

THE LOCAL PROCUREMENT FORUM CHARTER

The Local Procurement Forum shall work together to broaden overall support for local business. We shall work together to put in place initiatives to help Small Business and maximise the potential of the local supply chain.

We pledge that we shall:

- Adopt a procurement strategy that recognises the significant local economic benefits of procuring from local small businesses.
- Our economic development strategies will take account of the needs of the local economy.
- Where practical to assign social values to our tendering process.
- Measure and record where the monies are spent where possible, including the size and sector of businesses: ie medium, small or micro.
- Continue to review, streamline and standardise our PQQ's.
- Support the use of the Sell2Plymouth portal.
- Ensure qualification questionnaire requirements are proportionate and based purely on contract size and needs. ie appropriate apportioned insurance requirements.
- Where appropriate, put in place and monitor specific payment policy via KPI's in larger contracts for small business suppliers, ie 10 days (as per Government's prompt payment initiative).
- Ensure that prime contractors pass on favourable terms of payment to their supply chain whilst also protecting smaller business from flow down of terms set specifically for the prime contractor.
- Provide detailed and specific feedback to all businesses that were unsuccessful.

Signed

Lauren

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