# **Supplier engagement plan tool**

An example showing how to analyse various supplier groups.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Target audience | Concerns | Risks | Needs | Examples of tools |
| **External audience** |
| **Suppliers (general)**(supplying goods and services to government) | For example: *Government tenders are badly managed*. [Complete] | Inadequate or badly targeted communication is a disincentive for suppliers to participate in the government marketplace[Complete] | Ongoing status information when applying for procurement opportunities[Complete] | Tender briefings, organisation tender process information made easily available[Complete] |
| SMEs | For example: *Large suppliers are overrepresented in winning government business*[Complete] | Fewer participating suppliers may limit innovation and value-for-money outcomes[Complete] | Consideration given to creating a level playing field for all suppliers[Complete] | Procurement activity plan published online[Complete] |
| Larger suppliers | For example: *SMEs are given favourable treatment to the detriment of cost advantages available from large suppliers*[Complete] | Complaints to the Minister[Complete] | Consideration given to creating a level playing field for all suppliers[Complete] | Procurement activity plan published online[Complete] |
| NFPs | [Complete] | [Complete] | [Complete] | [Complete] |
| Suppliers involved in high-risk procurements | [Complete] | [Complete] | [Complete] | [Complete] |
| **Internal audience** |
| Contract managers | [Complete] | [Complete] | [Complete] | [Complete] |
| Procurement staff | [Complete] | [Complete] | [Complete] | [Complete] |
| Buyers | [Complete] | [Complete] | [Complete] | [Complete] |
| Other | [Complete] | [Complete] | [Complete] | [Complete] |

## Using this tool

This tool accompanies the [Preparing a supplier engagement plan - Goods and services procurement guide.](https://buyingfor.vic.gov.au/preparing-supplier-engagement-plan-goods-and-services-procurement-guide)

© State of Victoria 2016 (Victorian Government Purchasing Board)



This work is licensed under a [Creative Commons Attribution 4.0 licence](http://creativecommons.org/licenses/by/4.0/). You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Treasury and Finance logo.

Copyright queries may be directed to IPpolicy@dtf.vic.gov.au