

How to run a successful supplier selection and avoid pitfalls later

Get it right early for a long-term partnership!

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Your hosts today

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Webinar etiquette



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Send in your questions at any time during the webinar



We will address as many of them as possible them **during the Q&A session** at the end of the presentation



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Today's agenda

1

Introduction

Why supplier selection is so important

2

Practical Tips

How to run the perfect process

3

Supplier Interview

"What helps and hinders us most..."

4

Audience Q&A





Allen Reid

Independent non-profit consultant

Introduction

Why supplier selection is so important

Setting the foundation for a long-term working relationship

Typical problems with supplier selections...

Underestimating the time and effort required by your internal team

Quick "Beauty parade" style evaluations, encouraging sales-y behaviour over depth

Arms-length approach to supplier engagement

Suspicion, lack of communication

Typical results...



Running a **successful supplier selection process** means giving suppliers what they need to perform at their best...

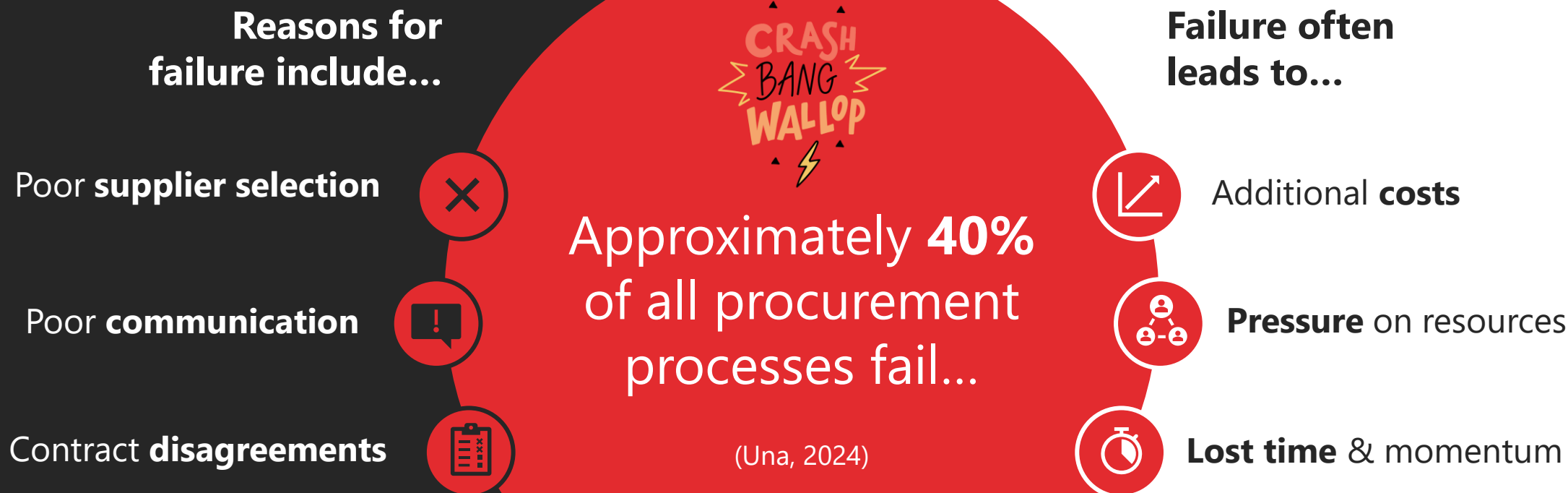
It will help you pick **the right supplier** for you...

It will help you **avoid pitfalls** with suppliers later on...

It sets the foundation for a **long-term working relationship**.



What can go wrong? A simple statistic



The bottom line? Get the process right first time... (more on this later!)



Jeremy Jalie
Business Development Lead



Steve Sydee
Head of Sales and Marketing

Practical tips

How to run the perfect process

Successful selection in six stages

Our recommendation:

Successful selection in six stages

**1. Build
your team**

**2. Create your
ITT/RFP**

**3. Engage your
suppliers**

**4. Evaluate
your suppliers**

**5. Host
supplier pitches**

**6. Make
decision**



Each stage:

In focus...



1. Build your team

This is about...

Establishing the Decision-Makers and Contributors who will participate in your selection process

Key to success...

Casting! Securing the right people and their time to gain the right input and decision-making power

What to avoid...

Too many cooks!
"Right-size your team based on just the right number to get the job done well!"

Each stage:

In focus...



2. Create your ITT/RFP

This is about...

Capturing and validating everything
you must share with suppliers about your project needs

Key to success...

Checks and balances!
Spend time gathering requirements THEN leave time to fix errors and omissions

What to avoid...

War and Peace! Lots of unnecessary information creates confusion not clarity for suppliers

Each stage:

In focus...



3. Engage your suppliers

This is about...

Inviting a shortlist of **suitable suppliers** to the process, and holding initial engagement sessions

Key to success...

A rich mix! You do not need dozens of suppliers, yet it is vital to have a range of options and choices

What to avoid...

Bias! Resist the temptation to add or subtract suppliers based on preference, hearsay and opinion

Our advice?

Timeframe

The timeframe for your selection process will vary due to the size of your organisation and the complexity of your requirements.

Use of time

As a guide, common selection processes demand at least two full working days of each active participants' time. Use this time wisely!

Planning

Plan and complete each stage of your process in detail and this will help you reach the right decision!

Each stage:

In focus...



4. Evaluate your suppliers

This is about...

Carrying out **due diligence**, reference checks and comparative analysis on supplier proposals

Key to success...

Clarity! If anything is unclear to you, seek clarification from colleagues, referees, and suppliers

What to avoid...

Snow blindness! Avoid too much focus on minor criteria. Think: Cost, Fit, and Prior Performance

Each stage:

In focus...



5. Host supplier pitches

This is about...

Giving suppliers a forum to “**win the work**” with final presentations and proposal clarifications

Key to success...

Serious Fun! Although this is a crucial point in the process, offer suppliers the floor to impress you

What to avoid...

The Dragons’ Den! Intimidating suppliers at this point rarely leads to high-performance pitches

Each stage:

In focus...



6. Make your decision

This is about...

As Decision-Makers, **appraising all information** from suppliers and picking a winner!

Key to success...

Courage! It is a major decision to make, yet lean on the fact that you have run a fair and thorough process

What to avoid...

Analysis paralysis!
Elongating the process due to the fear of making the wrong decision

How does the client avoid suppliers giving answers they think you want to hear (we can do it cheaply, quickly and to a high standard)?



Let's be honest about budgets: Lots of clients don't like to publish the budget because they think suppliers will increase their prices to match the budget, when in reality it's often the other way around. Why should a client publish the budget?

it from the

processes?

Do you ever put tender requests in bin, and why?



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Thanks!

We hope you enjoyed the content and found it useful.

We will email you with links to the slides and recording.

If you would like further conversation about your own situation and plans, please contact steve.sydee@smartimpact.co.uk

