

Members Meeting  
9 August 2018  
UWS, Ayr



# Ayrshire Engineering Board Members 2018

## Businesses

- South Ayrshire
  - Simon Foster (Chair) – Spirit Aero
  - Jim Wilson – Wallace McDowell
  - Steven Edmund – AMP Control
- North Ayrshire
  - Mark McKell - Omnitool
  - Robert Dow – Glaxosmithkline
  - Jimmy Burnwood – Burnside Eng.
- East Ayrshire
  - Alison Sommerville - Dustacco

## Councils

- South Ayrshire
  - Jim Johnstone - Angela Collier
- North Ayrshire
  - Matt Strachan - John McGuire
- East Ayrshire
  - Sharon Hodgson \*- Mags Watson

## AEA

- Iain McGachie

\* Moving role



# AEA Members Meeting – 9 August 2018

1700 : Introductions/AEA approach for next 3 years

1720 : Public Contracts Scotland - Why join

1740 : Break out - next meeting agenda/food

1810 : Ayrshire Councils Procurement (NAC/SAC & EAC) – Benefits

1830 : Feedback/agree next agenda

1845 : AoB

1900 : Close





Signed 16 May 2018

## Ayrshire Engineering Alliance - Three Year Strategy

- Year 1 – Build Strong Base
  - Database/Cluster/Tier members
  - Signpost website provide Facilitation/Direction
  - Build members support/diverse range of companies
- Year 1 – 2 Ayrshire Procurement Strategy
  - Influence decision makers to buy in Ayrshire
  - Contacts/introductions/support from Councils/Government (top down)
  - AEA role as independent
- Year 1 – 3 Single Point of Contact (SPoC)
  - Align with infrastructure in place – AEA being “Voice of Engineering in Ayrshire”
  - Publicise at senior level in council/government/get on boards/represent Ayrshire
  - AEA role as independent



