



City of Westminster

The Supplier Readiness Programme



Funded by
UK Government

SUPPORTED BY

MAYOR OF LONDON



Welcome & Introduction

Councillor David Boothroyd



To register for the programme or find out more, please email Supplier.readiness@westminster.gov.uk

Agenda

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Programme background	Natalie Evans, Head of Responsible Procurement & Supplier Relationship Management (WCC)
Programme offer & support	Nanita Sohal, Contract & Supplier Relationship Management (WCC) Antoinette Peters-Adenle & (WCC)
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Responsible Procurement & Commissioning (RPC) Strategy

Fairer Communities

- Increase collaboration with contractors to tackle poverty and inequality in Westminster.
- Increase supply chain equality, diversity, and inclusion.
- Increase partnership with contractors to strengthen local communities.

Fairer Economy

- Increase spend with and support for target organisations to drive community wealth building.
- Increase decent work and training for Westminster residents and professional development of existing supplier staff.

Fairer Council

- Increase due diligence to combat modern slavery & exploitation.
- Increase responsible business performance of contractors to increase sustainable procurement and supply chains.

Fairer Environment

- Increase climate action.
- Reduce air pollution from contractor activity.
- Reduce waste and integrate circular economy principles within supply chains.
- Increase contractor contribution to urban greening and biodiversity.

- Supplier Readiness Programme
- “1 in 3 quote” rule
- Relevance to the contract – tailoring
- Proportionality in selection
- Proportionality in evaluation
- Eroding internal barriers

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Support on offer

- Westminster City Council will use the funding received from UKSPF to support **target organisations** with a package of support which will enhance their **skills in bidding for and delivering contracts**.

Target organisations:

- Micro, small & medium enterprises (Westminster-based)
- Diverse-led businesses (London-based global majority led, women led, disabled led, LGBTQ+ led etc.)
- Social enterprises & Community Interest Companies
- Cooperatives, mutuals & employee-owned businesses
- Green & circular SMEs (London-based)
- Voluntary & Community Sector organisations

Support includes:

- Tailored advice and guidance
- Workshops on business readiness and bidding
- Pitching and other coaching opportunities
- Business-to-business mentoring and guidance
- Sector-based 'Meet the Buyer' events
- Other networking opportunities

- WCC has commissioned the development of a **directory of target supplier organisations**, delivered by WBC
- The ultimate aim is to increase the amount spent with target organisations by Westminster City Council, its supply chain and wider businesses to drive community wealth building.

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Planned Upcoming Events

Event	Date	What to expect
Introduction to bidding for public procurement	21 st February 2024	Introduction to the tender process, documents, do's & don'ts and responsible procurement.
Pitching Coaching	6 th March 2024	How to deliver a strong pitch.
'Meet the Buyer' Event	12 th March 2024	Joint meet the buyer event with WCC, MSDUK, City of London Corporation, Islington and the GLA. Covers: How to bid for public sector contracts, introductions-to Corporate Buyers and upcoming opportunities.
Business Planning	24 th April 2024	How to write a good quality business plan. For start ups.



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Further Expected Events

Event	What to expect
Practical Bid Writing	In-person workshops that will go over top tips for bid writing success, with case studies. Delivered by procurement and tendering experts.
Responsible Procurement & Commissioning	Addressing more complex and/or council related tender questions on social value, diversity & inclusion, modern slavery and climate action. Delivered by responsible procurement specialists.
Branding, Marketing & Website Workshops	Improving digital marketing, branding and website design, delivered by web design/ marketing specialists including supply chain partners.
Industry Standards & Accreditations Training	Sector-specific training on most commonly required accreditations and thresholds for businesses to make it onto supply chain partner preferred supplier lists

