

## ADVERTISE

- WDC Website for approximately 3 months
  - Procurement Page
  - If applicable Town Hall and RSC page

## SUBMISSIONS

- No official closing date, remove advert/ information after 3 months.
  - Option to extend if WDC receive less than 10 suitable submissions
- Evaluate as and when WDC submission received

## AWARD

- Award letter sent to successful suppliers
- Award letter also acts as contract informing them of 12 months contract subject to review
- If necessary unsuccessful letter informing this time not successful, will need to wait another 12 months and inform them how they need to improve.

## CONTRACT DELIVERY

- Approved Supplier List only
- No guarantee of work, WDC act as a 3<sup>rd</sup> party advising event holders who may provide catering etc.
- List reviewed by WDC on an annual basis.