Review schedule:

National Assembly for Wales

Assembly Commission

Encouraging small and medium sized enterprises

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1. Introduction

Small and Medium sized Enterprises (SME’s) are determined by the number of employees Small and Medium sized Enterprises (SMEs) are determined by the number of employees they have and their turnover. A small company is defined as one with fewer than 50 employees and a medium company is defined as one with fewer than 250 employees.

1. Background

We want to do business with SMEs and will:

• become more familiar with SMEs in our area and the goods and services they provide

• remove potential barriers to doing business with SMEs

• recognise that SMEs can offer value for money

• explain our Procurement processes to help SMEs bid for our business

• make it easier for SMEs to communicate with us

• ensure our Procurement processes do not discriminate against SMEs

• ensure that SMEs have the opportunity to compete for our contracts

• advertise contract opportunities over £25,000, where possible, on Sell2wales

• encourage our main suppliers to provide opportunities for SMEs as sub-contractors

• welcome applications from new businesses

• welcome bids from small businesses that are collaborative or are on a consortia basis

• always apply the rules to all tenderers in a fair and transparent manner

1. Principles

We are fully committed to sustainable development and will:

• make SMEs aware of sustainable development criteria and how we assess the impact of economic, environmental and social factors

• encourage SMEs to embrace sustainable development

1. Roles and responsibilities

We are modernising our Procurement processes to ensure that they provide transparency and fairness for all SMEs. To achieve this we will:

• ensure skilled and professionally qualified personnel manage the processes

• explain our Procurement processes to SMEs

• keep our tendering process as clear and simple as possible to minimise cost

• use e-Procurement including e-tenders and procurement cards, in order to improve efficiency.

• consider the most appropriate approach to achieve value for money and manage risk, for each procurement undertaken

• consider splitting large contracts into separate lots, where appropriate, to maximise tender opportunities for SMEs

• discuss the procurement with SMEs to help them understand our requirements and assess their own suitability

• inform SMEs of the criteria and weightings we will use to evaluate expressions of interest and tenders

• decide financial qualification requirements on a risk assessment, tender-by-tender basis

• consider alternative solutions that SMEs may offer

• debrief all tenderers on request to help SMEs improve their tendering performance

• Issue payment within 30 days from the receipt of a correct invoice

• require our main contractors to issue payment to SMEs within 30 days of receipt of a correct invoice.

1. Procedure

We promote continuous improvement and will:

• adopt good working practice in relation to guidance offered on Procurement

• welcome feedback from SMEs on our processes and procedures

• continuously improve our procedures and processes

In return we expect SMEs to:

• register on www.sell2wales.co.uk

• provide information about your business to help us understand more

• take opportunities available to meet with us

• ensure that you understand our requirements, and if not, seek advice

• be realistic in assessing your own capability to deliver our contract requirements

• embrace e-Procurement and as a minimum become internet capable

• ensure all activities are conducted in an honest and responsible manner

• continuously improve your business’ contribution to sustainable development

• have suitable policies, processes and certifications in place that demonstrate you are committed to quality; health and safety, and equal opportunities

• develop and work with your supply chains to include other SMEs

• treat your suppliers fairly, and issue payment within 30 days from receipt of a correct invoice

1. Statements of assessments

An Equality Impact Assessment (EQIA) has been conducted on this policy. It can be provided on request. A Privacy Impact Assessment (PIA) is not required for this policy or a Sustainability Impact Assessment (SIA).

1. Further information

For more information please contact Jan Koziel, Head of Procurement at [jan.koziel@assembly.wales](mailto:jan.koziel@assembly.wales)