to go wrong. That's not to say that small contracts aren't equally as critical to manage correctly. We've also assisted many smaller players to achieve great outcomes under their contracts.
- **Contractor and Supplier Management** - We've managed contractors and suppliers on both big and small jobs and fully appreciate that it doesn't matter how big the job is, the 'domino effect' of one bad contractor or supplier can bring down an entire project. We have experience managing contractors and suppliers across the complete spectrum, from the well-behaved to the disorganised to the blatantly mischievous. Our contractor and supplier management services will give you confidence that your contractor or supplier is under expert control and this will allow you to focus on getting on with the job
- **Contract Claims & Disputes** - We've prepared claims and responded to claims. We've represented parties in claims and disputes matters and have advocated for them during negotiations and other dispute resolution methods. We've assisted owners, principals, head contractors, contractors, subcontractors, suppliers, consultants and service providers. We've also worked with lawyers in support of formal resolution processes like adjudication, arbitration and litigation
- **Contract Close Out** - We've helped take the burden of contract close-out away from clients by managing the process of final claims and certificates until all loose ends are wrapped up. We've also actively monitored contractor and supplier compliance with obligations during residual warranty periods and represented them in any associated warranty claims

Procurement & Tendering

Procurement is what we do, like others. The difference we can't stand seeing companies waste their limited budgets. That's why we've dedicated ourselves to becoming experts in getting the best procurement outcomes for our clients. We treat your dollars as if they were our own when we scrutinise tenderers to make sure every cent of spend is worthwhile.

When it comes to tendering, we've prepared, managed and reviewed countless tenders of all shapes, sizes and values. We've been working with tenders for so long they've become second nature to us and we're happy to share our experience. Whether you're a buyer or a seller, we know that the procurement process is your gateway to success – and we're here to help you get the most out of it.

- **Procurement Management** - We've managed procurements on behalf of some of Australia's largest companies and projects and have given clients confidence that their procurement activities are safely in commercially astute and capable hands
- **Procurement Planning and Strategy** - We've assisted clients to develop procurement strategies and procurement plans for some of Australia's largest projects. We've also developed unique strategies for individual large, complex and critically significant procurements to ensure everything runs smoothly. We know how to reduce the likelihood of those nasty surprises giving you grief.
- **Tendering** - We've helped clients on both sides of the tendering process to achieve great results. We've prepared tenders, managed the tender process, evaluated tenders, conducted commercial and contract negotiations, made recommendations to award and prepared final documented agreements for execution. We've worked on large tenders, small tenders and everything in between
- **Procurement Outsourcing** - Why not let our experienced procurement specialists do the hard work for you, and leave you to simply make the key decisions at the appropriate times. You can free up your resources to concentrate on other tasks yet still maintain the critical control you need over the procurement process. We can assist with a particular element, such as evaluating tenders, or can undertake the complete process from initial planning right through to having a final contract ready for award and execution
- **Supplier Relationship Management** - We know the difference between a good contract and a successful job is good supplier relationship management, and we've helped many clients build, foster, repair and maintain positive relationships with their suppliers and contractors

Claims, Dispute Prevention & Resolution

When the time comes to make or defend a claim, or face a potential or current dispute, it pays to have expertise, experience and confidence on your side. Fortunately, we can bring all of these elements to your team when you need it.

Very few firms have the depth of front-end project experience reinforced by solid back-end claims and disputes experience that we do. That's why we're the right choice when you need to boost your claims and disputes capability.

- **Claims Assistance** - We've assisted many clients to understand the basis of their entitlement to make or defend a claim under a contract. We've helped them gather evidence and supporting documentation to substantiate a claim or defence to a claim and to prepare a claim or response to claim. We've even represented clients during claims negotiations. Whether you need expert advice, or want to add some additional support to your claims team, our claims assistance service will ensure you've got the right people fighting on your side.
- **Dispute Prevention & Resolution** - We've helped clients in the prevention and resolution of disputes from the earliest phase of developing a strategic approach to issues right through to making and defending claims and interfacing with legal representation as required.
- **Warranty & Defect Support** - Whatever side of the warranty or defect claim you may be on, understanding your entitlements and obligations is important for ensuring your issue is addressed with minimal cost and disruption to you. We've helped clients realise significant savings and avoid unnecessary expense with our proactive warranty and defect support services
- **Legal & Lawyer Support** - We've helped clients effectively interface with their lawyers by utilising our unique understanding of the construction, manufacturing and projects industries and the formal legal process. We've also helped lawyers when they need specialised assistance in dealing with technical aspects of a litigated construction, manufacturing or project-based matter or through acting as the intermediary between them and their client. We can even introduce you to some of our preferred legal associates if you are seeking representation
- **Securities of Payment Assistance** - We can help you with understanding your entitlements under the relevant legislation, developing a strategy that works best for you, and assist you through the claim, response and adjudication process if and when required. We appreciate that the issues concerning claimants can be very different to those concerning respondents – and we've worked effectively on both sides

Quality

We've got the know-how in document management, quality audits and Quality Assurance and we even assist with compiling as-built records and other quality document deliverables. We don't inspect welds or those kinds of ultra-technical tasks (although we can help you source someone who does), but we do just about everything else

- **Document Management & Control** - We've assisted clients with all aspects of document management from the establishment of document management systems and procedures through to ongoing document control support and document handover management
- **Quality Deliverables Coordination** - Whether it's as-built records, Manufacturer's Data Reports, Operations and Installation Manuals, equipment manuals, or any other quality documents you're required to provide or are entitled to receive, we have the system, the expertise and the experience needed to get your quality documents prepared, delivered and reviewed efficiently and professionally
- **Quality Systems** - We've helped clients get the quality outcomes they require through effective Quality Management and Quality Assurance activities. From front-end quality planning and system development right through to back-end deliverables coordination, we've done it all

Specialist Personnel Placement

Good workers can be hard to come by, usually at the times when you need them most. Wouldn't it be great to have a network of experienced, energetic and driven people willing to give what it takes to help you achieve your goals?

Look no further, because we've got the network. If we don't have the in-house capability you are looking, we'll find the right person with the verified experience and expertise you need. It's all about who you know!

We can provide expert personnel in the following areas;

- Contracts Specialists
- Procurement Specialists
- Quality Specialists
- Project Management Specialists
- Project Support Specialists

Recent Major Projects & Clients

KLJ has worked on some of the largest projects in Queensland, New South Wales and Western Australia. Some of our recent work in the mining, resources and infrastructure sectors has included the following projects and clients:

- **NCIG Coal Export Terminal (all stages: 1, 2AA and 2F)**
Newcastle, NSW
AureconHatch for NCIG
- **Cobbora Holding Company – Business Management System (Supply Chain) Development**
Newcastle, NSW
Cobbora Holding Company
- **Terminal 4 (T4) Project**
Newcastle, NSW
AureconHatch for Port Waratah Coal Services
- **Orica Project Trident**
Newcastle, NSW
HatchEMA JV for Orica Australia
- **Ulan West Project**
Ulan, Midwestern NSW
Parsons Brinckerhoff for Xstrata Coal NSW
- **Xstrata Coal Bulga – Procurement and Contract Services**
Hunter Valley, NSW
Xstrata Coal Bulga
- **Gorgon LNG Project**
Perth, WA
Hatch for Kellogg Joint Venture Group
- **AirportLink & Northern Busway**
Brisbane, NSW
Thiess John Holland

FURTHER INFORMATION

We are happy to provide you with further information about any of the services, projects or clients detailed above upon request. We can also provide you with detailed resumes of our consultants if you have a specific engagement in mind.