*Rev*  
16-MAY-18

*Gavin*

*[Signature]*

*[Signature]*



AYRSHIRE  
ENGINEERING  
ALLIANCE

*Adrian*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

# Ayrshire Engineering Alliance Plan (2018 – 2020)

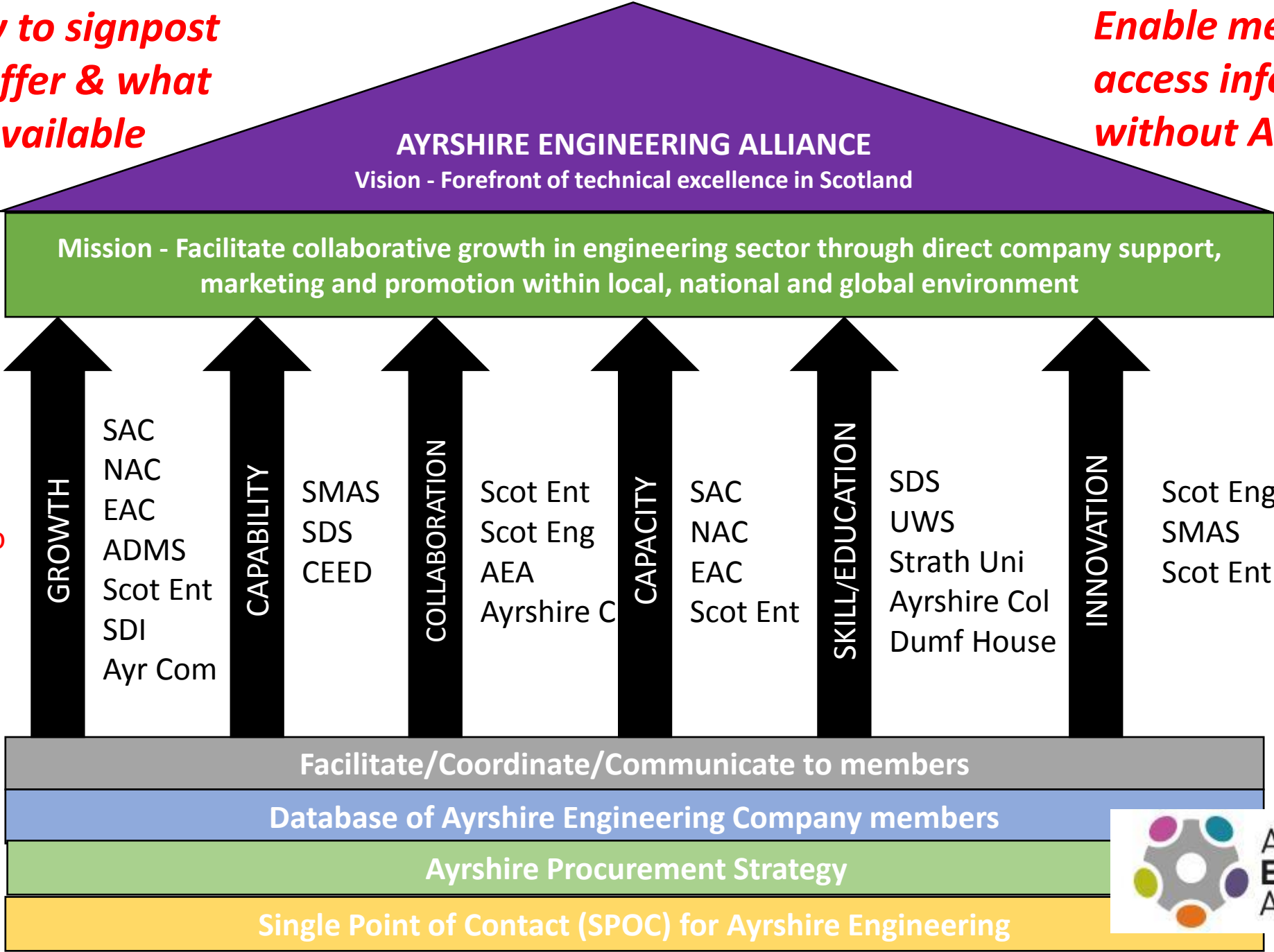


- To build a strong membership base of Ayrshire Engineering companies - facilitate growth through regular consultative communication forums and media
- To develop a “Buy Ayrshire” procurement strategy - encourage large local businesses/ government enterprises to source locally and AEA members to source within the group
- To be the “Voice of Ayrshire Engineering” - provide a single point of contact for government organisations to consult with engineering industry and vice versa



Website key to signpost  
what AEA offer & what  
support is available

Enable members to  
access information  
without AEA involved



# AEA - Communication Plan



- Website: re-launch Sept 18
- Monthly
  - Board Call/Skype – 1 hour - Progress vs KPI's
  - Members e-mail – Successes/testimonials/developments/opportunities
- Two Monthly
  - Members Sessions – 2 hours
    - Focus on members needs/sharing experiences/opportunities for members
    - AEA Board take lead on longer term challenging issues and report back to members
- Three Monthly
  - Board Meeting - face to face – 2 hours
    - Deeper dive vs progress/needs/support



# AEA focus for next 6 months



- Members support
  - Grow membership & build momentum of members meeting
    - Be proactive in supporting and determining AEA agenda
  - Develop members database into a useable tool
- Board role
  - Agree Key Performance Indicators (KPI'S) with sponsors
  - Increase awareness of AEA
    - Identify and engage with key stakeholders
    - Build wider circle of influence
    - Increase marketing of AEA



Scottish Enterprise/Business Gateway/Council  
Growth Teams/Scottish Engineering/SMAS/SDS/  
Educational Institutes/Commerce/Others

- Be aware of, understand and support AEA approach
- Help AEA to build an Ayrshire engineering database
- Encourage their engineering contacts to engage with AEA





# Public Contracts Scotland

Gillian Cameron

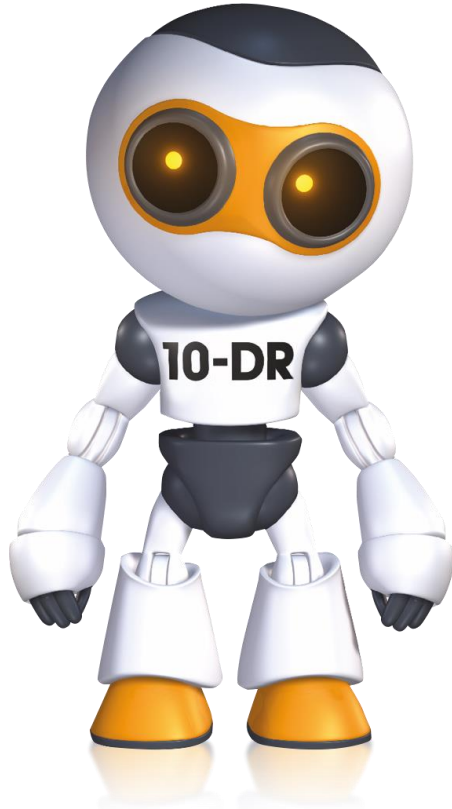
# Supplier Development Programme

Helping You **Bid Better**



## Ayrshire Engineering Alliance Members Meeting





## Welcome to the Supplier Development Programme

SDP is a business initiative supported by Scottish Local Authorities & Scottish Government.

