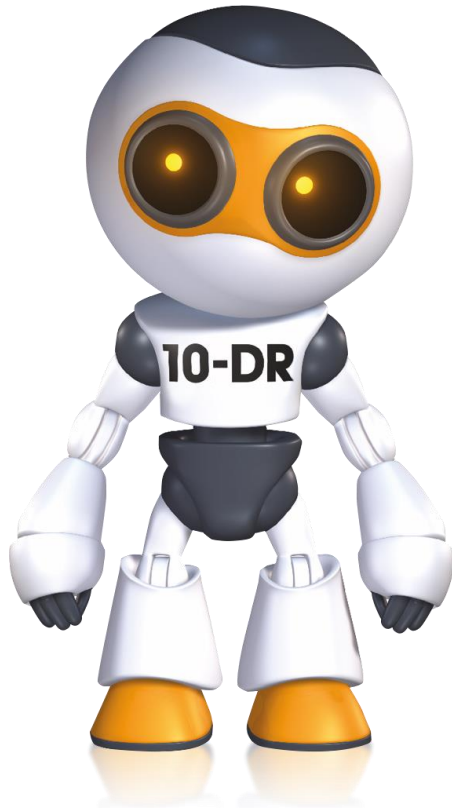


Supplier Development Programme

Helping You **Bid Better**



Employability Provision in Scotland

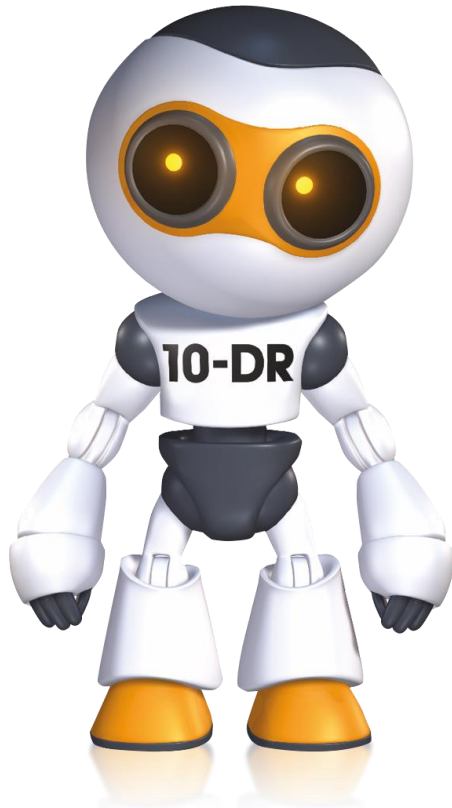


Welcome to the Supplier Development Programme

SDP is a local authority initiative in partnership with Scottish Government and Digital Scotland Business Excellence Partnership (DSBEP).

The aim of the programme is to ensure that Scottish SME's and Third Sector organisations have access to free procurement advice and training, to ensure they can FIND, WIN and KEEP government contracts





