­

**HIGHWAYS ENGLAND**

**SUPPLIER RECOGNITION SCHEME**

**Managing Down Cost Improving Value**

**ENTRY FORM**

|  |  |
| --- | --- |
| Title of Submission\* |  |
| Supplier Name\* |  |
| Name & company details providing an endorsement to the submission\***(see guidance)** | **ALL SUBMISSIONS MUST INCLUDE AN ENDORSEMENT** |
| Tier 1 / Direct HE Contract Supplier Entrant\* | **YES / NO Please mark as applicable** |
| Extended Supply Chain\* | **YES / NO Please mark as applicable** |
| SME entrant\*\* | **YES / NO Please mark as applicable** |
| joint entrant\* – consider including any other company that has contributed to the entry | **YES / NO Please mark as applicable** |

\* All of the above are mandatory.

\*\* Definition of an SME: The European **definition** of **SME** follows: "The category of micro, small and medium-sized enterprises (**SMEs**) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro." (this includes the whole company structure including parent companies)

**Managing Down Cost Improving Value**

##### Company name & address (expand if necessary):

**Contact name & Position/Grade:**

**Telephone number:**

**Email address:**

 **Delete as appropriate**

**For joint submissions please confirm the above company is the main**

**Yes/No**

**point of contact**

Are you prepared for extracts from your submission to be used in a

**Yes/No**

Best Practice Report?

Category Criteria:

Highways England seeks to recognise suppliers that have demonstrated significant achievement in mobilising all their talents and resources to deliver smarter and more efficient ways of working in delivering the company’s contracts.

**Within your submission you may wish to include:-**

* Removal / reduction of Cost
* Implementation of Lean techniques

Demonstration of commercial success through innovative products or services

Submission should be no more than **6 pages, Ariel Font 11,** and can be supported by Motivating Skills Toolkit (MST) Performance Measures evidence and/or references.

Any additional annex/documents (apart from MST and/or references) will **not** be judged.

Executive Summary

**Provide a short summary / bullet points of the submissions key points (max 150 words)**

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COMBINE ALL SUPPORTING ENDORSEMENT, REFERENCES &/OR MST AND ADD AS FINAL PAGES TO THIS SUBMISSION AND SCAN AND CONVERT TO PDF FORMAT SO EACH SUBMISSION IS ONE DOCUMENT

PLEASE TITLE YOUR SUBMISSION AS FOLLOWS –

Supplier name\_title of submission\_category