



# NDA Supply Chain

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## **SME Procurement Action Plan**

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**August 2014**

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Measure	Required Action	Target Date	Success Measured	Status	Updates
<b>1 CONDITIONS FOR SUCCESS</b>					
<b>1.1 Stretching target of 20% of available subcontract spend.</b>	Confirm that NDA's baseline number excludes SLC staff costs but includes SLC sub contract spend.	27-Nov-12	Agree baseline numbers within NDA, DECC and CO.	Completed	
	DECC SME Minister agrees stretching goal.	28-Nov-12	NDA Executives endorse the SME Procurement Action plan which is then supported and accepted by the NDA Minister and DECC Minister responsible for SME's.	Completed	
	NDA flows down the SME target requirement into all SLC's (with the exception of the DSRL arrangement) and all NDA wholly owned subsidiaries.	31-Mar-13	All agreements in place, SLC site procurement/Contracting strategies suitably updated by 30 June 2013. Ongoing monitoring using a number of reporting tools including the CO "Seven Conditions of success template"	Completed	
	Performance and trend report to be reviewed by the Estate Commercial Directors and the NDA Executive team, prior to being reported back into the DECC Minister.	31-Mar-14	Total spend with SME's across the Estate to be at 17%.	Completed	Out turn number 19%
	Performance and trend report to be reviewed by the Estate Commercial Directors and the NDA Executive team, prior to being reported back into the DECC Minister.	31-Mar-15	Total spend with SME's across the Estate to be at or beyond 20%.	Established and ongoing	

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<b>1.2 A credible, adequately resourced plan - subject to regular, senior review - setting out the key actions designed to deliver real outcomes. An agreed, stretching goal for making the NDA's contribution of 20%.</b>	Produce a satisfactory SME Action Plan.	30-Nov-12	DECC SME plan approved by DECC SME Minister and submitted to A Holland Cabinet Office of which the NDA's individual action plan forms a part.	Completed	
	Agree arrangements for senior review including reporting to Minister.	30-Nov-12	Agree and document review arrangements.	Established and ongoing	
	Action plan reviewed by SME Crown Representative.	31-Mar-13	Only minor improvements received - report concludes that NDA has a high chance of meeting or exceeding the target.	Established and ongoing	
	Performance and trend report to be reviewed by the Estate Commercial Directors and the NDA Executive team, prior to being reported back into the DECC Minister.	31-Mar-13	Total spend with SME's across the Estate to be at 15%.	Completed	Limited indirect spend data available. Out turn number 13%
	SME action plan and resultant data will be shared with the Regional and National SME steering groups.	31-Mar-13	Minor comments received.	Established and ongoing	
	Performance and trend report to be reviewed by the Estate Commercial Directors and the NDA Executive team, prior to being reported back into the DECC Minister.	31-Mar-14	Total spend with SME's across the Estate to be at 17%.	Completed	Out Turn number 19%

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	Performance and trend report to be reviewed by the Estate Commercial Directors and the NDA Executive team, prior to being reported back into the DECC Minister.	31-Mar-15	Total spend with SME's across the Estate to be at or beyond 20%.	Established and ongoing	
	Publish revised SME action plan on all NDA Estates web sites.	31-Dec-12	Plan published.	Completed	
<b>1.3 A published pipeline of spend that will be completed before March 2015.</b>	Update current on line plans to identify significant SME opportunities.	30-Jun-13	Plans updated and found by the SME steering groups to be suitable.	Established and ongoing	
	Update current on line supplier information to identify key Tier 2 suppliers and their supply chains that SMEs can engage with to find opportunities.	30-Jun-13	On line supplier information updated and found by the SME steering groups to be suitable.	Established and ongoing	
	NDA Estate using Contracts Finder as its single portal for opportunities.	31-Mar-13	Random checks.	Established and ongoing	
	NDA Estate Top Tier 2's advertising their work via Contracts Finder.	31-Mar-13	15% of the top 20 companies regularly advertising opportunities.	Established and ongoing	Action held over until the new version of Contracts Finder goes live
<b>1.4 Early engagement with the market before any formal procurement is launched.</b>	Cabinet Office Top Tips document is considered for all pre-market engagements.	31-Mar-13	Feedback from SME Steering groups.	Ongoing	Pre-market engagement has improved across the Estate
	Single National NDA Supplier Event, supported by relevant Regional events.	31-Mar-12	Positive feedback from the Supply Chain and specifically from the SME Steering Groups.	Established and ongoing	Very positive feedback from National event received by the supply chain and SMEs

