

## Supplier Engagement Plan 2026/27

Below outlines the supplier engagement initiatives, the process or system to be put in place and the responsible person for the activity.

Initiative	Process/System	Priority	Timing	Responsible Officer
Notification of upcoming supply opportunities	Tenders for any goods and services should be included in the procurement activity plans and published on the LMW website	High	Ongoing	Procurement Officer
	Apply forward notice requirements to construction tenders	High	Ongoing	Procurement Officer Project Managers
Notification of actual tenders	All tenders should be uploaded on the Buying for Victoria platform, 'Tenders Vic'	High	Ongoing	Procurement Officer Project Managers
Communication and information during tender or quote process	Consistent tender/quote templates that include clear process for communication during tender, evaluation process, timelines and expected behaviours and Code of Conduct	High	Ongoing	Procurement Officer
	Ensure staff are using correct templates when approaching market	High	Ongoing	Procurement Officer Project Managers
	Provide additional information to suppliers around government policies and frameworks such as social procurement, Local Jobs First, and Code of Conduct	High	Ongoing	Procurement Officer Project Managers
Consistent approach to market	Ensure all individual procurement activities are conducted in accordance with the thresholds defined in the Procurement Policy	High	Ongoing	Procurement Officer Project Managers
Supplier feedback	Ensure a debrief is offered to unsuccessful tender participants	High	Ongoing	Project Managers
	Provide support to Project staff when conducting debriefs	High	Ongoing	Procurement Officer
Management of complaints	Ensure the procurement complaints system is maintained	High	Ongoing	Procurement Officer
	Ensure information about complaints management is included in tender approach documents and on LMW website	Medium	Ongoing	Officer
Generic LMW procurement information	Improve information through the LMW website for suppliers regarding tenders, contract templates and Code of Conduct	Medium	Ongoing	Procurement Officer