Supplier Development Programme

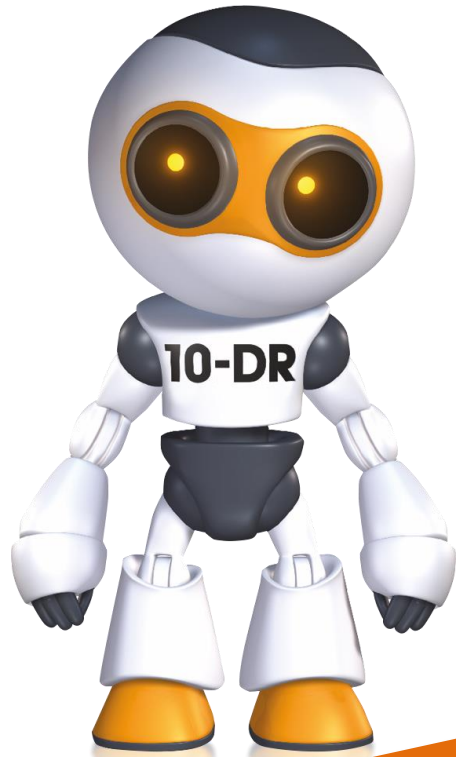
Who we are

Launched in 2009

32 Scottish local authorities, the Third Sector
& Supported Businesses

National Team based at South Lanarkshire
Council

Over 9,000 registered businesses throughout
Scotland

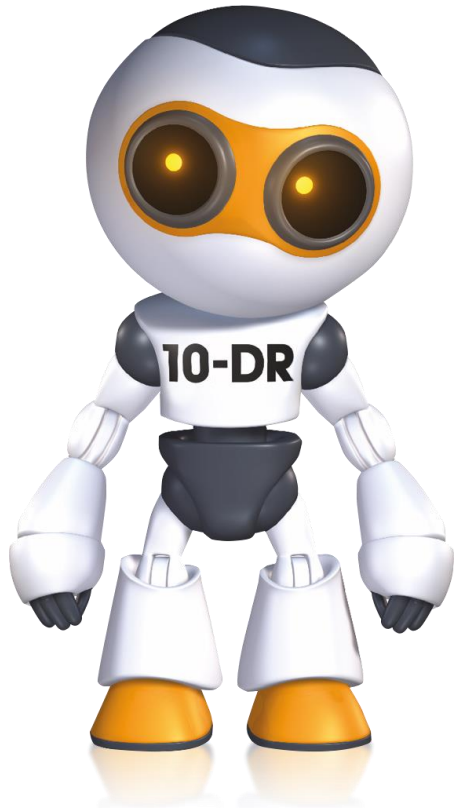


£10 billion Scottish
Government
£240 billion UK
annual spend

Supplier Development Programme

By assisting local businesses to become tender ready for working in the public sector and subsequent supply chain , we improve all-round *efficiency, sustainability* and *market potential*.

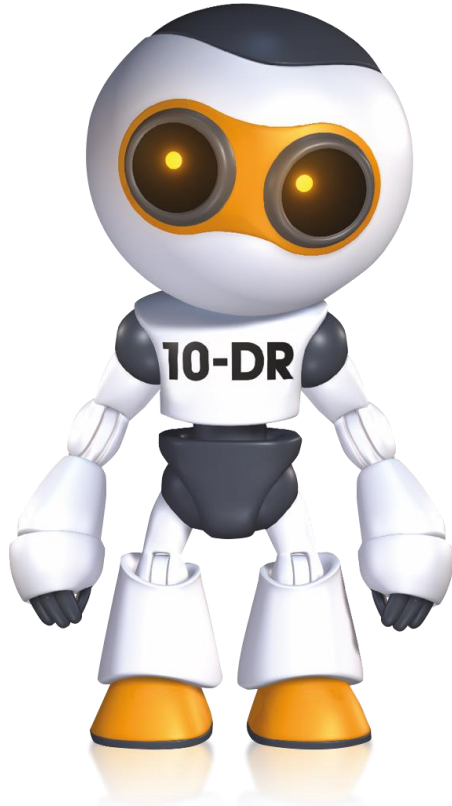
SDP ensure businesses gain the skill set to tender successfully for contracts and improve their prospects when competing for government contracts, in the UK and beyond.



Service Offerings

Online Resources www.sdpscotland.co.uk

- Online learning materials
- Procurement jargon buster
- Contacts for your region
- Supplier Register
- Links with Public Contracts Scotland and other Business support groups



Service Offerings

Training Programmes

- Regional face to face workshops offered over 3 levels
- Industry specific workshops
- Policy Workshops
- Interactive Webinars

Meet the Buyer

- Information days
- Partner and Business Support events
- Access to local buyers and economic development staff

Completely new to tendering?

Start here!

Introductory Module

Introduction to working with the Public Sector

This workshop is recommended for anyone new to tendering. It provides a comprehensive overview of the public sector marketplace in Scotland and introduces the concept of tendering and procurement.

