



PROCUREMENT GUIDE

VENDER ENGAGEMENT STRATEGY

BACKGROUND

Good Vendor engagement can help the Sunshine Coast Regional District (SCRD) meet our social procurement objectives. By developing collaborative and mutually beneficial relationships with existing and potential supply partners it delivers greater levels of innovation and best value advantage(s) than may not be achieved through a traditional, transactional purchasing arrangement. The SCRD is committed to improving the interaction between the SCRD and the Vendor market.

This Guide is an overview of the strategies to help support the processes, systems and communication approaches put in place to ensure the overall best value is received and support trust and accountability in all dealings with Vendors.

It encompasses keeping the market informed about supply opportunities, education for the Vendor community, managing Vendor relationships during the procurement process, and managing debriefs.

OBJECTIVE

The SCRD objectives are to:

- improve transparency of procurement-related information;
- detail the actions, processes and activities to map engagement with the Vendor market;
- make information on your procurement processes and key activities easily accessible to Vendors;
- develop Vendor understanding with social and sustainable procurement factors;
- encourage participation of small and medium enterprises (SMEs) and not for profit (NPO) organizations in government procurement;
- adopt new ways to engage with Vendors, for example, procedures for encouraging/managing innovation and market-based solutions; and
- provide consistent messaging to the Vendor market.

WHERE DO VENDORS FIND SCRD OPPORTUNITIES

To advertise bids the SCRD will use:

- BCBid platform (Vendors may register to receive notifications of a new posting in their field); and
- SCRD website.

Depending on the scale of the project the SCRD will also use:

- CivicInfo BC;
- SCRD's social media;
- Direct emails to Vendors (for informal process);
- Economic development network;
- Local Newspaper; and
- General contractor subcontracting.

VENDOR ENGAGEMENT SESSIONS

Bid-specific meetings: Vendors can register and attend a bid meeting where they will have the opportunity to both meet staff and ask questions about the project and the submission requirements.

Purchasing staff engagement: Procurement staff will work with Vendors on their specific areas of interest some examples of this area included but not limited to:

- Procurement rules;

- The processes you use to make purchases;
- How to find opportunities and to be notified about new opportunities; and
- How bids are posted so that small businesses know about them.

Vendor outreach sessions: This is to help build a better understanding of public procurement process and what is needed to create affective proposal and compete for the solicitation. Examples of the sessions included but are not limited to:

- Why government procures in a public forum;
- Different solicitation tools and what they mean;
- Marketing goods and services to government and institutional purchasers;
- Building relationships and understanding what government and institutional purchasers are looking for (i.e., who buys what); and
- What does social sustainable procurement mean.

Debrief Sessions: Purchasing offers any Vendor the opportunity to a debrief session where staff will go over the submission's strengths and weakness, as well as solicited feedback from the Vendor on opportunities for improvement that could have been done better.

SOCIAL SUSTAINABLE SOLICITATION FACTORS

The SCRD includes certain factors in most of its solicitation process below is some information on what those factors are.

Local economic: Local businesses reinvest and recirculate money within the community through profits, payroll, purchasing, philanthropy and other business practices. They directly contribute to the social fabric and wellbeing of our community. Under this some factors that are considered are: Vendors providing living wage, apprenticeship programs, local knowledge, and staff development opportunities.

Sustainable Procurement: Purchasing requirements, specifications and criteria that support the protection of the environment, resource efficiency and social value for communities.

Equity-deserving Groups: Groups who have historically been denied equal access to employment, education, and other opportunities and includes, without limitation, the following: members of an Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; women; members of the 2SLGBTQ+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

INSURANCE REQUIREMENTS

Protecting the safety of local communities is an important issue for the SCRD, so it is important that Vendors have adequate insurance coverage. You may be required to provide copies of Certificates of Insurance for the following insurances. Solicitations will specify the amounts of insurance required, so make sure that your cover meets their requirements. Below is what the SCRD would generally request:

- Worksafe BC coverage
- Commercial General Liability – not less than \$2,000,000 per occurrence
- Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;