

Annex B – Department specific actions and data

SME Progress Report

*Making government procurement more
accessible to SMEs*



Cabinet Office

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

Improve SME participation in Cabinet Office managed frameworks.

— Improve website content.

*Product Surgery
(date TBC)*

Government Procurement (within Efficiency and Reform Group) will pilot the open procedure on 7 significant procurements and 2 Lean pathfinder projects.

Implement use of Proc Serve (Dynamic Marketplace).

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£149m

SME Spend

£11.9m

Highlights & Case Studies

- Travel and e-enablement frameworks, through Government Procurement, included in Lean Pathfinder projects.
- All appropriate future Government Procurement procurements will be Lean Pathfinder Projects.
- Recent open procedure run for Provision of Services to Community was won by a charity representing a network of Community led organisations.



Department for Business, Innovation and Skills

Departmental Actions

[illegible]

Run an Open Procedure procurement (Sciencewise Programme) (Date TBC).

Compliance with Growth Review Commitments

<i>Eliminating Pre-Qualification Questionnaires below £100,000</i>	✓ ⁺
<i>Publishing their procurement opportunities on Contract Finder</i>	✓

Highlights & Case Studies

- Agreed to use Open procedure procurement to feed into work on Pre-Qualification Questionnaires.

09/10 Baseline Spend*

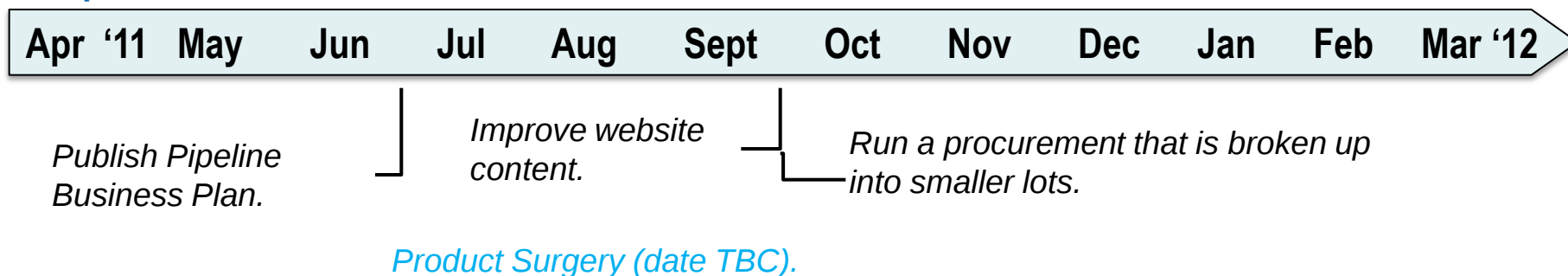
3rd Party Spend	£1,316m	SME Spend	£294m
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- + *Through the use of frameworks*

**As per departmental business plan update – published 13/05/11*

Department for Communities and Local Government

Departmental Actions



Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3 rd Party Spend	£313m	SME Spend	£42.7m
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Highlights & Case Studies

- Working with Efficiency and Reform Group to develop and test simplified processes/ products for supplier assessment in Open procedure.
- Agreed to use Open procedure procurement to feed into work on Pre-Qualification Questionnaires.
- Issued standardised Pre-Qualification Questionnaire to Local Authorities.

*As per departmental business plan update – published 13/05/11



Department of Culture Media and Sport

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

- Improve website content (completed by 01/03).
 - Work with Top suppliers to increase SME Participation in Supply Chain.
 - Ensure all low value orders consider SMEs.
 - Promote SME use across DCMS family.
- Act as mentor to other departments on new procurement methods (effective immediately).*

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000	✓
Publishing their procurement opportunities on Contract Finder	✓

09/10 Baseline Spend*

3 rd Party Spend	£26.2m	SME Spend	£7.1m
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Highlights & Case Studies

- In discussion with Efficiency and Reform Group about identifying a suitable procurement (potentially Broadband Rollout contract) to be a Lean Pathfinder Project.
- Completed actions to improve website content , promote SME use across the DCMS family and amend low value requisition form to ensure consideration of SMEs in the procurement process.
- Instigated work with top suppliers to indentify and increase no. of SMEs in the Supply Chain.

