

## Department: Department for Environment Food & Rural Affairs

Agreed Actions	Target Implementation Date	Task	Outcome	Success Factor	Accountability
<p>1. From August, 25 suppliers of goods/services will be identified for a programme of work to explore supply chain opportunities for SMEs and VCS organisations. (Where appropriate, this activity will include requesting suppliers to use the government Contracts Finder/ CompeteFor (until 2012) solutions to source relevant suppliers.</p>	<p>Aug 2011</p>	<p>Identify top 25 suppliers of Core Defra and network. Agree contact approach with suppliers and develop supplier engagement process including workshop / 1-1's, commitments and action plan for using and reporting on SME/VCS usage on Defra Network contracts and generally if possible.</p>	<p>That identified suppliers will commit to source from SME/VCS suppliers and measure any activity</p>	<p>Suppliers are able to show an increasing usage of SMEs/VCS organisations in the supply chain for Defra/Network contracts, wherever appropriate.</p>	<p>Procurement &amp; Contracts Function / Integrated Commercial Services</p>
<p>2. By August the Defra and Defra Network external websites will be reviewed and updated to show our clear processes. We will publicise our pre-market engagement activity and include information outlining how SMEs/VCS can potentially work with Defra, directly or in our supply</p>	<p>Aug 2011</p>	<p>Identify key areas of updates required and processes, work with Defra comms unit to agree what can be made live</p>	<p>That we have a website that is current/ informative and SME/VCS suppliers have the knowledge they need to access Defra procurements</p>	<p>Suppliers are using the websites and registering on relevant systems that will assist in them supplying for Defra.</p>	<p>Procurement &amp; Contracts Function</p>

## UNCLASSIFIED

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<p>3 By June Defra will develop robust and clear guidance relating to good procurement practise and what is expected by ERG in relation to the SME/VCS agenda, and roll this out to the network and ALB's giving best practise and case studies where relevant.</p> <p>As part of this process develop a comms approach to communicate this effectively internally and externally.</p>	<p>Guidance by end of June 2011. Road shows October 2011</p>	<p>Identify within existing documents and processes where amendments are required. Agree changes with ALBs. Agree a rollout plan including communications with ALBs.</p>	<p>That guidance relating to the SME supply chain to Defra is robust and clear.</p>	<p>Defra and its network is joined up and providing the same information and that the dept is 'joined up' in its approach</p>	<p>Procurement &amp; Contracts Function</p>