

## Supplier Bulletin: May 2018

The Highland Council participates in Commercial and Procurement Shared Services (C&PSS) with Aberdeen City and Aberdeenshire Councils. Within the Shared Service we are looking to develop and promote supplier events/opportunities for 2018. This supplier bulletin has been produced to help raise awareness with Highland suppliers of procurement related development opportunities, events and information.

### Dates for your diary

#### Supplier 1-1s

A series of **30 minute** Supplier 1-1 sessions are available for booking at various locations. The sessions are an opportunity for you to meet with a representative of the C&PSS, and have been scheduled as shown in the table below:-

Date	Venue
30 May 2018 - 10.30am-12.30pm	Council Chamber Portree, Tigh Na Sgìre, Park Lane, Portree, Isle Of Skye, IV51 9GP
31 May 2018 - 10.30am-12.30pm	MacPhail Centre, Mill Street, Ullapool IV26 2UN

If you are interested in attending one of these events, please contact us via [CPSSprocurement@aberdeencity.gov.uk](mailto:CPSSprocurement@aberdeencity.gov.uk) or 01463 702064. By expressing an interest and providing some simple information, we will strive to ensure that the most appropriate C&PSS or Council representative is available to discuss your requirements. Places are limited and allocated on a "first come" basis.

### What does a Good Tender Look Like?

An interactive practical workshop – exploring the 'do's and don'ts' of tendering and practical tips for success. Please register for this event via this link

<https://www.eventbrite.co.uk/o/commercial-amp-procurement-shared-services-15307825912>

Date	Time	Venue
30 May 2018	1.30pm-3pm	Council Chamber Portree, Tigh Na Sgìre, Park Lane, Portree, Isle Of Skye, IV51 9GP
31 May 2018	1.30pm-3pm	MacPhail Centre, Mill Street, Ullapool IV26 2UN

### Supplier Development Programme Webinars and Presentations

To supplement the range of local supplier development events being planned for the benefit of the business community in the Highland Council area, the national Supplier Development Programme (SDP) offers local businesses the opportunity to access various procurement related webinars.

<b>Date</b>	<b>Event Name</b>	<b>Time</b>	<b>Registration</b>
22/05/18	Webinar – The Supplier’s role in Contract Relationship Management Module 1	2pm-2.45pm	<a href="#">SDP Webinars</a>
23/05/18	Webinar – The Supplier’s role in Contract Relationship Management Module 2	2pm-2.45pm	<a href="#">SDP Webinars</a>

### **Meet the Buyer North event**

The Supplier Development Programme will be hosting a Meet the Buyer North event on the 5<sup>th</sup> September at the Kingsmills Hotel, Inverness. This is an opportunity for businesses in the North of Scotland to speak to local authority and government buying organisations, alongside other areas of business support.

You can find out more details and register for the event via the link below:-

<https://www.sdpscotland.co.uk/events/meet-buyer-north-2018/>

### **Online training materials**

Did you know that you can access a variety of online learning materials through the Supplier Development Programme website: <https://www.sdpscotland.co.uk/events-training/online-learning/>

### **Contact**

In relation to procurement issues or events facilitated by The Highland Council, you can contact us via [CPSSprocurement@aberdeencity.gov.uk](mailto:CPSSprocurement@aberdeencity.gov.uk) or 01463 702064.