The aim of the programme is to ensure that Scottish SMe's & Third Sector organisations have access to free procurement advice and training, to ensure they can FIND, WIN and KEEP government contracts



East Ayrshire  
Aberdeen City  
Highland Fife Scottish Borders  
Moray East Lothian Argyll & Bute  
East Renfrewshire Edinburgh Perth & Kinross  
Forestry Commission Falkirk South Ayrshire  
North Lanarkshire Comhairle Nan Eilean Siar  
Third Sector Unit East Dunbartonshire  
Clackmannanshire Inverclyde North Ayrshire  
West Lothian Dundee  
Orkney Midlothian West Dunbartonshire  
South Lanarkshire Dumfries & Galloway  
Angus Glasgow Renfrewshire  
Shetland Aberdeenshire  
Stirling

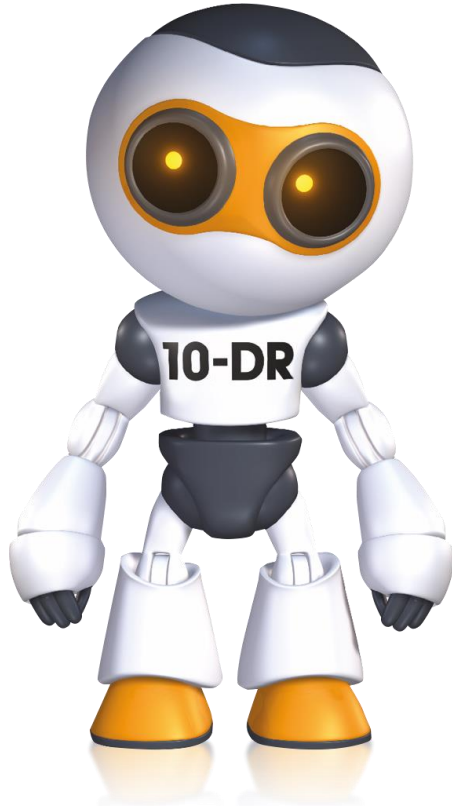
## Our Partners and Members

Launched in 2009

32 local authorities

- Forestry Commission
- Highlands & Islands Enterprise
- Historic Environment Scotland
- Registers of Scotland
- CalMac
- Scottish Parliament
- Scottish Enterprise
- National Records Office
- Scottish Fire and Rescue Service
- Over 12,200 businesses registered

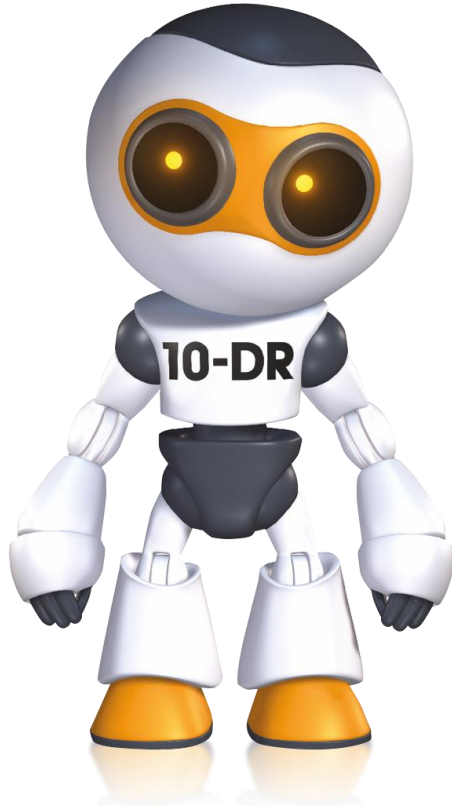
## Service Offerings



### Online Resources [www.sdpscotland.co.uk](http://www.sdpscotland.co.uk)

- Online learning materials
- Procurement jargon buster
- Contacts for your region
- Supplier Register
- Links with Public Contracts Scotland and other Business support groups

## Service Offerings



### Training Programmes

- Regional face to face workshops offered over 3 levels
- Industry specific workshops
- Policy Workshops
- Interactive Webinars

### Meet the Buyer

- Information days
- Partner and Business Support events
- Access to local buyers and economic development staff



Completely new to tendering?

Start here!

## Introductory Module

### Introduction to working with the Public Sector

This workshop is recommended for anyone new to tendering. It provides a comprehensive overview of the public sector marketplace in Scotland and introduces the concept of tendering and procurement.

## Level 1

For businesses who are new to tendering, or refreshing their skills.

### 1.1. Introduction to tendering

This workshop provides an overview of the tender process from start to finish, including finding and responding to contracts.



### 1.2. Using Public Contracts Scotland (PCS) and other portals

Learn about Public Contracts Scotland (PCS), Quick Quotes, Supplier Profile, PCS-T and other e-tendering systems at this workshop.



## Level 2

For businesses with some tendering experience who are looking to improve.

### 2.1. Tender procedures and the ESPD

The first half of this workshop looks in detail at the various types of tender. The second half provides hints and tips on how to complete the ESPD (formerly PQQ) and how to pass the invitation to tender (ITT) stages of a tender.

### 2.2. Finding and understanding framework agreements

Frameworks can be a lucrative source of business, but it's essential to understand the agreement. This workshop explains the types of framework available, where to find them and what you can expect from them.

