

SME's

Department: Department for Culture Media and Sport

19th April 2011

AGREED ACTIONS	TARGET IMPLEMENTATION DATE	TASK	OUTCOME	SUCCESS FACTOR	ACCOUNTABILITY
1. Amend the Culture Website, provide clearer instructions for SME's and opportunities for procurement contacts suitable for SMEs.	Mar-11	NC to review the external website and ask the Hub editors to amend where appropriate.	DCMS Procurement Teams Names, Email and Direct Lines have been added to the website under the Working With section. A link to Contracts Finder to be added.	Greater interest by SME's in the department's opportunities and a greater take up of opportunities by SMEs where these are appropriate.	Finance and Commercial Division
2. Work with the Procurement Council to cascade the encouragement of greater SME engagement and to promote this down to their respective satellite groups.	Mar-11	JB to bring up as a standing agenda point at each Procurement Council meeting the first being on Friday 11th March. Future council meetings will ask on progress and of future opportunities that may be available for SMEs.	JB highlight the SME PPN at the Council Meeting. NC requested the council and their satellite groups ensure their external websites are clear and concise for procurement channels.	Raised awareness throughout the council and escalated this down to other ALB's to action. Increased opportunities for SMEs identified and made available.	Finance and Commercial Division
3. Meet with the DCMS key contractors (Carillion and Ecovert) investigate policies for SME's and whether they can advertise their contracts under Contracts Finder.	Apr-11	NC to set up meetings for Ecovert and Carillion Management with JB	JB and NC held meetings with the DCMS key Contractors Carillion and Ecovert to review their SME policies and explore whether they could use Contracts Finder when advertising future work.	Both contractors are taking this further. Both to consider the use of contracts finder if and when appropriate work becomes available. Contractors asked to develop and provide their policies for working with SMEs and their figures for 2nd tier use of SMEs.	Finance and Commercial Division
4. Amend the Requisition Form to ensure end users consider SME's when procuring.	Apr-11	NC to amend the standard requisition form and ask the hub editors to re issue the form on the HUB.	The updated requisition is now on the HUB requesting buyers to consider SME's when seeking quotes.	Better identification by end users of the availability of SMEs to carry out appropriate work. All end users have to complete a requisition and get the requisition authorised by Procurement before an order can be raised.	Finance and Commercial Division

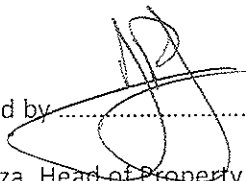
John Belza Head of Procurement
Signature

Jonathan Stephens Permanent Secretary
Signature

Jonathan Stephens

Actions	Target Implementation Date	Tasks	Outcome	Success Factors
<p>DCMS will provide a mentoring and advice service to other central government departments and its own NDPB community, drawing on its experience of working with SMEs and processes used to increase the level of SME participation in its business. This will take the form of support by telephone, email correspondence and, if necessary, face to face meetings where these are requested and resources allow.</p>	<p>Effective Immediately</p>	<p>Act as a sounding board and provide advice as required to departments during their procurements.</p>	<p>Departments are better able to structure tendering exercises to enable more opportunities for SMEs.</p>	<p>Participating departments demonstrate an increase in tendering activity for SMEs.</p>

Approved by



John Belza, Head of Property and Procurement 2nd June 2011