

## Home Office SME Action Plan – April 2017

Action	Owner	Proposed Outcome of Action
<p>Address Procurements being too long, too complex and too costly by using LEAN Procurement processes</p> <p>Utilise G:Cloud and CCS agreements to access SMEs and innovative solutions</p>	<p>All procurement teams</p>	<p>Procurement end to end processes to work at optimum efficiency. Increase in bids from SME's.</p> <p>All procurements to include a procurement strategy to be approved by the Home Office Commercial Approvals Board</p>
<p>Address contract size and break up larger contracts</p> <p>Simplify requirements and standardise evaluation criteria</p>	<p>All procurement teams</p>	<p>Increased number of opportunities that are equally accessible to SME's</p>
<p>Increase our direct engagement with SMEs through market events which are open to all suppliers.</p> <p>Engage with SMEs and other suppliers who express an interest to help us understand and remove barriers faced by SME's</p> <p>Advertise opportunities on Contracts Finder and appropriate market journals, websites and via forums</p>	<p>All procurement teams</p>	<p>Suppliers including SME's have the opportunity to demonstrate new products / services and discuss innovation with Home Office</p> <p>More opportunities for SMEs to bid for opportunities, form consortiums or directly approach larger suppliers.</p>
<p>Identify where SMEs are used in our supply chains and work with suppliers to ensure prompt payment terms are passed through the supply chains to support the SMEs</p> <p>Ensure that the importance of supporting SME's is communicated to our main suppliers and internal purchasing staff</p>	<p>SME Champion and all commercial teams</p>	<p>SMEs will have improved cash flow through their existing arrangements</p> <p>Regular discussion of the SME agenda at Strategic supplier meetings.</p>