Level 1

For businesses who are new to tendering, or refreshing their skills.

1.1. Introduction to tendering

This workshop provides an overview of the tender process from start to finish, including finding and responding to contracts.



1.2. Using Public Contracts Scotland (PCS) and other portals

Learn about Public Contracts Scotland (PCS), Quick Quotes, Supplier Profile, PCS-T and other e-tendering systems at this workshop.



Level 2

For businesses with some tendering experience who are looking to improve.

2.1. Tender procedures and the ESPD

The first half of this workshop looks in detail at the various types of tender. The second half provides hints and tips on how to complete the ESPD (formerly PQQ) and how to pass the invitation to tender (ITT) stages of a tender.

2.2. Finding and understanding framework agreements

Frameworks can be a lucrative source of business, but it's essential to understand the agreement. This workshop explains the types of framework available, where to find them and what you can expect from them.

2.3. Improving your bid score

The key to winning a contract is getting the highest possible score in your bid. This workshop will provide an insight into buyers' needs and expectations to ensure you're winning points.

2.4. Understanding community benefits and sustainability

Sustainable procurement is a vital element of public sector tendering. As well as environmental issues it also includes social issues (equality and diversity, fair and ethical trading), and economic issues such as opportunities for SMEs and the third sector.

This workshop is particularly recommended for third sector organisations.



EVENTS & TRAINING

RESOURCES

NEWS & PROJECTS

Level 3

For experienced bidders to win more work.

3.1. Seeking feedback and improving your bid

This workshop for experienced bidders explains your rights, show you how to explain your rights, show you how to provide additional information about contracts, how you can learn from successful and unsuccessful bids.

3.2. The supplier's role in contract relationship management

Winning a tender is just the beginning. This workshop explains how to succeed on your contract, what to do if things go wrong, and how to win again when you re-tendered.

3.3. Expanding your procurement marketplace

This workshop will show experienced bidders how to grow your business by exploring public sector markets, including OJEU and international contracts.

Policy workshop

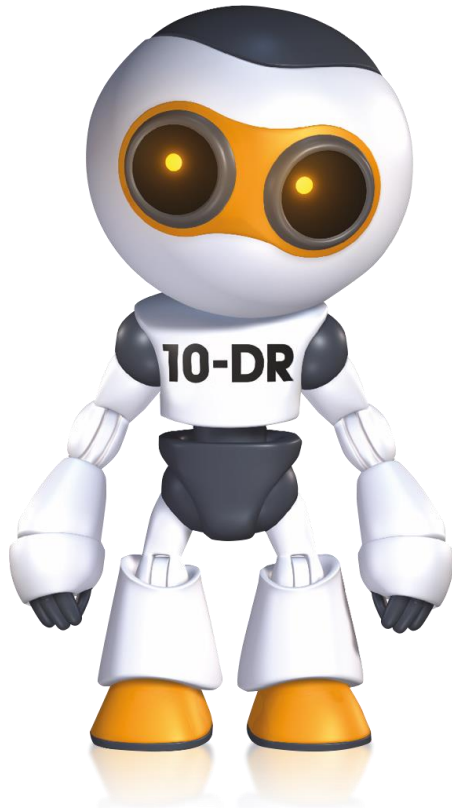
Our policy workshops are designed to provide a high level overview of the requirements for submitting a compliant bid for public contracts:

- Health and safety
- Quality management
- Equality and diversity
- ISO certification



Get Tender Ready

- **Register on www.publiccontractsscotland.gov.uk**
 - Create your supplier Profile – set to Public!
 - Set up your contract Alert
 - Browse Notices
- **Register with the Supplier Development Programme www.sdpscotland.co.uk**
 - Access the Events and Training programme calendar
 - Keep up to date with Events and opportunities via the newsletter
 - Follow us on Twitter @sdpscotland
 - Complete your entry on the Supplier Register.
- **Check** all your insurance and policies are up to date
 - Health & Safety, Equality & Diversity ,
 - Quality Management and Environmental