*As per departmental business plan update – published 13/05/11

Department for Education

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

DfE will continue to ensure that our processes deliver value and that SMEs are not excluded because our processes are unnecessarily bureaucratic. We will strive to ensure all procurement practices and methodologies are as SME friendly as possible.

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£509m

SME Spend

£129m

Highlights & Case Studies

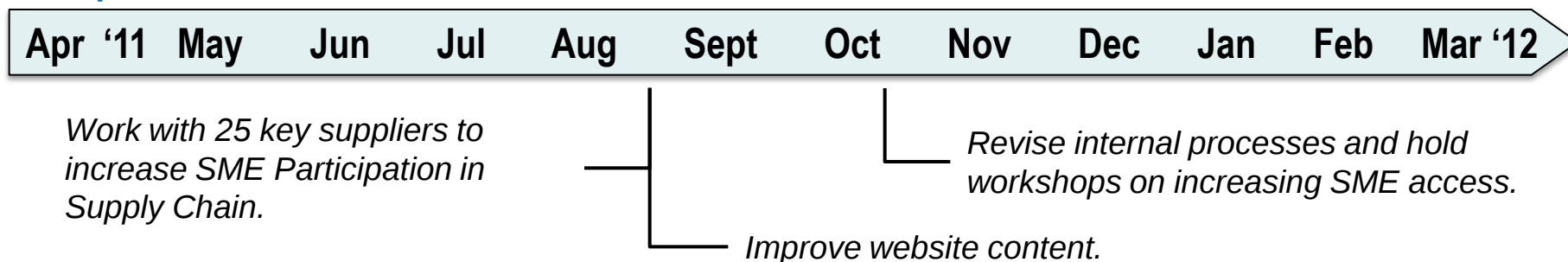
- Current ICT Strategic Partners Project is a Lean Pathfinder & Open procedure procurement that is being broken into small lots.
- Supporting Free School procurement team & holding events for suppliers at each stage of process.
- In discussion about holding a Product Surgery.

*As per departmental business plan update – published 13/05/11



Department for the Environment, Food and Rural Affairs

Departmental Actions



Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000	✓
Publishing their procurement opportunities on Contract Finder	✓

09/10 Baseline Spend*

3 rd Party Spend	£1,514m	SME Spend	£159m
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Highlights & Case Studies

- In discussion with Efficiency and Reform Group about identifying a suitable procurement to be a Lean Pathfinder Project.
- Focused events of a Supplier Marketplace (12 Jan 2011) , Supplier World Café Event (22 Jun 2011) and a further event in autumn 2011, with specific SME sessions.

*As per departmental business plan update – published 13/05/11 (Subject to verification of SME classifications)



Department for Energy and Climate Change

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

Improve website content.

Work with key suppliers to increase SME Participation in Supply Chain

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



Highlights & Case Studies

- DECC have amended their procurement procedures and Pre-Qualification Questionnaires are no longer used for procurements below 100k.
- All Procurement opportunities are now published on Contracts Finder as standard procedure.

09/10 Baseline Spend*

3 rd Party Spend	£3,006m	SME Spend	£17.4m
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*As per departmental business plan update – published 13/05/11



Department for Health

Departmental Actions

Apr '11	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar '12
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Improve website content.

Revise category strategies to support SMEs (date TBC).

Run an Open Procedure procurement.

Run a procurement that is broken up into smaller lots.

Work with Efficiency and Reform Group on desktop instructions for supplier selection.

Implement use of ProcureServe (Dynamic Marketplace).

