



Helping You Bid Better

Rhona Gunn
Corporate Director
Economic Development, Infrastructure & Planning
Moray Council

Dear Rhona,

The Supplier Development Programme (SDP) has grown considerably both in presence and influence in the last three years and is moving from a local authority focused intervention to a wider 'Team Scotland' partnership initiative that will assist agencies and businesses to respond effectively and maximise opportunities from procurement across the public sector.

The Cabinet Secretary, Derek Mackay, has recently written to Chief Executives of central government organisations across Scotland to ask them to consider membership of the SDP and as part of our on-going commitment to make it easier for SMEs to access public sector contracts, the Board now feel that it is no longer equitable or sustainable to offer your authority an Associate membership and have agreed that your authority should now take up full membership. In order to ease you into this transition we propose a stepped approach, over the next 2 years, with Full membership to be achieved by June 2020 with regard to funding this.

Over 12,200 Scottish SME's are registered with the Programme and we have seen a growing increase in interest to have our Programme delivered in your region and we would be delighted to work with you to provide our full range of services in support of SME's in your area, ensuring that there is consistent approach across Scotland.

The Meet the Buyer North event, to be held in September, is already attracting over 350 delegates, and we welcome this opportunity to work with you.

The Programme has also been actively supporting its member organisations' who are involved in the Glasgow City Region City Deal offering event management for a range of supplier engagement events, as well as proactively promoting the opportunities arising from the projects. As part of full membership, SDP would look to support the Moray Economic Partnership & Moray Growth Deal following a tried and tested supplier engagement programme.

I would like to set up a meeting to discuss this further at a mutually convenient date and time.

Best Regards,

Cllr Anthony Buchanan
Chair
Supplier Development Programme



Helping You Bid Better

Jim Grant
Head of Development Services
Moray Council
PO Box 6760
Elgin, Moray
IV30 1BX

Thursday 29th November 2018

Dear Mr Grant,

Thank you for your letter and I am delighted that you are considering the value of full membership for Moray Council.

I can confirm that all the items listed in my previous letter and below are included in the membership fee. SDP is a shared service offering support to member authorities to help them to fulfill their obligations under the sustainable procurement duty- namely the engagement of SME's to improve the economic, social and environmental wellbeing of the authority's area.

I have detailed below the input we would expect from your authority to support delivery of the Programme in the Moray area.

At least 4 face to face training sessions delivered though out the year in your council area. SDP would arrange the trainer, course material and list the event on our website and manage all bookings, providing you with the list of delegates on the day and then post the event, would update the attendees and collate any feedback that had been received. Moray would identify which courses they would like to hold, this may be tailored to a particular contract opportunity where you wish to ensure early intervention in advance of a tender being published. The council would provide the venue and any catering e.g. teas/coffees. Working in partnership with ourselves, we would expect representation from at least 1 person from the council, ideally from the Procurement service, on the day to address any Moray specific questions.

"Talking Tenders" webinar with Moray Council. SDP will set up and host the webinar using the WebEx software, and provide the support services- introducing the council, assisting the attendees log in to the webinar etc. In advance of the session, we would also do a session with the nominated presenter to ensure they are familiar with the webinar function/ process. SDP would list this event on our website and manage all bookings, and send out the webinar links and feedback questionnaire after the event and collate any feedback that had been received.

This offers Moray council an opportunity for their procurement personnel to broadcast via webinar – how to tender/ do business with the council. The content; slides on how to tender / do business with Moray Council and speaker would be provided by the council; SDP can assist in guiding what sort of content works well .

Consideration of featured categorised events which are specific to the wave (future contract,) plan. Should the council identify an opportunity, where they would like to carry out some early intervention e.g. a known market where suppliers are less likely to understand the tender process or have not used PCS, SDP can support a supplier

engagement day, this can be done either by aligning one of the chosen training courses or a more hands on approach walking suppliers through the use of PCS. This could be either face to face or by webinar.

Again support and attendance by Moray Procurement service personnel would be wholly relevant at this type of engagement and SDP would carry out the support functions as detailed above.

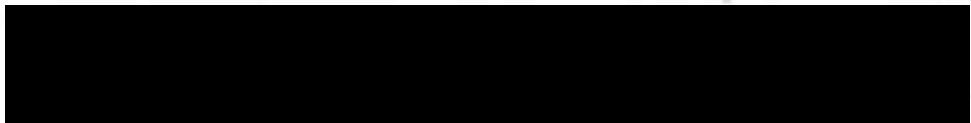
Supporting local SME engagement: Raising awareness of up and coming opportunities via our media channels and social media. Moray Council would provide content that can be fed into our social media channels, online news and newsletters, this can be connected to the training programme and where suppliers can get assistance.

Moray Economic Partnership & Moray Growth Deal. SDP has experience of raising awareness of City Deal projects and would offer our marketing and event services to support Moray Council for related supplier engagement events relating to these projects.

Given the Council are the experts in the Moray area, we would look to work with the Council and your local business support, Chambers etc to raise awareness of the training that was being undertaken to maximise attendance at the above events and webinars, ensuring that we can reach out to the SME and Third sector communities.

I trust that I have answered all your questions and demonstrated the support that SDP can bring to not only the SME and Third sector community, but also your Procurement and Economic Development staff.

Best regards,



Cllr Anthony Buchanan
Chair
Supplier Development Programme