

Pre-Tender Market Engagement

Why hold a Pre-Tender Market Engagement?

- To get the size of the team
- Understand your requirements better
- Explain requirements to suppliers
- Write clearer requirements to publish to suppliers
- Understand how much the work could cost
- Understand how long the work could take
- Write a better business case for spending controls or internal approval
- Invoke competition
- Ensure a good number of applications

Pre-Tender Market Engagement (PTME) or early market engagement can be carried out in a few ways but generally falls into the following two categories;

I don't have draft requirements

I want to gain a better understanding from the market about what is possible e.g. discovery (DOS) or if there is an off-the-shelf cloud software solution available (G-Cloud).

Things to consider:

- Is there something already in the market?
- How have other public sector organisations solved a similar problem?
- How much is it likely to cost?
- What size team would be needed?
- How long could the work take?

Invite **a sample of suppliers** to engage - download the supplier list from Digital Marketplace. You can choose the sample by location, or by capability/role (DOS) or lot (G-Cloud).

You can use GOV.UK Notify to send out communication allowing suppliers 3/4 days to respond.

I have draft requirements

I want to warm up the market and give suppliers an understanding of my requirement.

Things to consider:

- Ensure all detail shared states DRAFT
- Is there a different approach suppliers can suggest to the technical solution?
- How much is it likely to cost?
- How long could the work take?
- Is the requirement to get best value for money?
- What essential criteria must suppliers have?

Invite **all suppliers** to engage - download the supplier list from Digital Marketplace.

You can use GOV.UK Notify to send out communication allowing suppliers 3/4 days to respond.



Next steps

Create an account on GOV.UK Notify at notifications.service.gov.uk

To do this, you must:

- Have a group mailbox for suppliers to respond to
- Invite other team members to activate your Notify account

Create a template email

You can email suppliers inviting them to attend a webinar or conference call as part of the engagement process.

In your email, you should:

- Describe the type of suppliers you want to engage with e.g. what essential skills must they have
- Give a cut off date for suppliers to respond
- Provide any limitations on number of attendees e.g. first 500 suppliers to register

More information can be found at:

<https://www.gov.uk/guidance/talking-to-suppliers-before-you-buy-digital-marketplace-services>

For further guidance and support on your cloud and digital requirements, you can contact Crown Commercial Service:
0345 410 2222

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 Crown Commercial Service