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Engagement Officer Roles

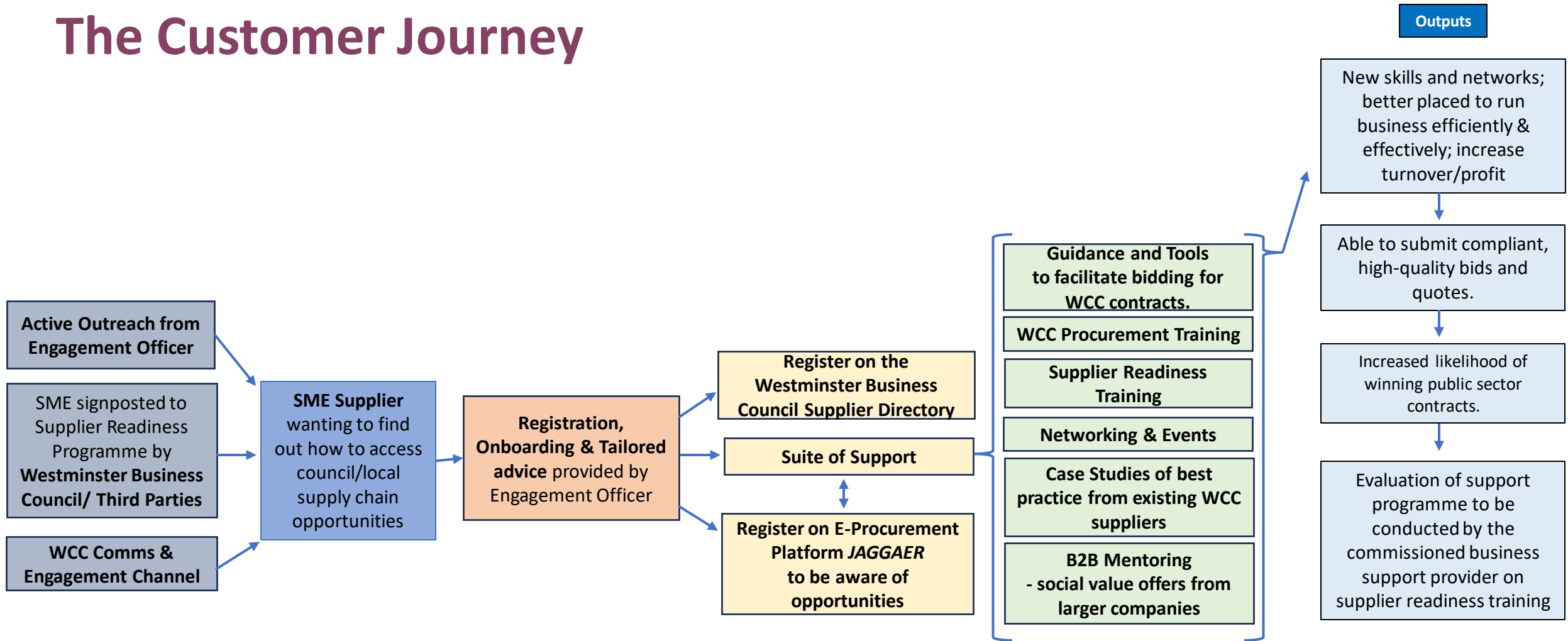


- The **Point of contact** for supplier engagement – access to the Supplier Readiness Programme.
- **Community outreach to identify new businesses** that are not already part of London public sector networks and registering them onto the programme.
- Offers **tailored advice** and introduces the supplier to a suite of support.
- Signposting to relevant **training sessions and workshops**.
- Facilitation of attendance at **‘meet the buyer’ events** with the council and other public sector buyers.
- Provides **networking opportunities via events with large scale contractors** bidding for high value contracts with the council, so that they may be incorporated into our tier two supply chain
- Presents **pipeline** opportunities to relevant suppliers.
- Introduce **new, smaller and diverse suppliers within certain sectors to internal staff** who procure from those sectors, allowing them to pitch and showcase their products/ services.

