

**Supplier Spotlight**

**Expression of Interest Template**

## **Supplier Spotlight**

SUPPLIER SPOTLIGHT INFORMATION

The Centre of Procurement Excellence (CoPE) is seeking to spotlight the contributions that businesses can make to Australian industry sectors, local communities, and the broader Australian economy, through their participation in Commonwealth procurement and contracting.

CoPE is seeking expressions of interest from entities to feature suppliers who have innovative economic, social or environmental initiatives. The ‘Supplier Spotlight’ will include case studies of suppliers doing business differently and provide an opportunity for procurement and contract management officials to hear from these suppliers on what they are doing and how they interact with government. For example, this could encompass suppliers who are engaging in activities and initiatives to tackle social issues, improve communities, increase access to training and education, or reduce environmental burden to ensure the maximum benefit is generated when spending public money.

In nominating a supplier for this initiative, entities must respond to the criteria and guidance below, which is based around the contribution that the supplier made to Australian industry sectors, local communities, and the broader Australian economy. There is no set format for a response, however the nomination should contain no more than 1000 words.

Our intention is to develop multiple Supplier Spotlights, and suppliers may be asked to share their experiences with procuring officials. Subject to interest by entities and suppliers, we may feature the Spotlights at upcoming events such as the 2023 Commonwealth Procurement and Contract Management Awards for Excellence and future Community of Practice events. We may also feature Spotlights on the Community of Practice GovTEAMS site or on the Department of Finance internet website.

Expressions of Interest will be considered on a case-by-case basis, using the criteria and guidance below. If selected to participate in the Supplier Spotlight, Finance will engage with the proposed supplier to ascertain details of their experience in engaging with the Commonwealth. This experience, along with the contribution the supplier is making, will feature in the spotlight.

The Supplier Spotlight will be used as a resource for procurement and contract management officials to gain an insight into Commonwealth Procurement from a supplier’s perspective; the barriers, real or perceived that they face, as well as develop officials’ understanding of the broader economic benefits that can be achieved though Commonwealth procurements.

Entities must ensure confirmation with the supplier that their information is not commercially sensitive or involves potential conflicts of confidentiality concerns.

CRITERIA AND GUIDANCE SUMMARY

The Supplier Spotlight will feature suppliers to the Commonwealth who provide economic, social and/or environmental value to industry sectors, local communities, and the broader Australian economy.

This could include (but is not limited to) activities such as:

* diversifying supply chains to support small and medium enterprises[[1]](#footnote-2) (SMEs), First Nations businesses, supported employment providers or other social enterprises,
* contributing to positive social outcomes in Australian communities, such as providing jobs for local people,
* developing and adopting innovative products or practices that benefit Australian communities,
* sharing knowledge, skills and technology with SMEs, First Nations businesses, supported employment providers or other social enterprises,
* reducing environmental and climate change impacts by requiring ethically sourced goods and services in their supply chains, energy efficient inputs, using goods containing recycled content, and using inputs that produce minimal waste to support sustainable procurement,
* employing apprentices or trainees,
* partnering with communities to deliver programs.

Entities should demonstrate the **approach** the supplier took to generate and deliver one, or a combination of, economic, social and/or environmental outcomes through a procurement contract with the entity.

Supplier Spotlight Expressions of Interest should also include the **outcomes** of these practices, how they were fit for purpose, how they delivered value to Australian industry sectors, local communities, and the broader Australian economy contributing, or how they enhanced value for money.

**Expression of Interest**

**Entity Details**

**Entity:** Click here to enter text.

**Contact Officer:** Click here to enter text.

**Position Title:** Click here to enter text.

**Telephone:** Click here to enter text.

**Email:** Click here to enter text.

**Supplementary material\*:** Click here to enter text.

*\*(links to social media, program or project websites, video, images)*

***Please indicate if you have advised the supplier of this Expression of Interest.***

Yes

No

**Supplier Details**

**Supplier Name:** Click here to enter text.

**ABN:** Click here to enter text.

**Supplier Contact:** Click here to enter text.

**Contact Position:**  Click here to enter text.

BRIEF OVERVIEW OF SPOTLIGHT *(500 words max)*

Please provide a brief overview, in a few paragraphs or less, (which could be used as the media grab) outlining the key points of the proposed spotlight. Write the overview in a compelling way which makes your submission memorable and easy to read.

Supplier Spotlight Response *(max 1000 words)*

Click here to enter text.

ENDORSEMENT (Senior Executive Service or equivalent officer)

In submitting this Expression of Interest, I agree that, as part of the promotion of good practice, the Department Finance may include my organisation’s details in any promotional material or case studies using information contained in this entry.

**Name:** Click here to enter text.

**Position Title:** Click here to enter text.

**Signature:** Click here to enter text.

**Date:**  Click here to enter text.

*PLEASE NOTE: Endorsement from the appropriately authorised representative must be* ***signed*** *and attached to your Expression of Interest.*

If you are considering submitting an Expression of Interest, please contact the team at [procurementexcellence@finance.gov.au](mailto:procurementexcellence@finance.gov.au) to discuss timeframes.

Expressions of Interest should be lodged via email to [procurementexcellence@finance.gov.au](mailto:procurementexcellence@finance.gov.au). You will receive an email confirming receipt of your submission by COB the next business day.

If you have any questions, or would like to discuss the Expression of Interest, please **contact us** at [procurementexcellence@finance.gov.au](mailto:procurementexcellence@finance.gov.au).

1. an Australian or New Zealand firm with fewer than 200 full-time equivalent employees [↑](#footnote-ref-2)