**Request for information by the Environment Agency to inform the content and format of a Groundwater Community supplier engagement event**

**Background**

The Environment Agency is committed to developing its supply chain capability in order to ensure it is able to procure and deliver groundwater modelling, general hydrogeological, water resources and hydrology projects, which offer the best possible value for public funds.

To do this, we are considering holding a supplier engagement event, which will provide the Agency and the supplier’s operating in this market the opportunity to discuss and understand our future requirements for the medium term. To ensure this event is successful and offers a useful opportunity to the market, we are requesting input from the market to guide the content and structure of this event.

Please respond to the questions outlined below and submit your response via email to [leonie.cormac@defra.gov.uk](mailto:leonie.cormac@defra.gov.uk) by **25/11/2021 (17:00)**.

If you require this document in a different, more accessible format, please contact the above with your request.

All responses and details of respondents will be held in the strictest commercial confidence and will only be will be shared anonymously and in aggregate with the Purchasing Authority in order to inform future discussion and market engagements.  Thank you for taking the time to provide this valuable feedback.

**Supplier Questionnaire**

1. Is the company you are responding on behalf of an SME? (Yes/ No)
2. Please indicate if you would be interested in participating in a supplier engagement event hosted by the Environment Agency? (Yes/ No)
3. Please describe the three most important topics which you would like to see addressed at a supplier engagement event

1.

2.

3.

1. Please outline your preference as to whether this event should be held virtually as a Microsoft Teams event, or in person at an Environment Agency location and your reason for your preference, including any limitations you foresee with regard to location
2. Please confirm the number of attendees you would be likely to want to attend a supplier engagement event
3. The Environment Agency initially proposes a half day event to be held in February 2022, please confirm if you think this is an appropriate length of time and if not, please outline your preferred duration and reason for this
4. Please provide any further comments which you feel would be helpful for the Environment Agency to consider when planning this event

End of questionnaire – thank you for your participation.