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	Put in place suitable outreach programmes to SME communities in conjunction with appropriate enterprise support agencies.	31-Mar-13	Demonstrable evidence of workshops, training and mentoring programmes.	Established and ongoing	Successful SME regional events held in Cumbria and Cheshire.
<b>1.5 The optimal contract (or lot) size for planned procurements has been evidenced in all cases.</b>	All acquisition strategies to consider appropriate lotting strategies and other tools including enabling SME alliances.	30-Jun-13	By NDA review.	Established and ongoing	
	Collect SME data from ITT requests which will include the effectiveness of early market engagement.	31-Mar-14	NDA Estate Commercial Directors to review.	Ongoing	
	Standardisation and simplification of generic PQQ questions based on HMG proforma being agreed by the SLCs with implementation planned from 31 December 2012.	31-Mar-14	NDA Estate Commercial Directors to review to have assured themselves and then the SME Steering Groups shall have endorsed the processes.	Completed	The Standardisation and simplification of the generic PQQ has been completed. Further monitoring of the consistent application of the revised PQQ is ongoing.
	NDA Estate to review Terms and Conditions to ensure that the use of performance guarantees etc does not frustrate and or limit SME participation.	31-Dec-13	NDA Estate Commercial Directors to have assured themselves and then the SME Steering Groups shall have endorsed the T&C's.	Ongoing	
<b>1.6 Prime contractors provide data on sub-contracted spend with SMEs and pay their sub-contractors promptly.</b>	NDA's SLC's recording and reporting SME spend by quarter.	30-Jun-12	Data appearing in monthly CO stats.	Established and ongoing	
	NDA collects SME data from the Estates Top Tier 2 contractors	31-Mar-14	Data validated by the SLC's prior to submission to CO	Established and ongoing	New action

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	NDA Estate standard terms and conditions to reflect prompt payment requirements.	31-Mar-13	NDA Estate T&C's includes prompt payment obligations.	Completed and ongoing monitoring	
<b>1.7 Prime contractors not covered by the Cabinet Office's Strategic Supplier programme can show that they have plans to seek full value and thereby increase their spend with SME</b>	NDA Estate captures all SME expenditure on contracts over £500k pa.	31-Dec-13	Performance and trend report to be reviewed by the Estate Commercial Directors and the NDA Executive team, prior to being shared with the SME Steering Groups.	Established and ongoing	
	NDA Estate to host a high level Tier 2 meeting to explain our approaches to the SME agenda.	31-Mar-13	NDA's CEO sponsors the event and secures MD's from across at least 90% of the Estates Top Tier 2's.	Established and ongoing	

<b>OTHER INTERVENTIONS</b>					
	NDA SME Steering groups established	30-Jun-13	All regional and National steering formed and functioning.	Established and ongoing	
	NDA leads a public sector nuclear client group to improve efficiency across public sector procurement (i.e. NDA, MoD and Fusion portfolios) and supply chain. development and alignment in these areas	30-Jun-13	Group established and exploring opportunities to reduce barriers and increase standard approaches.	Ongoing	
	NDA supports overseas trade opportunities for UK SME's.	31-Mar-13	NDA delivers at least one event.	Established and ongoing	

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	NDA delivers simplified "flowdown" conditions which reduces the barriers and cost of doing business with our Estate	1-Nov-13	Random checks	Established and ongoing	New action
	NDA simplifies its Intellectual Property Clauses to ensure SME's retain and can exploit their investment	1-Oct-13	Random checks	Established and ongoing	New action
	Creation and publication of a "Better practice innovation for SME"	1-Nov-13		Completed	New action. Instigated and prepared by the SME Steering Group - North
	National Supply Chain awards, including a Minsters award for SME's	1-Nov-13		Established and ongoing	New action
	Creation of a SME Mentor Programme	1-May-14	Feedback loops established to allow the effectiveness of the pilot programme to be judged	Established and ongoing	New action
	Creation and publication of a geographical distribution map of SME's currently supporting the NDA Estate	1-Nov-14	Data derived from D&B and validated by our SLC's	Ongoing	New action
	Creation and publication of a Frequently Asked Questions document to help demystify working across the NDA Estate	1-Nov-14		Ongoing	New action - FAQs being prepared by SME Steering Group – Wales