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Item No. 4
Halifax Regional Council
September 22, 2009

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: 
Cathie O'Toole, CGA Director of Finance / Chief Financial Officer

DATE: 9 September 2009

SUBJECT: Supplier Development Opportunity: Reverse Trade Show

INFORMATION REPORT

ORIGIN

This report originates from Staff.

BACKGROUND

Supplier Development is an ongoing effort and activity for HRM Procurement Services. Through Administrative Order 35 (Procurement Policy), particularly referenced in the Guiding Principles, staff are committed to supplier development. Further, members of Regional Council, staff, and the vendor community regularly ask Procurement Staff about procurement opportunities.

HRM participation in the annual Nova Scotia Department of Economic Development Reverse Trade Show is a key component of our Supplier Development activities.

Awareness of the upcoming event will help Procurement Services, and members of Regional Council, assist local vendors in increasing their ability to provide goods or services to government.

DISCUSSION

On October 19th, The Nova Scotia Department of Economic Development is hosting an annual Reverse Trade Show at the Kenneth Rowe Heritage Hall at Pier 21 from 1PM to 4PM. Once again, HRM Procurement Services will be participating in this event to support our Supplier Development Efforts.

The Reverse Trade Show is a twist on the traditional trade show that allows sellers to visit government display booths to discuss their products or services with the people who actually do the buying. The Reverse Trade Show concept has been developed to work collaboratively across government departments, throughout the broader public sector, and with our community and business partners. The Reverse Trade Shows are meant to strengthen the relationships and understanding between public and private interests in Nova Scotia, and to assist in building a thriving economy by encouraging small and medium-sized businesses to become a part of the procurement process by bidding on government tenders.

Some of the objectives of the Reverse Trade Shows include:

- inform Nova Scotia businesses about opportunities, and answer questions about the procurement process
- give buyers and suppliers a chance to meet face to face to tell us about their goods and services
- increase the number of suppliers responding to tenders and standing offers
- assist local businesses to become more competitive

Halifax Regional Municipality Procurement Services regularly works collaboratively with our counterparts at the Nova Scotia Department of Economic Development to efficiently and effectively meet the supplier development efforts instructed in the Guiding Principles of Administrative Order 35 (Procurement Policy). The Reverse Trade Show is one, albeit very important, example.

Most recently at the event, the majority of Procurement Staff set up a booth at the event and make themselves available to vendors. In 2008, HRM Procurement Staff responded to a request to hold a specific break out session on doing business with HRM which was attended by approximately 50 vendors that had not done business with HRM before. The presentation overviewed our approximate annual spend, Procurement Website, Organization Structure, Procurement Commodity Assignments, Sustainability Efforts, New Contractor Safety Policy, our Vendor Evaluation Program, and Procurement Process. Response from attendees was very positive.

Further information on the event can be found at:

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Reverse Trade Show
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<https://www.gov.ns.ca/tenders/supplierdevelopment/default.asp?w5=RTS#10192009>

or

by contacting: Dyane Horton
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BUDGET IMPLICATIONS

All costs of the Reverse Trade Show on October 19th are paid for by Nova Scotia Department of Economic Renewal. Any minor incidental costs related to hand outs, business cards, etc will be covered within the existing Operating Budget for Procurement.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ATTACHMENTS

None.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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Report Approved by:



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