

## **Small Business Friendly Procurement Charter Declaration of Support**

### **Strategy and Policy**

- Aspire to develop a procurement strategy that explicitly recognises the benefits of procuring from local small businesses, without compromising your legal stipulations.
- Aspire to promote an economic development strategy that takes into account the needs of the existing local economy, and a procurement strategy that is based on a comprehensive analysis of spend.
- Aspire to actively consider how much of each procurement decision should be assigned to social value considerations.
- Within your procurement strategy set out how you will ensure best practice is followed and how you will monitor progress.
- Aspire to break down contracts into smaller lots wherever practical.

### **Spend Analysis**

- Aspire to develop mechanisms in place to record and analyse where, and with which businesses, your money is spent. This should include measuring the size of enterprise – medium, small or micro.
- Promote initiatives that support local SMEs with the tender process (i.e. training opportunities and supplier pre-engagement activity) and develop the potential of a local small business supplier base.
- Aspire to monitor and take account of the local economic impact of your key spending decisions.
- Work towards simplifying the procurement documents and the procurement practice and procedures more “SME friendly “
- Use a relevant national, regional and sub-regional portal to advertise your procurement opportunities wherever appropriate to do so.
- As an aspiration, work towards ensuring that the selection requirements are proportionate and based purely on the needs of the contract.

## **SME Engagement**

- Aspire to promote initiatives that encourage local SMEs with the tender process and develop the potential of a local small business supplier base.
- Provide detailed, specific and timely feedback to all businesses that request it, under the provisions of the Remedies Directive 2009, in order to improve a business's bidding capabilities.
- Promote initiatives that support regular training opportunities and supplier pre-engagement activity is available for small businesses in their area.

## **Payment Practices**

- Pledge to pay suppliers on time to agreed terms and actively seek opportunities to reduce the payment time.
- As an aspiration, work towards ensuring that prime contractors pass on the council's payment terms to their subcontracted suppliers, and that the subcontracted suppliers likewise pass on terms throughout the supply chain.