

**DfT 2012/13 SME ACTION PLAN**

Agreed Actions	Target Implementation Date	Task	Outcome	Success Factor
1. Improve DfT direct spend with SMEs.	End March 2013	<p>Make sure our processes are "SME friendly":</p> <ul style="list-style-type: none"> <li>Remove any remaining barriers in our process by changing the way we carry out financial assessments and reviewing standard insurance clauses in our contracts.</li> <li>The Highways Agency will review its prequalification and tender processes and take appropriate action to streamline and simplify.</li> </ul> <p>Identify and target key categories of spend across DfT, for example:</p> <ul style="list-style-type: none"> <li>DSA, VOSA and MCA will actively investigate how they can use Cloud Store to improve the number of SME opportunities in forthcoming ICT projects.</li> <li>The Highways Agency will review major contracts to identify direct SME opportunity</li> </ul>	<p>Barriers removed and processes simplified.</p> <p>Opportunities fully explored and exploited.</p>	Increased number of SMEs tendering for (and winning) DfT contracts.
2. Increase the number of SMEs engaged as second tier suppliers for DfT contracts	End March 2013	<p>Identify and Target key categories of spend across DfT. For example:</p> <ul style="list-style-type: none"> <li>The Highways Agency will review major contracts to identify indirect SME opportunity.</li> <li>DfTc will actively work with lead suppliers on its new <i>Transport Related Technical Advice and Research Framework</i> to improve and measure engagement of SMEs in supply chain.)</li> </ul> <p>Improve visibility of SMEs in our supply chain to help us measure improvement. For example:</p> <ul style="list-style-type: none"> <li>The Highways Agency will promote use of Project Bank Accounts across Agency contracts.</li> <li>DfTc will start measuring SME's in the "supply chain" of forthcoming new rail franchises.)</li> </ul> <p>Work collaboratively with Industry stakeholders to raise SME awareness and identify opportunities. For example:</p> <ul style="list-style-type: none"> <li>The Highways Agency will explore with industry how the Agency can promote visibility and increase SME participation through the supply chain.</li> </ul>	<p>Prime Contractors remove their own barriers to SME participation and actively support agenda</p> <p>More accurate figures against which to benchmark improvement and to inform analysis.</p>	Our figures show an increasing number of SMEs in DfT supply chains.

		<ul style="list-style-type: none"> <li>DfTc will meet with Train Operating Companies and Rail Industry Association to promote agenda)</li> </ul>		
3. Design and deliver an internal "hearts and minds" campaign.	End October 2012	<p>Letter to be sent to senior staff from the Permanent Secretary to encourage wider thinking around use of SMEs.</p> <p>Publish "myth busting" paper on internal website</p> <p>Notice in internal staff "Bulletin" raising awareness.</p> <p>Event for procurers and their internal customers.</p>	Increased awareness and support.	<p>Specifications becoming more "SME friendly",</p> <p>more SMEs included on tender lists,</p> <p>more requests for Product Surgeries,</p> <p>increased advertising through "Contracts Finder",</p> <p>more contracts being broken down into Lots to accommodate SMEs</p>
4. Improve the way we identify and communicate with SMEs	End March 2013	<p>The DVLA will take action to enable them to more easily identify SMEs during the pre-market engagement phase of procurement exercises by use of an SME marker.</p> <p>The Highways Agency will review the effectiveness of existing communication routes and develop and implement a package of measures to improve engagement and communication to SMEs</p> <p>DfTc will hold a "Selling to DfT" event</p>	<p>We are able to communicate future requirements to the SME community more easily.</p> <p>Improved SME engagement and communication channels.</p> <p>SMEs have greater visibility of procurement opportunities.</p>	<p>Greater awareness by SMEs of forthcoming requirements - increased number of SMEs tendering for (and winning) contracts either directly or as part of the supply chain</p>