

Attachment 1 - Supplier Engagement Plan

Below outlines the supplier engagement initiatives, the process or system to be put in place and the responsible person for the activity.

No.	Initiative	Process/System	Priority	Timing	Responsible Officer
1	Notification of upcoming supply opportunities	Tenders for any Goods and Services should be included in the Procurement activity plan and published on the LMW website	High	Ongoing	Procurement Officer
		Apply forward notice requirements to construction tenders.	High	Ongoing	Procurement Officer & Project Mangers
2	Notification of actual tender opportunities	All tenders should be uploaded on the buying for Victoria platform of "Tenders Vic".	High	Ongoing	Procurement Officer & Project Mangers
		Provide information on LMW website where tenders are listed.	Medium	Ongoing	Procurement Officer
3	Communication and information during tender or quote process	Consistent tender/quote templates that include clear process for communication during tender, evaluation process, timelines and expected behaviours and code of conduct.	High	Ongoing	Procurement Officer
		Ensure staff are using correct templates when approaching market.	High	Ongoing	Procurement Officer & Project Mangers
		Provide additional information/guides to suppliers around government policies and frameworks such as social procurement, Local Jobs First, Code of conduct.	High	Ongoing	Procurement Officer & Project Mangers
4	Consistent approach to market	Ensure all individual procurement activities are conducted in accordance with the thresholds defined in the procurement policy.	High	Ongoing	Procurement Officer & Project Mangers
5	Supplier feedback	Ensure a debrief is offered to unsuccessful tender participants.	High	Ongoing	Project Mangers
		Providing support to project staff when conducting debriefs.	High	Ongoing	Procurement Officer
6	Management of complaints	Establish a procurement complaints system.	High	Complete	Procurement Officer
		Ensure information about complaints management is included in tender approach documents and on LMW website.	Medium	Ongoing	Procurement Officer
7	Generic LMW procurement information	Improve information through the LMW website for suppliers regarding tenders, contract templates, and code of conduct	Medium	Ongoing	Procurement Officer