

## Department of Health: Small Medium Enterprises (SME) Actions May 2011

	Agreed Actions	Target Implementation Date	Task	Outcome	Success Factor
1.	By June 2011, the Department of Health will have identified a suitable forthcoming procurement to trial the use of the open procedure.	It is expected that the procurement will commence no later than July 2011.	<ul style="list-style-type: none"> <li>A suitable procurement will be identified for use with the open procedure</li> <li>The procurement documentation will be developed to support the open procedure</li> <li>An outcome based specification will be developed</li> <li>Details of the procurement will be published on the Departments website and Contracts Finder</li> </ul>	The outcomes and lessons learnt from the trial will be written up and shared With Department of Health procurement colleagues, Department of Health Arms Length Bodies and the rest of Government. The outcomes and lessons learnt will also be built into future procurement projects that the Department undertakes.	<p>The success factor for this action will be</p> <ul style="list-style-type: none"> <li>Identifying a procurement project that will appropriate for the open procedure which will encourage SME participation.</li> </ul>
2.	The Department of Health will explore opportunities in forthcoming procurements to potentially trial the breaking up of contracts into smaller lots to encourage SME participation.	It is expected that the Department of Health will review forthcoming procurements from May 2011 to potentially identify a suitable procurement to be split into lots	<ul style="list-style-type: none"> <li>Forthcoming procurements will be reviewed to identify whether they are suitable to be split into lots.</li> <li>If appropriate, the Department will identify a procurement where the requirement can be split into lots and use this as a trial</li> <li>The adverts and procurement of that procurement will set out clearly the lots that the requirement will be split into</li> <li>Details of the procurement will then be published on the Departments website and Contracts Finder</li> </ul>	The outcome from this action will be that a suitable procurement which can be split into lots may be identified. Any outcomes from this trial procured will be written up and shared with colleagues in the Department and built into future procurement projects.	<p>The success factor of this action will be</p> <ul style="list-style-type: none"> <li>Reviewing all forthcoming procurement projects and identifying a procurement that may be suitable to be split into lots.</li> </ul>
3.	The Department of Health will work with the Cabinet Office as part of its ongoing work to simplify and streamline the procurement process. Alongside other central government departments, DH will develop short desk instructions on how selection questions should be scored for use across government.	It is expected that these 'desk instructions' will be drafted and ready for use by September 2011.	<ul style="list-style-type: none"> <li>Review the current selection process in collaboration with Cabinet Office</li> <li>Work with central government departments to identify a common approach to scoring supplier selection</li> <li>Draft instructions for potential use across government</li> <li>Issue for feedback and comments</li> <li>Implement within the Department if agreed</li> </ul>	As well as being implemented by the department, this standardised approach will be rolled out to other public sector bodies, as appropriate.	<p>The success factor for this action will be</p> <p>Identifying an appropriate scoring model that could be used for a range of projects across government which will make the selection process more consistent and efficient.</p> <ul style="list-style-type: none"> <li></li> </ul>
4.	<p>The Department of Health will undertake a review of its categories (excluding Centralising Commodity Procurement categories) within its procurement spend that typically attract SMEs and those categories that do not typically attract SMEs.</p> <p>Once those categories have been identified, the Department will review its procurement strategy for those category areas to look at ways to improve the</p>	It is expected that the work to review categories will commence June 2011.	<ul style="list-style-type: none"> <li>Review data to understand in which categories SMEs have been or are involved and where they are not.</li> <li>Talk to the Departments SMEs to understand the barriers that they face in working with the Department</li> <li>Review procurement strategies in those categories to reduce unnecessary barriers to SMEs and increase opportunities for</li> </ul>	The outcome will be that the Department will have a greater understanding of its SME suppliers relating to its categories of spend and the barriers they face and what steps they need to put in place to reduce these barriers.	<p>The success factor for this action will be</p> <ul style="list-style-type: none"> <li>Being able to understand and influence the categories which both attract and not attract SMEs and being able to make useful changes which results in more opportunities for participation.</li> </ul>

	<p>participation of SMEs. This may include undertaking more market engagement exercises in order for suppliers to contribute to the Department's procurement strategies.</p>		<p>participation</p> <ul style="list-style-type: none"> <li>• Work with the procurement team to make them aware of categories across the Department which attract SMEs and do not attract SMEs</li> <li>• Work with the procurement team to consider more market engagement events prior to procurement exercises</li> </ul>		
5.	<p>From May 2011, the Department of Health will develop and maintain information on its website relevant for SMEs. The information will include, but will not be limited to, signposting for SMEs to access relevant procurement details and how they can work with the Department. The Department will provide clear contact points for additional information and queries.</p>	<p>The website will be initially updated in May 2011 and will be reviewed on a monthly basis</p>	<ul style="list-style-type: none"> <li>• Review and update the website with relevant information including clear contact details</li> </ul>	<p>The outcome will be that SMEs have a greater understanding of where to get information about opportunities within the Department.</p>	<p>The success factor for this action will be</p> <ul style="list-style-type: none"> <li>• Ensuring relevant and useful information is made available on the website which encourages opportunities</li> </ul>
6.	<p>The Department of Health will support and contribute to the development of the government wide e-market place solution.</p>	<p>It is expected that the Department will contribute to the development and implementation from April 2011</p>	<ul style="list-style-type: none"> <li>• Work with colleagues from Cabinet Office and other government departments to develop and implement the government wide e-market place solution</li> </ul>	<p>The outcome from this action will be that the Department will consider the implementation of the solution in order to help SME participation</p>	<p>The success factor for this action will be:</p> <ul style="list-style-type: none"> <li>• Ensuring that the solution will increase participation of SMEs when rolled out within the Department and using it appropriately</li> </ul>