# **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)

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