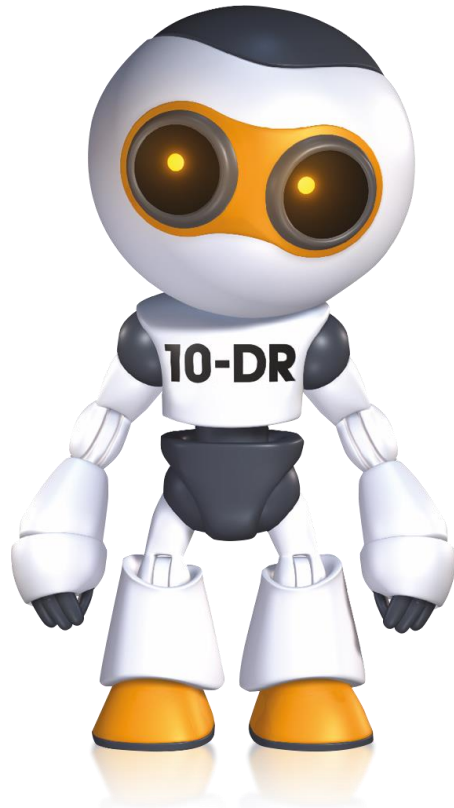


European Single Procurement Document (ESPD)

Replaced SPQQ From 18th April 2016

- All Scottish Bodies must issue and accept
- Allows suppliers to Self- Declare they meet the relevant selection and exclusion criteria
- Replaces requirement to provide up front evidence or certificates
- More information on the SDP website

• <https://www.sdpscotland.co.uk/wp-content/uploads/2016/03/ESPD-Supplier-Communication-23-March-2016.pdf>



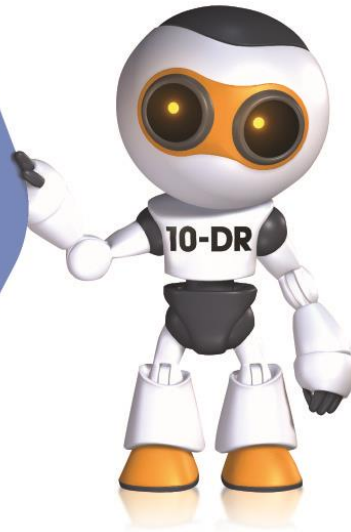
Hints & Tips

- Read and re read the **Questions!**
- Use SDP's helpful **Procurement Guide** to help you consider your **Bid Strategy**
 - New or renewal contract
 - Approach to Quality –meeting the Specification
 - Pricing Strategy
- **Prepare** a database of the basic information likely to be requested
- **Clarify**- do not presume that the documentation is correct - ask questions if you have any concerns

Meet the Buyer 2017

Meet the Buyer

8th June from 10am-4pm
Hampden Park
Glasgow



Why attend?

- Over 50 Public sector bodies
- Supply chain Zone
- Network with both Public and Private sector buyers
- Find opportunities to grow your business



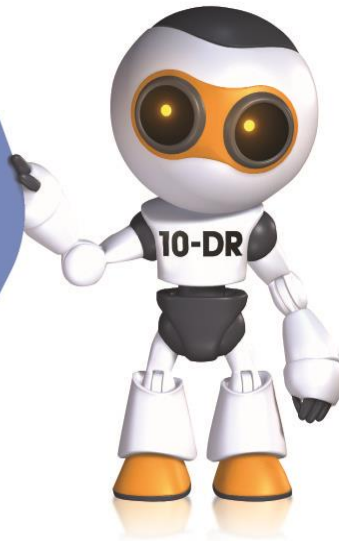
Supplier Development Programme

Gillian Cameron

Programme Manager

Meet the Buyer

8th June from 10am-4pm
Hampden Park
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**Supplier
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Helping You **Bid Better**

www.sdpscotland.co.uk

01698 453734