



# Medicines & Healthcare products Regulatory Agency

## Small and Medium-sized Enterprise (SME) Action Plan

This action plan supports the agency's procurement activities and outlines how the Medicines and Healthcare products Regulatory Agency will contribute to the Government's SME agenda.

This action plan has been approved by:

- Medicines and Healthcare products Regulatory Agency Corporate Executive Team
- Bill Martin, Head of Procurement for the Medicines and Healthcare products Regulatory Agency and SME Champion

The plan will be reviewed and updated on a regular basis to ensure progress is recorded and any additional steps to support SMEs are identified.

### Our SME Actions

In terms of actions the agency is:

- Advertising all procurement opportunities and pipelines of future activity on Contracts Finder and flagging where they are suitable for SMEs.
- Advertising any supplier engagement workshops on Contracts Finder and encouraging consortia bids where appropriate
- Designing our procurement process to consider smaller lot sizes to make requirements more suitable for smaller suppliers.
- Ensuring our procurement documentation is aligned to best practice and is designed around lean philosophy.
- Including in our standard terms and conditions of contract, a clause stipulating payment to subcontractors is made within 30 days of receipt of payment from us, and a clause stipulating payment to SME subcontractors within 10 days of receipt of a valid invoice.
- Ensuring supplier engagement is undertaken as early as possible in the procurement process, enabling the market to inform and help shape the development of our requirements.
- Specifying requirements in outcome/output based terms where possible, in order to illicit suppliers' best solutions and to encourage innovation.
- Adopting the open procedure as the default procurement procedure.
- Publishing details of all expenditures over £25,000 on our website.
- The agency will publish improved information on its website to enable SMEs better opportunities to win business. This will include clear information about: the types of products and services the Department requires and how it buys them; how SMEs can access business opportunities.