### 2.3. Improving your bid score

The key to winning a contract is getting the highest possible score in your bid. This workshop will provide an insight into buyers' needs and expectations to ensure you're winning points.

### 2.4. Understanding community benefits and sustainability

Sustainable procurement is a vital element of public sector tendering. As well as environmental issues it also includes social issues (equality and diversity, fair and ethical trading), and economic issues such as opportunities for SMEs and the third sector.

**This workshop is particularly recommended for third sector organisations.**



## Level 3

For experienced bidders looking to win more work.

### 3.1. Seeking feedback and improving your bid

This workshop for experienced bidders will explain your rights, show you how to gather additional information about contracts and how you can learn from successful and unsuccessful bids.

### 3.2. The supplier's role in contract relationship management

Winning a tender is just the beginning. This workshop explains how to successfully deliver on your contract, what to do if things go wrong, and how to win again when it is retendered.

### 3.3. Expanding your procurement marketplace

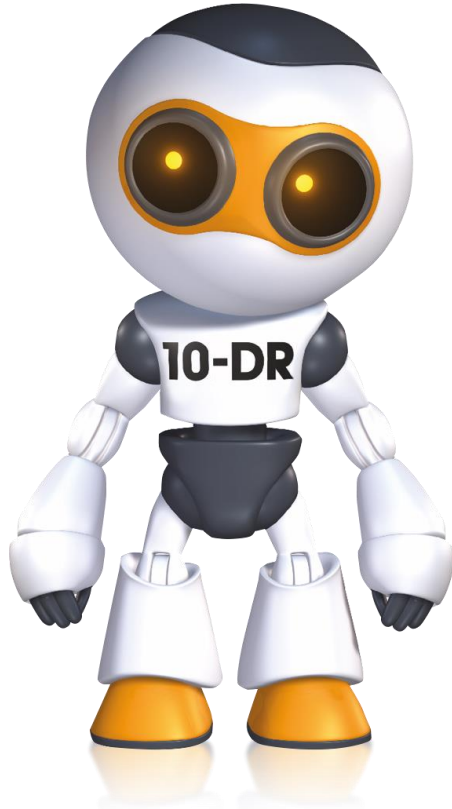
This workshop will show experienced bidders how to grow your business by exploring new public sector markets, including bidding for OJEU and international contracts.

## Policy workshops

Our policy workshops are designed to give you a high level overview of the requirements when submitting a compliant bid for public sector contracts:

- Health and safety
- Quality management
- Equality and diversity
- ISO certification





## EU Thresholds

Contracts lower than the EU thresholds (known as "below-threshold" contracts) are subject to fewer rules and advertised via PCS.

*All public contracts in Scotland over £50K for goods & services or £2m works contracts are now advertised via the Public Contracts Scotland (PCS) website.*

## Finding Opportunities : Public Contracts Scotland

The screenshot shows the Public Contracts Scotland website. At the top, there is a navigation bar with links: About Us, Site Map, Accessibility, Contact Us, Register, and Log in. Below this is the main header with the 'public contracts scotland' logo, contact information (0800 222 9003, 08:30 - 17:00), and a 'Free Registration' button. A secondary navigation bar includes links: HOME, BROWSE NOTICES, SEARCH FOR BUYERS, SUPPLIERS, BUYERS, INFO CENTRE, NEWS & EVENTS, CASE STUDIES, and HELP & SUPPORT. The main content area features a large blue box with the text 'This portal gives free access to contract opportunities in Scotland' and a description of the portal's scope. Below this are two large blue boxes: 'Find Contracts' for suppliers and 'Advertise Opportunities' for buyers. At the bottom, there are three sections: 'Supplier Development' with a logo, 'Case Studies and Videos' with a video player, and 'Projects' with a list of projects. Red arrows point from the text on the right to specific elements: 'Search for opportunities' points to the 'SEARCH FOR BUYERS' link; 'Search for Buyers' points to the 'Advertise Opportunities' box; and 'View subcontract and project specific opportunities' points to the 'Projects' section.

public contracts scotland

Get in touch: 0800 222 9003  
Opening hours: 08:30 - 17:00

Free Registration  
Register here as a  
supplier or buyer

HOME BROWSE NOTICES SEARCH FOR BUYERS SUPPLIERS BUYERS INFO CENTRE NEWS & EVENTS CASE STUDIES HELP & SUPPORT

This portal gives free access to contract opportunities in Scotland

Find details of contracts with Scottish Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and Emergency Services by browsing the available contracts. You can also register to receive free e-mail alerts.

