**Supplier Development in Moray**                              **APPENDIX 1**

1.    Ways to help small and medium sized businesses tender for work in the public sector comes under the heading of Supplier Development.   The full website addresses for the sites hyperlinked in this document are set out at the end.  In Scotland, [Public Contracts Scotland](#) (PCS) is mandated and so used for all procurement activity.  [PCSTender](#) PCS(T) is used here in Moray for tenders.  The UK Government advertises opportunities over £10,000 through [Contracts Finder](#).  For opportunities with the public sector in Wales there is [Sell2Wales](#) and in Northern Ireland [eSourcing NI](#) and [eTenders NI](#).  EU-regulated procurements which must be advertised on [Tenders Electronic Daily](#) (TED) a supplement of the Official Journal of the European Union.  Scottish EU-regulated public sector procurements are also advertised on PCS as well as TED.  TED publishes 520 thousand procurement notices a year, including 210 thousand calls for tenders which are worth approximately €420 billion.

2.    There are over 3,000 small and medium sized businesses in Moray many of which are micro enterprises, including sole traders employing less than 10 people.  The Moray Economic Strategy 2019-2019 has identified the potential benefits to the economy of supporting SMEs with growth potential; this could include supplier development, in the form of helping them to win business from the public sector inside and outside of Moray and helping those to compete with those business that already exploit this business opportunity.

3.    In Moray, supplier development is being facilitated by Business Gateway as part of a supplier development strategy established with the Council's procurement team.  The key objectives of the strategy are as follows:

**Objective 1** – To have as many Moray businesses registered on Public Contracts Scotland as possible

**Objective 2** – To help local businesses grow and increase trading ability outside of Moray

**Objective 3** – To equip local businesses with the skills and capability to conduct business using e-Commerce processes

**Objective 4** – To familiarise local businesses with the new European Single Procurement Document (ESPD)

4.    The Council facilitates supplier development as follows:

**Pre Tender Events** – The Council shares all of its procurement plans for the next 2 years via a published annual report and annually on PCS.  When the Council procures services it publishes prior information notices regarding forthcoming contract opportunities on PCS and holds a pre tender event for potential suppliers.  These are promoted to the business community via Business Gateway on social media.  The Council's procurement service

supports the pre tender events at which assistance is offered for business to register on PCS.  For example in January 2018, the Council held pre tender events regarding forthcoming contract opportunities with the Council in the construction sector.  Events were held in Elgin and Mosstodloch; 160 people attended the events.  Hosted by Housing and Property services along with Procurement team, Business Gateway also attended the events to signpost businesses to assistance.

**Health Checks**:
Based on experience the most important thing we find is for businesses to be tender ready that requires businesses being registered, having profiles on PCS and having appropriate policies in place regarding compliance with legal requirements for tendering.  During 2017 working with the Scottish Government Public Contracts Scotland Capability Manager, who is hosted by the Council, officers devised a pilot for the government and carried out health checks for existing moray businesses registered on PCS.  The health checks maximise their readiness to tender for work in the public sector.  By September 2017 there were 597 suppliers registered on PCS 71% had an active PCS Alert Profile and 42% had a Supplier Finder Profile.  The pilot has now been adopted as a practice with PCS and PCS (T) health checks being available to Business Gateway clients.

**Training:**
As part of Moray Business Week 2017, an all day workshop was held "The Perfect Proposal - Winning Public Procurement Prizes in the Digital Age" 13 businesses attended.  As part of Moray Business Week 2018 a workshop "The Pathway to Public Procurement" was held providing advice on the tendering process and how to submit the perfect tender, 3 businesses attended. Clients were notified in advance, the workshop was also promoted as part of the Business Week programme through business support agencies on social media and in the Northern Scot.

Business Gateway growth clients can be assisted with one to one advice facilitated by the current Local Growth Accelerator Programme.  It is possible for Business Gateway to procure one to many workshops for businesses to assist them to be tender ready.  However the risk is that such a workshop would be poorly attended; given most businesses generally look to address their tender readiness at the time they are tendering, which obviously varies.

**Promotion of Contracting Opportunities in the Public Sector:**
Staff work with other business support agencies including HIE, the Federation of Small Business and the Chamber of Commerce to share information to clients about supply chain opportunities.  For example staff has established relations with the Defence Infrastructure Organisation to help support any supply chain events or communication about the RAF Lossiemouth

Development Plan.  In 2018 and 2017, staff worked with BAM Nuttal to help highlight supply chain opportunities from the Aberdeen to Inverness railway line improvements.  Experience shows that main contactors that win contacts have a well-established supply chain, hold events and have mechanisms that enable local business to sub-contract elements of work.  For example Robertson Construction held a supply chain event at the eight acres Hotel in the summer of 2017 in respect of future contracts.  This event was promoted by Business Gateway and other local business support agencies.  The Council procurement service also maintains a Facebook page which also advertises contract opportunities.

**Supplier Development Programme (SDP)**: https://www.sdpscotland.co.uk/

The Council is an associate member of the SDP. SDP provides training to upskill small and medium sized enterprises looking to win business from the public sector. Associate membership gives access to on-line materials (webinars) produced by SDP and notification of procurement opportunities. Associate membership also allows the Council to participate on the board of SDP and in its network groups. There is a page on the SDP website which provides information about supplier development in Moray and containing contact information.

Moray Council is not presently a full member as based on experience from this and other local authorities in the Highland and Islands Region, although additional support comes with full membership, staff are not convinced that there would be benefits. To date most SDP activities including one to one advice and one to many advice has taken place in the central belt.  SDP held a meet the buyer event in Inverness in September 2018, 350 businesses which supply services attended from across the country.  Business Gateway together with other local business support agencies helped to publicise the event to attract local business to participate.  The Council procurement service and Business Gateway raise awareness of SDP which is linked on the procurement page http://www.moray.gov.uk/moray_standard/page_52186.html  of the Councils' website along with other advice about the procurement process.  During 2018 the Scottish Government updated its website with comprehensive information about the supplier journey (preparation, bidding and decision).

Full Addresses of Websites Referenced Above

Public Contracts Scotland: https://www.publiccontractsscotland.gov.uk/
Public Contracts Scotland Tender:
https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html
Contracts Finder: https://www.gov.uk/contracts-finder
Sell2Wales: https://www.sell2wales.gov.wales/

eSourcing NI: https://e-sourcingni.bravosolution.co.uk/web/login.shtml
eTenders NI: https://etendersni.gov.uk/epps/home.do
Tenders Electronic Daily: http://ted.europa.eu/TED/main/HomePage.do
Supplier Development Programme: https://www.sdpscotland.co.uk/
Moray Council Procurement Webpage:
http://www.moray.gov.uk/moray_standard/page_52186.html
Procurement Legislation:
http://www.gov.scot/Topics/Government/Procurement/policy/ProcurementReform