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The Customer Journey

Outputs



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WESTMINSTER BUSINESS COUNCIL

ABOUT

- A community of 12,000+ businesses
- CEOs, SMEs, Entrepreneurs, Corporate Companies

OUR MISSION

- To support business growth and community wealth building through networking and thoughtful introductions to decision makers

SUPPLIER READINESS PROGRAMME – OUR ROLE

- Business directory leaders
- Business matchmaking experts – connecting you to opportunities
- Business advise

Sophie Shrubsole

s.shrubsole@westminsterbc.org.uk

Andrew Sota (“Sota”)

a.sota@westminsterbc.org.uk

Lenna Lou

l.lou@westminsterbc.org.uk

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The Buying Team

Procuring contracts under £100k,
but higher than £25k

Emma Roberts

Commercial Manager/Buying Team Manager

Bhavi Chudasama

Senior Commercial Officer

Abi Makanjuola

Senior Commercial Officer

Poku Antwi-Agyei

Senior Commercial Officer

Kateryna Goncharova

Commercial Officer

Examples of previous categories of
awarded contracts

Floristry services

Online digital solutions

Mental health campaign

Digital and social media

Building related services

Community engagement services

Regeneration/design services

Cycle Hangers

We want you to work with us...

Since November, the Buying Team have been working on over 40 projects/opportunities within the £25k to £100k threshold with a large percentage available to SME's and smaller minority lead businesses i.e. openly tendered.

Contracts finder

www.gov.uk/contracts-finder

Capital E-Sourcing

www.capitalesourcing.com

Westminster Business Council

www.westminsterbc.org.uk

What do we need from you?

- Company information
- Appropriate insurances
- Response to technical questions
- Pricing information

Why do we need this?

- To assess your organisations competence and expertise in delivering the requirements.
- To ensure WCC will be working with a responsible supplier(s) and bring value to the contracts awarded
- To be fair, open and transparent.