**Find Contracts**  
Suppliers of goods, works and services  
Register for free to receive regular e-mail alerts of public sector opportunities.  
Browse notices

**Advertise Opportunities**  
Buyers  
Advertising your contract opportunities here and comply with your legal obligations regarding adequate publicity.  
Issue a notice

Supplier Development  
Supplier Development Programme  
Helping You Bid Better  
The Supplier Development Programme provides free courses on how to tender and bid better

Case Studies and Videos  
Concrete Skatepark Constru...  
Ramping up for success Making a living from something y...  
Danwood Scotland  
Danwood Scotland, an independent supplier of print and do...  
Ramping up for success Making a living from something you are passionate about is said to be th...  
Read more  
View all case studies

Projects  
view all projects  
Opportunities relating to the Perth Transport Futures Project  
Read more  
Opportunities relating to the £1.13 billion Glasgow City Region City Deal  
Read more

• Search for opportunities

• Search for Buyers  
- find contact details  
- View their contracts and statistics

• View subcontract and project specific opportunities

## Access to List of Framework Contracts

The screenshot shows the 'public contracts Scotland' website. At the top, there is a navigation bar with links: About Us, Site Map, Accessibility, Contact Us, Register, and Log in. Below this is a header section with the 'public contracts Scotland' logo, contact information (0800 222 9003, opening hours 08:30 - 17:00), and a 'Free Registration' button. A main navigation bar contains links: HOME, BROWSE NOTICES, SEARCH FOR BUYERS, SUPPLIERS, BUYERS, INFO CENTRE, NEWS & EVENTS, CASE STUDIES, and HELP & SUPPORT. The 'INFO CENTRE' link is highlighted with a red arrow. Below the navigation bar, the breadcrumb 'Info Centre > Forward Plan' is shown. The main heading is 'Forward Plan'. The text describes the forward plan as providing information on potential collaborative opportunities from public sector buying organisations in Scotland over the next 12-18 months. It mentions that details of requirements in the forward plan do not necessarily mean an opportunity will be offered. It also notes that for live frameworks, the end date is exclusive of any extension period unless otherwise stated. A section titled 'Forward Plan Nov 17' is visible. At the bottom, there are social media links: Download iPhone app, Follow us @ScotProcurement, View us on YouTube, and View us on Flickr.

### Information Centre

- List of all framework contracts
- Scottish Government
- Scotland Excel
- NHS
- Higher Education




## Glasgow City Region City Deal


The screenshot shows the SDP Scotland website layout. At the top, there are two main blue boxes: 'Find Contracts' for suppliers and 'Advertise Opportunities' for buyers. Below these are three columns: 'Supplier Development' with a 'Supplier Development Programme' logo and 'Helping You Bid Better' text; 'Case Studies and Videos' featuring a video thumbnail and text about 'Concreate Skatepark'; and 'Projects' with a 'view all projects' link and two project listings for the Glasgow City Region City Deal and Aberdeen Western Peripheral Route.


- Sign up for the contract alerts
- Add the code 640 for Glasgow City Region City Deal
- Complete your supplier profile and set to Public.



[About Us](#) | [Site Map](#) | [Accessibility](#) | [Contact Us](#) | [Register](#) | [Log Out](#)



 **Get in touch: 0800 222 9003**  
Opening hours: 08:30 - 17:00

 **Free Registration**  
Register here as a supplier or buyer

HOME | BROWSE NOTICES | SEARCH FOR BUYERS | SUPPLIERS | BUYERS | INFO CENTRE | NEWS & EVENTS | CASE STUDIES | HELP & SUPPORT

## Supplier Control Panel

Welcome to your Supplier Control Panel **Fran**. Please *click* a link in one of the appropriate sections to access the area of the site you require.

### Search

- Latest Notices
- Search for Buyers
- Notice Reference Search
- Advanced Search
- Contracts Register

### My Notices

- Interest List
- Notice Alerts

### My Responses

- Postbox Responses
- Access PCS-Tender

### My Profile


- Company Profile
- Alert Profile
- Supplier Finder Profile
- ESPD (Scotland)


### My Account


- User Details
- Change Password
- Subscriptions
- Register to publish sub-contract opportunities


### Help



- User guides
- FAQs
- Contact Us
- eCertis

 Download iPhone app

 Follow us @ScotProcurement

 View us on YouTube

 View us on Flickr

  Terms & Conditions | Privacy Policy & Cookies | ©2018 Millstream Associates

## Supplier Finder Profile Details

### What Is Supplier Finder?

Supplier Finder is a supplier sourcing directory allowing you to advertise your company on the website.

It allows you to provide detailed information regarding the products or services you provide.

Some of the benefits you get from updating your profile include:

Buyers can now easily find your company via the Supplier Finder search tool.

You can provide keywords which specifically highlight the products or services provided by your company. These keywords are searchable.

The service improves your chances of receiving a direct invitation to quote from Buyers using "Quick Quote".

### How Does Supplier Finder Work?

Please complete the form below to update your profile. You can edit and save your profile at any time, however it will not be visible until you set the status to **Public** and save.