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£618m

SME Spend

£112m

Highlights & Case Studies

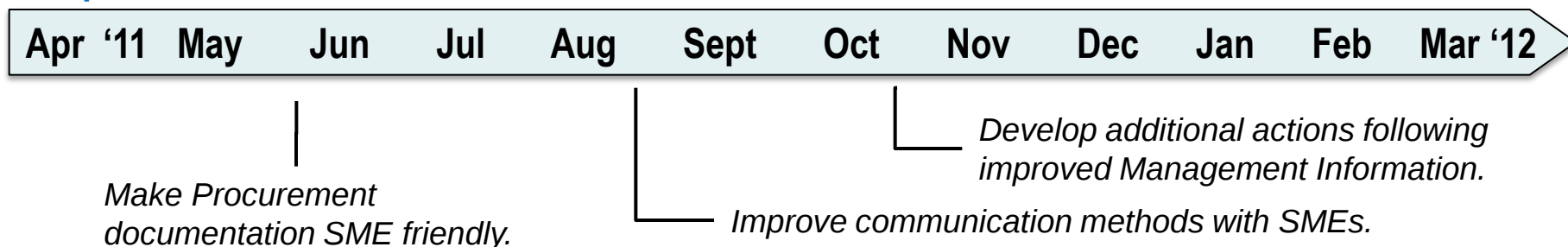
- In discussion with Efficiency and Reform Group about identifying a suitable procurement to be a Lean Pathfinder Project.
- Working with Efficiency and Reform Group to develop and test simplified processes/products for supplier assessment in Open procedure.
- Agreed NHS specific action plan to promote SME friendly procurement.
- Issued Efficiency and Reform Group standardised PQQ for use across NHS.

*As per departmental update to ERG



Department for International Development

Departmental Actions



Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

Data Not Available

Highlights & Case Studies

- DfID has linked its own supplier portal to Contracts Finder to ensure that all published opportunities are as visible as possible to all suppliers.
- The department's portal makes use of improved identifiers that will enable it to capture spend data in the future.
- DfID actively engages with SMEs and defines its procurement policies and processes at events such as the British Expertise Seminars.



Department for Transport

Departmental Actions

Apr '11	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar '12
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Improve website content.

Product Surgery.

Attract niche suppliers to DSA Test Theory Contract.

Improve HA procurement processes to make more SME friendly.

DLVA supplier event to outline future pipeline of business (date TBC).

Increase SME opportunities in technical & engineering framework.

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£3,851m

SME Spend

£117m

Highlights & Case Studies

- Hosted Government's first Product Surgery in June which provided a number of good suggestions and ideas from suppliers for the department to take forward.
- Product Surgery model worked extremely well and DfT is working with Efficiency and Reform Group to develop it further for use across Government.
- Working with Efficiency and Reform Group to develop and test simplified processes/products for supplier assessment in Open procedure.

*As per departmental business plan update – published 13/05/11



Departmental Actions

[illegible]

Compliance with Growth Review Commitments

<i>Eliminating Pre-Qualification Questionnaires below £100,000</i>	✓
<i>Publishing their procurement opportunities on Contract Finder</i>	✓

09/10 Baseline Spend*

3 rd Party Spend	£4,329m	SME Spend	£509m
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Highlights & Case Studies

- Working with Efficiency and Reform Group to develop and test simplified processes/ products for supplier assessment in Open procedure.
- Improving methods of measuring indirect spend with SMEs and able to identify increase in total spend from 09/10 – 10/11.
- 80% of 416 private suppliers in the Work Programme supply chain are SMEs.
- Initial data suggests DWP spend with SMEs has increased by c£80m in 2010/11.

Foreign and Commonwealth Office

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

Review of Invitation To Tender & Pre-Qualification Questionnaire documentation.

Work on large overseas frameworks to increase SME participation.

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000

X⁺

Publishing their procurement opportunities on Contract Finder

✓

09/10 Baseline Spend*

Data Not Available

Highlights & Case Studies

- In discussion with Efficiency and Reform Group about identifying suitable procurement projects as Lean Pathfinders (offered projects to apply Competitive dialogue and the Open procedure).
- Working with Efficiency and Reform Group to develop and test simplified processes/ products for supplier assessment in Open procedure.

