

CABINET OFFICE – SME ACTION PLAN 2011-12

Agreed Actions	Target Implementation Date	Task	Outcome	Success Factor
<p>1. Cabinet Office through DWP Shared Services will be an early adopter of the new ProcServe Dynamic Marketplace to improve the management of suppliers and increase the level of SME participation in Cabinet Office procurement.</p>	<p>September 2011</p>	<p>Implementation of ProcServe (when live) to improve the management of suppliers and commonly used goods and services. Use of Proc Serve Module 5, eMarketplace.</p>	<p>1. Better management of suppliers and identification / management of SMEs. 2. Access to centralised contracts and deals. 3. Shorter timescales for smaller procurements. Increased SME participation in CO procurements</p>	<p>1. SMEs easily identified and managed. 2. Increased use of SME suppliers.</p>
<p>2. Government Procurement (within ERG) will pilot the open procedure on 7 significant procurements and 2 Lean pathfinder projects.</p>	<p>Effective immediately with findings collated by September 2011</p>	<p>1. Use test procurements to understand the best way of applying suitability / selection criteria to give suppliers equal opportunity to participate. 2. Capture experience from suppliers in bidding without PQQ requirement early on in the process. 3. Work closely with the Lean team to implement processes and collate diagnostics on how selection is used. 4. Increase level of early market engagement</p>	<p>1. Improve the use of selection / suitability criteria to give suppliers the best opportunity to bid. 2. Lessons learnt inform procurement routes used by other departments. 3. Work on Lean helps reduce turnaround time and cost to suppliers.</p>	<p>1. Lessons learnt inform future government procurement practice on supplier selection / suitability. 2. Practices implemented result in increased SME participation in procurement. 3. Increase transparency around procurements as well as reducing time and cost involved for suppliers.</p>

		before procurement goes live.		
<p>3. From June, CO will publish improved information on its website to enable SMEs better opportunities to win the Department's business. This will include clear information about:</p> <ul style="list-style-type: none"> • the types of products and services the Department requires and how it buys them; • how SMEs can access business opportunities directly or as part of the wider supply chain; • where contract opportunities are advertised via links to Contracts Finder and TED; and • contact points for further information. <p>The aim will be to have an increased number of SMEs winning contracts by December.</p>	June 2011	<p>Develop information about tendering procedures and supply opportunities on Cabinet Office website. Create link to CF and TED.</p>	<p>Greater interest in supplying to the Cabinet Office</p>	<p>Increased number of SMEs expressing interest in contract opportunities</p>
<p>4. CO will work with its larger suppliers on CO established frameworks to explore and agree methods of increasing the level of SME participation in the supply chain. Methods will include:</p> <ul style="list-style-type: none"> • suppliers advertising available sub-contracting opportunities on Contracts Finder; • publishing details of key suppliers on the Department's website; and • participating in events being held by lead buying organisations to provide information and advice on how to become a supply chain partner. 	June 2011	<p>Engage with prime suppliers to encourage use of Contracts Finder</p>	<p>Greater transparency of opportunities for SMEs to win business with prime suppliers</p>	<p>Prime suppliers using Contracts Finder</p>

UNCLASSIFIED

<p>The aim will be for an increase in the level of CO's indirect spend with SMEs to become evident in subsequent financial years.</p> <p>Where appropriate, CO will work with the relevant Crown Representative to enable this action.</p>				
<p>5. CO will participate in product surgeries for relevant goods and services being led by the SME Crown Representative, starting in June.</p> <p>The aim will be to exploit the opportunities for innovative solutions through greater use of SMEs, including those procured by DWP SS.</p>	<p>June</p>	<p>Work with CR's team and DWP SS to identify suitable products to be included in the surgeries</p>	<p>SMEs have a better understanding of the Department's requirements, and the Department is better informed of the SME sector's capability to supply innovative products</p>	<p>More innovative solutions to the delivery of the Department's requirements by increased use of SMEs in the supply chain</p>