You can hide your profile at any time by changing the status back to **Private**.

*Please regularly **Save** your work. If you don't click **Save** within 20 minutes the website will log you out for security purposes and text you entered may be lost.*

Save & View

Save

Cancel

\* Required information:

#### Supplier Finder Profile Details

\* Profile Status: ☐ Private ☒ Public

\* Company:

\* Email Address:

Website:

\* Phone:

\* Address:

\* Town/City:

\* Postcode:

\* Regions: Available regions

- none selected -

Add »

« Remove

Selected regions

Aberdeen City  
Aberdeenshire  
Angus  
Argyll and Bute  
Scottish Borders  
Clackmannanshire  
West Dunbartonshire  
Dumfries and Galloway  
Dundee City  
East Ayrshire  
East Dunbartonshire  
East Lothian  
East Renfrewshire  
Edinburgh, City of  
Falkirk  
Fife  
Glasgow City  
Highland  
Inverclyde  
Midlothian  
Moray  
North Ayrshire  
North Lanarkshire  
Orkney Islands  
Perth and Kinross  
Renfrewshire  
Shetland Islands  
South Ayrshire  
South Lanarkshire  
Stirling  
West Lothian  
Eilean Siar

\* Company

Description:

SDP is a partnership of Local Authorities, Scottish Government and other public bodies working together to provide free business support in all aspects of tendering. We deliver this support through training and events which are all listed on our Events Calendar.

By assisting home grown SME's to become tender ready for public procurement we improve all-round efficiency, sustainability, market potential and improve their prospects when competing throughout the UK where the annual public spend is over £240 billion.

You have 3480 characters left



Enter keywords that describe the products or services you provide. You can enter multiple keywords in each box. Buyers will be able to perform a keyword search.

Keywords: Keyword 1

event

Keyword 2

procurement

Keyword 3

bid

Keyword 4

training

Keyword 5

tender

Keyword 6

classroom

Company Logo:



**Add / Change Logo**

I am an SME: ☒

An SME (Small and Medium sized Enterprise) is an organisation with less than 250 employees.

Save & View

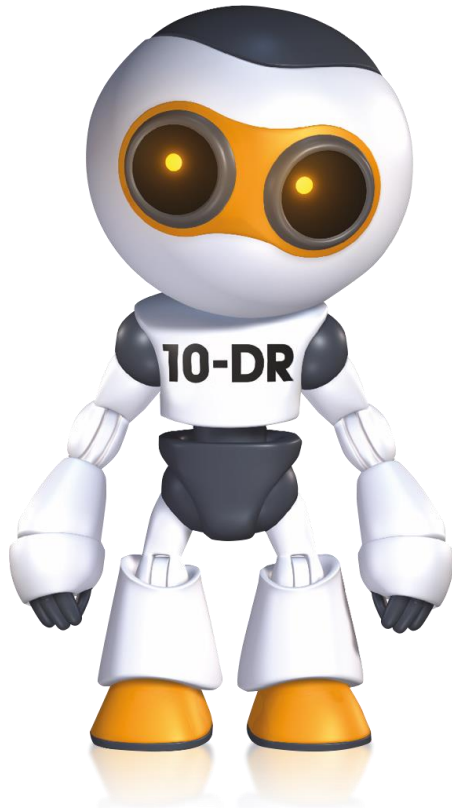
Save

Cancel

## Hints & Tips

- Read and re read the **Questions!**
- Use SDP's helpful **Procurement Guide** to help you consider your **Bid Strategy** :
  - New or renewal contract
  - Approach to Quality –meeting the Specification
  - Pricing Strategy
- **Clarify**- do not presume that the documentation is correct - ask questions if you have any concerns
- **Homework** Buyers publish online :
  - Contracts Register/ Wave plans
  - Procurement Strategy
  - Annual Report

## Prepare a database of the basic information likely to be requested



Financial

Vat No / Co. registration no. , bank acc's, credit rating, insurances.

Technical

Process flow chart, work / project plan, method statement, innovation example, project implementation plan

Quality

KPI's, customer complaints / care process, customer feedback, customer communication

Colleagues

Staff, skills, CV's, organisation diagram, recruitment/training process, subcontractors