+ Applies only to procurement where contract performance is in UK
Work ongoing to eliminate PQQ whilst retaining essential security questions

*As per departmental business plan update – published 13/05/11



Her Majesty's Revenue and Customs

Departmental Actions

Apr '11	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar '12
Improve website content.			Work with 12 key suppliers to increase SME Participation in Supply Chain.								
HMRC to consider appropriate procurements that are suitable for SME competition.			Revise print strategy to increase SME access and participation.								
			Hold a workshop for depts. on use of open procedure.								

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000	✓
Publishing their procurement opportunities on Contract Finder	✓

Highlights & Case Studies

- £1.6m contract for Office Support Services awarded to voluntary and community sector SME, Derwent Living, following a successful bid in its reverse auction 'open' procurement process.

09/10 Baseline Spend*

3 rd Party Spend	£1,783m	SME Spend	£193m
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*As per departmental business plan update – published 13/05/11

Home Office

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

Standardise procurement processes and procedures.

Improve website content.

Implement use of Proc Serve (Dynamic Marketplace).

Identify areas of repetitive spend and develop methods to maximise SME participation.

Product Surgery (Date TBC).

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£2,531m

SME Spend

£56m

Highlights & Case Studies

- Criminal Records Bureau contract for Business Process Outsourcing is a Lean Pathfinder Project.
- Working with Efficiency and Reform Group to develop and test simplified processes/products for supplier assessment in Open procedure.
- Instigated piece of work with Top 80 suppliers to promote 5 day payment of invoices within the Supply Chain.



Departmental Actions

[illegible]

Compliance with Growth Review Commitments

<i>Eliminating Pre-Qualification Questionnaires below £100,000</i>	✓
<i>Publishing their procurement opportunities on Contract Finder</i>	✓

09/10 Baseline Spend*

3 rd Party Spend	£117.5m	SME Spend	£37.5m
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Highlights & Case Studies

- Opportunities with the Department and its agencies now routinely being placed on the Government's Contracts Finder website.
- £100k contract for storage tendered via the Buying Solutions 'General Office Furniture' framework awarded to Yorkshire based SME with 85 staff.

Ministry of Defence

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

Work with 21 key suppliers to increase indirect level of SME participation.

Simplify and standardise contract documentation.

Additional actions to be agreed once MoD White Paper is published – Later in 2011.

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£22,100m

SME Spend

£920m

Highlights & Case Studies

- MoD is proactively working with Efficiency and Reform Group to see how the Pre-Qualification Questionnaire can be simplified or even eliminated.
- SMEs have been identified as priority agenda for Policy through Procurement work.
- Defence White Paper later this year will include a section on SMEs, taking account of feedback from Green Paper consultation.

+ Work ongoing to eliminate PQQ whilst retaining essential security questions

*As per departmental business plan update – published 13/05/11



Ministry of Justice

Departmental Actions

Apr '11 May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar '12

Publish Pipeline Business Plan.

Revise category strategies to support SMEs.

Work with 5 key suppliers to increase SME Participation in Supply Chain.

Hold series of Meet the Buyer Events in 2011.

Act as mentor to OGD on new procurement methods (effective immediately).

Compliance with Growth Review Commitments

Eliminating Pre-Qualification Questionnaires below £100,000



Publishing their procurement opportunities on Contract Finder



09/10 Baseline Spend*

3rd Party Spend

£5,626m

SME Spend

£506m

+ Expect to have eliminated by 30th September 2011

*As per departmental business plan update – published 13/05/11

Highlights & Case Studies

- Working with Efficiency and Reform Group to develop and test simplified processes/ products for supplier assessment in Open procedure.
- 68% of suppliers on the recently re-competed Minor Works framework are SMEs.
- Published Pipeline Business Plan for suppliers.

