



**7 June 2018**

**Invitation to Engagement Event**

Further to our recent communication (a copy of which is included overleaf) issued recently via the National Association of Funeral Directors (NAFD) and the National Society of Allied and Independent Funeral Directors (SAIF), I write to invite Funeral Directors to an Engagement Event which will allow the opportunity to hear about the Tayside - Councils' plans for facilitating public assistance funerals under the Burial and Cremation (Scotland) Act 2016 and the National Assistance Act 1948.

The Engagement Event will provide an overview of the Council's vision for ensuring that they are able to offer public assistance funerals which are both respectful to the deceased and sustainable for the Council. The event will also outline the supply opportunities available to Funeral Directors, the likely timescales involved, and more.

**Locality Based Events are being hosted and an invitation is made to Funeral Directors as follows:**

10.00 am: Presentation by Tayside Procurement Consortium and the Council Officers

11.30 am: Question and Answer Session

12.00 noon: Summary and Close

**Registration Form**

I would like to book a place at the event:		
Name:	Email	Event (Date/Location)

Appointment slots are available on the day (available on a first booked, first served basis).

I would like to book a one:one appointment at the event, my preference is detailed below:

One:One Appointment	Name of Attendee/Company (please state your preferred time slot)	Comments (what you would like to discuss if you know in advance)
1.00pm		
1.30pm		
2.00pm		
2.30pm		
3.00pm		
3.30pm		
4.00pm		

**Locality Based Event (Date and Venue)**

**Angus Council (for the overview presentation):**

St Margaret's House, Orchardbank Business Park, Forfar, DD8 1AN (Training Room B)

Friday 22 June 2018

**Angus Council (for confirmed one:one appointments):**

Angus House, Orchardbank Business Park, Forfar, DD8 1AN (Training Room C)

Friday 22 June 2018

**Perth and Kinross Council:**

Pullar House, 35 Kinnoull Street, Perth, PH1 5GD

Monday 2 July 2018

**Dundee City Council:**

Details to follow

To book a place at the event, please complete the above Registration Form and return it to: [julie.thompson@dundeecity.gov.uk](mailto:julie.thompson@dundeecity.gov.uk) (FAO Julie Thompson, Commodity Manager, Tayside Procurement Consortium). Completed Registration Forms must be submitted by Monday 18 June 2018. You will receive confirmation of your place by email.

If you are unable to make one of the events, please contact me and we will both ensure that the information provided at the event is provided to you and try to make a suitable alternative arrangement.

Thank you

Julie Thompson  
Commodity Manager  
Email: [julie.thompson@dundeecity.gov.uk](mailto:julie.thompson@dundeecity.gov.uk)

## Previous Communication Issued (May 2018)

Tayside Procurement Consortium (a shared procurement service for Angus, Dundee City Council and Perth and Kinross Council) intends to carry out a procurement exercise for the Provision of Public Assistance Funeral Services. Tayside Procurement Consortium, in conjunction with the Councils, plan to hold an 'Engagement with Funeral Directors' Event (or events across Tayside) in the next few weeks/months, to share their procurement plans and to seek their views on the draft Specification of Requirement.

Funeral Directors must have a supplier profile set up in Public Contracts Scotland (PCS) and be registered in Public Contracts Scotland Tender (PCST).

### Bidder Selection and Tender Award Criterion

Bidders will require to meet minimum *selection criteria* (eg trade association membership, insurance cover etc) and will be evaluated against pre-defined *quality/price criterion* (eg customer service, staffing and resources etc).

### Support Available to Businesses

The 'Supplier Development Programme', an organisation funded by Scottish Government hosts events throughout the year including workshops, seminars, exhibitions to help businesses equip themselves when submitting a tender. Their events are free of charge to registered businesses.

## Supplier Development

**Programme:** <https://www.sdpscotland.co.uk/events-training/the-programme/>  
<https://www.sdpscotland.co.uk/events-training/>

I would be grateful if you alert Funeral Directors to the upcoming event (date(s) to follow) and the support which is available from the 'Supplier Development Programme'. Please can you share the enclosed guidance material which gives pointers/signposting for businesses who are new to tendering.

Tayside Procurement Consortium will communicate further with timescales for the event(s). In the meantime, Funeral Directors are encouraged to explore the support offered by the 'Supplier Development Programme'.