Policies

(example) iso's 9001 / 27001, H&S, E&D & environmental or iso14001

Calendar  
renewal dates

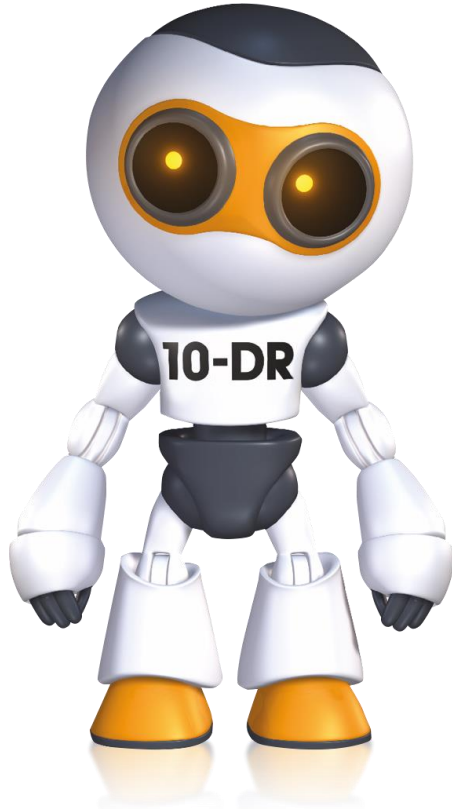
Bid / No bid decision matrix, intelligence, tenders completed ( won & lost) renewal dates, debrief info

References  
Bang your drum

Endorsements/ awards/ achievements, case studies, USP's, elevator pitch

communication

H/O address , IT systems, financial systems ( eInvoicing), business continuity, data security.



### Check List

## Common Mistakes

- ✓ Have sufficient capacity  
(*small company – big contract*)
- ✓ Demonstrate financial stability
- ✓ Showcase experience of  
similar work successfully  
delivered
- ✓ Understand the questions
- ✓ Return the required certificates
- ✓ Sign and return the necessary  
documentation

## Get Tender Ready

- **Register on [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)**
  - Create your supplier Profile – set to Public!
  - Set up your contract Alert
  - Browse Notices
- **Register with the Supplier Development Programme [www.sdpscotland.co.uk](http://www.sdpscotland.co.uk)**
  - Access the Events and Training programme calendar
  - Keep up to date with Events and opportunities via the newsletter
  - Follow us on Twitter @sdpscotland
  - Complete your entry on the Supplier Register.
- **Check** all your insurance and policies are up to date
  - Health & Safety, Equality & Diversity ,
  - Quality Management and Environmental



# Meet the Buyer North 2018



- -Over 30 Public sector bodies
- - Contractors Supply Chain Zone
- -Tender training zone
- Network with both Public and Private sector buyers
- -Find opportunities to grow your business



## Supplier Development Programme

Gillian Cameron

Programme Manager



**Supplier  
Development  
Programme**

Helping You **Bid Better**

[www.sdpscotland.co.uk](http://www.sdpscotland.co.uk)

01698 453734

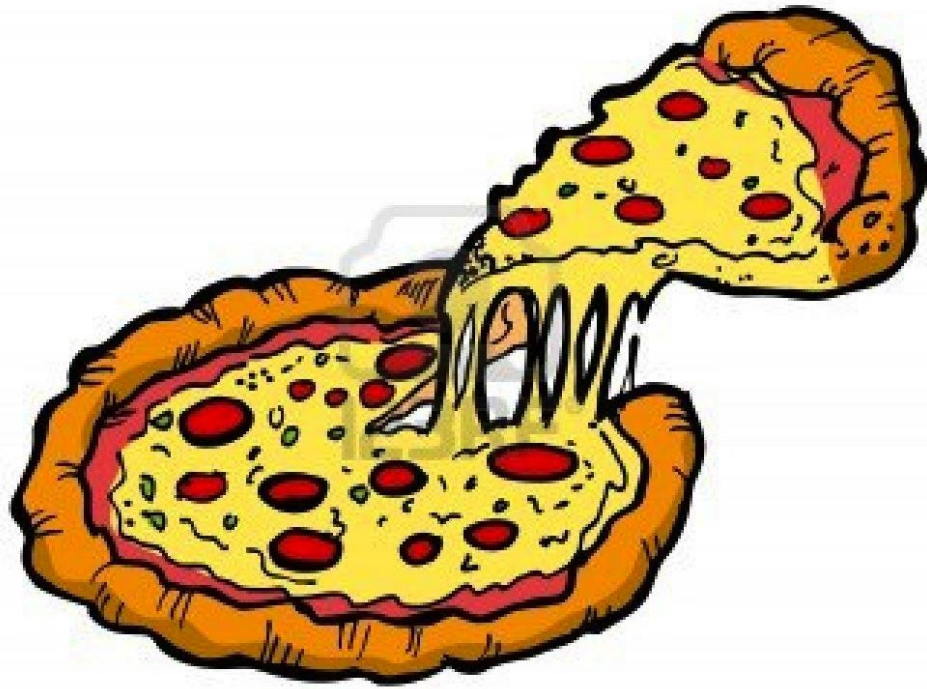
# Feedback

## On Post-It

- 1) Top challenge for your business in next 3 months
- 2) Top challenge for your business in next 12 months

