

Early supplier engagement plan

Supplier engagement occurs at the various stages of a renewable energy project and it is important to define and communicate supplier engagement pathways consistently.

The purpose of the Early Supplier Engagement Plan (ESEP) is to outline and communicate how suppliers can engage with a proponent of a renewable energy project. The ESEP aims to ensure that supplier engagement pathways are clearly articulated during Request for Proposal and/or Agreement development stages of a project prior to full disclosure of the proponent’s procurement strategy.

Key objectives in completing the ESEP:

- improve transparency of procurement-related information in the early phases of a project
- detail supplier engagement processes and intentions as the project progresses
- communicate your procurement processes and intentions and make them easily visible to suppliers
- provide consistent messaging to the supplier market.

Once complete, the ESEP should be used to ensure consistent supplier engagement communication through websites and distribution to relevant stakeholders. The use of an ESEP aims to further provide suppliers with full, fair and reasonable access to supply opportunities during the very early stages of a renewable energy project.

Early supplier engagement plan	
Project name	
Contractor name	
How can suppliers register their interest in participating in this project?	
Who can they contact should they have any questions?	
How will suppliers be informed of the project’s procurement process once it’s finalised?	
What is the expected date that information on the procurement process for this project will be available?	

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