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Responsible Economy

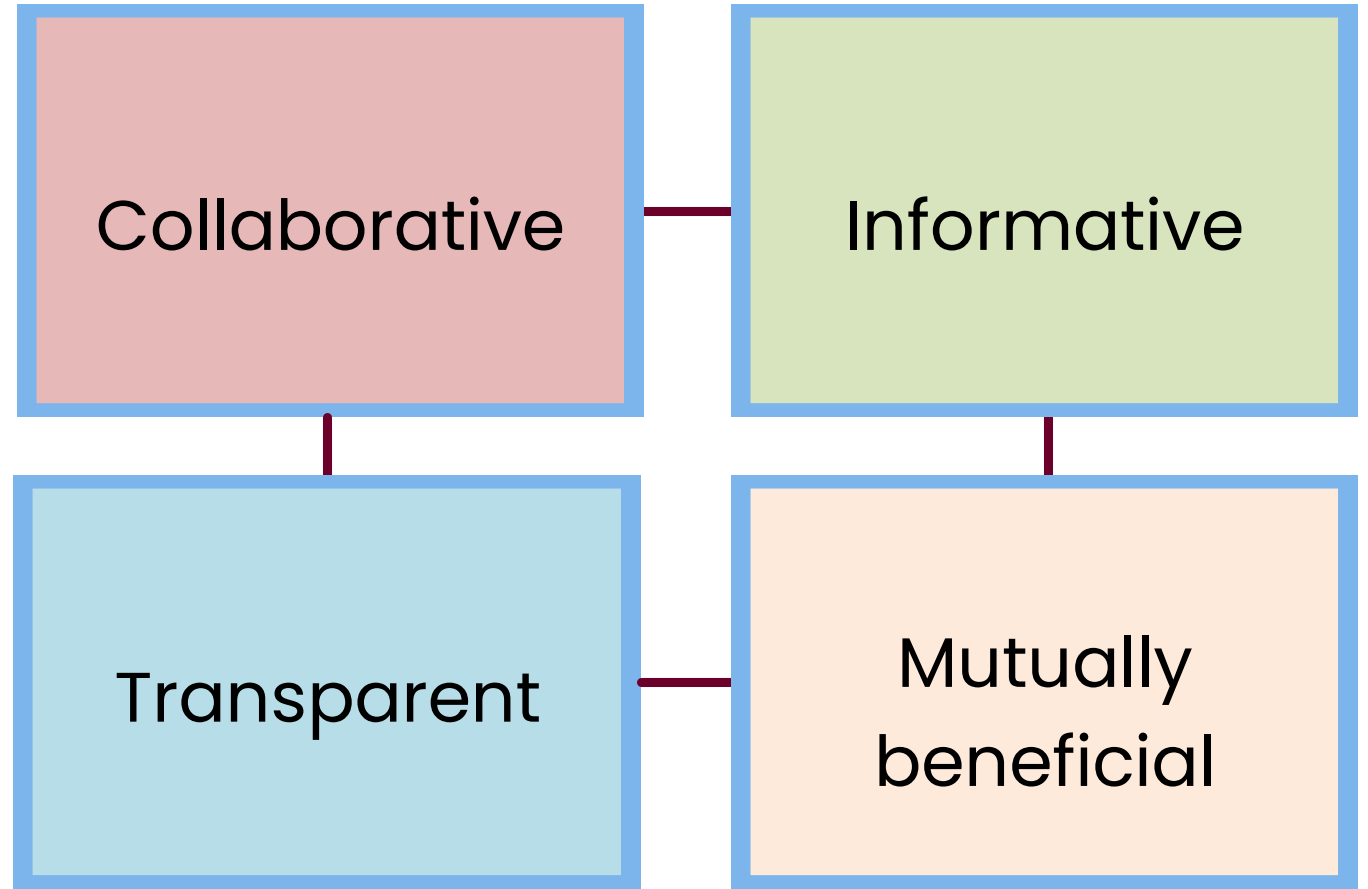
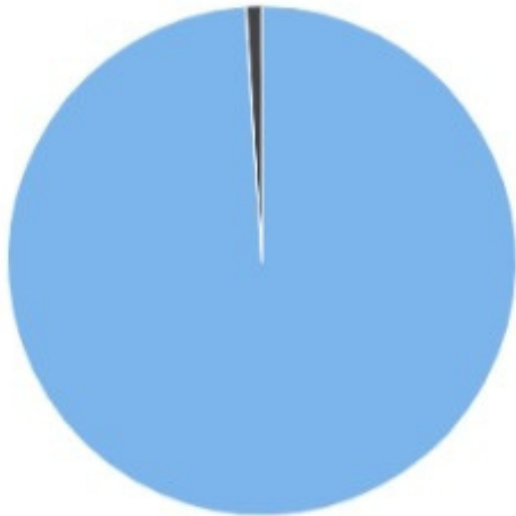
- The Responsible Economy Team harnesses our relationships with employers and businesses to deliver impact and social value in our communities.
- We work with developers on Section 106, council suppliers on social value, local businesses to deliver CSR and ESG programmes
- Our work supports the Fairer Economy programme by delivering growth and benefits for our communities.

99% of businesses in Westminster are SMEs.

Our approach

Benefits of working with SMEs include:

- Flexibility & Agility
- Innovation
- Personalised services
- Local expertise
- Diversity & Inclusivity



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Why you should get involved

- Some benefits of diversifying your supply chain include:
 - Mitigating risks;
 - Increasing innovation and quality;
 - Building local relationships.
- Strengthen your position when bidding for public contracts.
- Offer pro-bono support through social value focussing on B2B mentoring, business shadowing opportunities, advice and upskilling activities of SMEs.

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How you can get involved

- Sign up to the programme!
- Get involved with the first “Meet the Buyer” event in Q3
- Utilise the council’s first ever supplier directory
- Set up an introductory call with me dstenering@westminster.gov.uk
- Offer guidance and support to an SME - I can help with this also!

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Close

Councillor Barraclough



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