# Food

+



# Circulate

# Public Procurement

Zoë Fance  
South Ayrshire Council

WORKING WITH PARTNERS  
AND COMMUNITIES TO  
MAKE LIFE BETTER

*south*  
**AYRSHIRE**  
COUNCIL





# Spend

## How we Procure

## Innovations

WORKING WITH PARTNERS  
AND COMMUNITIES TO  
MAKE LIFE BETTER

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## STATISTICS



### Local Spend

Spend in South Ayrshire in  
2017/18



**£158m**

Total procurement spend in  
2017/18



**275 Local Suppliers**

Suppliers in South Ayrshire in  
2017/18



**95,829 Suppliers**

Total Number of Suppliers in  
2017/18

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## INFOGRAPHICS

■ Social Community Care   ■ Construction   ■ Facilities & Management Services  
■ Information Communication Technology   ■ Utilities   ■ Environmental Services  
■ Cleaning & Janitorial   ■ Vehicle Management   ■ Financial Services   ■ Education  
■ Construction Materials   ■ Street & Traffic Management   ■ Catering   ■ Human Resources  
■ Public Transport   ■ Furniture & Soft Furnishings   ■ Horticultural   ■ Mail Services  
■ Healthcare   ■ Consultancy   ■ Arts & Leisure Services  
■ Sports & Playground Equipment & Maintenance   ■ Domestic Goods   ■ Housing Management  
■ Clothing   ■ Stationery   ■ Legal Services   ■ Cemetery & Crematorium   ■ Health & Safety  
■ Highway Equipment & Materials

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## OUR TEAMS

### Corporate Procurement

- new contracts
- contract management
- e-procurement



### Professional Design Services

- housingrefurbs
- council properties

### Special Projects

- new schools
- new housing



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# Procurement Routes for new contracts

Threshold	Route	
Spend up to £50,000	Quick Quote	Invited to quote by Corporate Procurement Team
Spend over £50,000	Public Contracts Scotland	Open to all - set up alerts to receive notifications



## QUICK QUOTE EXAMPLES

- Property Maintenance (i.e. building works and painting)
- ICT Software and Systems
- Catering (i.e. for events and civic receptions)
- Waste Management
- Horticultural (i.e. gardening, forestry, machinery)
- Print and Design



# INNOVATIONS



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AND COMMUNITIES TO  
MAKE LIFE BETTER

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## PROGRESS



**50%**

invitations to 31 Quick  
Quotes to South Ayrshire  
Organizations in July



**26**

new PCS registrations from  
organisations located in  
South Ayrshire



**8**

Local events in 2018 to  
promote procurement

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# FRAMEWORKS

## Scotland Excel

- **Engineering and Technical Consultancy framework**
  - Roads and Structures
  - Transportation and Traffic
  - Environmental Engineering
  - Land Surveying
  - Drainage and Flooding
  - Geotechnical and Testing
  - Project Management
- **Buildings Related Engineering Consultancy Framework**
  - Lot 1 – Civil and Structural Engineering
  - Lot 2 – Mechanical and Electrical Engineering



## Scottish Procurement Alliance (SPA)

- Experts in Construction, Refurbishment & Maintenance Contracts For Social Housing & Public Buildings
- Wide Range of Construction Works & Services Contracts (New Build / Refurbishment, Maintenance & Repair)
- All Contracts Split into Regions & Lots



## Scottish Government

- Large Corporate Services and Utilities (Stationery / ICT / Business Services / Fuels / Water & Waste)
- All Contracts are Scotland Wide



- All of These Operators Websites Have Contract Listings and Registration / Contact Details

WORKING WITH PARTNERS  
AND COMMUNITIES TO  
MAKE LIFE BETTER

*south*  
**AYRSHIRE**  
COUNCIL

# What's Required?

- [Public Contracts Scotland](#) Registration



- Register with the Framework Operators and Create a Network of Contacts
- Browse PCS Notices
- Set Up Notice Alerts
- Register Interest in Tenders and Apply

# Who Can Help?



- [Supplier Development Programme](#) / Training & Online Resources
- [Local Authority Procurement Teams](#) / Forthcoming Opportunities
- [Local Authority Economic Development Teams](#) / Local Expertise
- [Business Gateway](#) / Business Guides & Events



# Local Authority Contact Details

Local Authority	Email Address
South Ayrshire Council	<a href="mailto:procurement@south-ayrshire.gov.uk">procurement@south-ayrshire.gov.uk</a>
North Ayrshire Council	<a href="mailto:procurement@north-ayrshire.gov.uk">procurement@north-ayrshire.gov.uk</a>
East Ayrshire Council	<a href="mailto:procurement@east-ayrshire.gov.uk">procurement@east-ayrshire.gov.uk</a>





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AND COMMUNITIES TO  
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# Questions

WORKING WITH PARTNERS  
AND COMMUNITIES TO  
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# Feedback

Next Meeting Agenda

Board Challenge

AoB



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**ENGINEERING**  
ALLIANCE

Room GT25

