



# Competitive Sourcing Do's and Don'ts When Communicating with Suppliers

<p>Do</p>	<ul style="list-style-type: none"><li>• Provide enough information relating to business and technical requirements for supplier to provide value</li></ul>	<ul style="list-style-type: none"><li>• Communicate with Competitive Sourcing Team Lead during RFP</li><li>• Follow team negotiation strategy for communication guidelines</li></ul>	<ul style="list-style-type: none"><li>• Let supplier know how they will fit into the big picture</li><li>• Refer questions regarding new supplier offerings to Procurement Specialist</li></ul>
<p>Don't</p>	<ul style="list-style-type: none"><li>• Discuss amount willing to spend with supplier</li><li>• Discuss budget with supplier</li><li>• Share initial pricing estimate from one supplier with another</li></ul>	<ul style="list-style-type: none"><li>• Tell them they are the only supplier being considered</li><li>• Name the current supplier</li><li>• Name competitors</li><li>• Show preference for one supplier over another</li><li>• Discuss a proposal from another supplier</li></ul>	<ul style="list-style-type: none"><li>• Let the supplier know the purchase is urgent</li><li>• Commit to the supplier or infer a commitment</li></ul>
<p>Why</p>	<ul style="list-style-type: none"><li>• Gives confidential information on funding</li><li>• Unfair impact on the competitive sourcing process</li></ul>	<ul style="list-style-type: none"><li>• Gives confidential information about competition</li><li>• Reduces our negotiating position</li></ul>	<ul style="list-style-type: none"><li>• Allows supplier to leverage time to their advantage</li><li>• Restricts contracting efforts and reduces our negotiation position</li></ul>

# Competitive Sourcing – Scenarios

Often, salespeople and supplier reps will ask seemingly simple questions in an effort to get you to divulge confidential information. Here are some appropriate answers you can give to ensure that you protect the Lab’s best interests and retain confidentiality at all times.

Question	Possible Answers	
What is your budget?	“That is information we do not share.”	“Anything dealing with cost needs to be discussed with the buyer.”
What can I do to get your business?	“Offer the best response to our bid.”	“The RFP highlights our requirements.”
Are we in the ballpark on cost?	“You’ll need to discuss all cost-related matters with the buyer.”	“Do you think you’ve bid this competitively?”
Who else are you considering?	“We are using a competitive bidding process.”	“Who are your main competitors?”
Who will be making the final decision?	“It is a team effort.”	“We use a comprehensive decision-making process, and I cannot share the details.”