



Nottinghamshire  
County Council

# Procurement and community benefits

Guidance for Nottinghamshire-based  
small to medium enterprises (SMEs)



## Introduction

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The County Council is committed to using procurement to contribute to the regeneration of Nottinghamshire. We will do this by ensuring that where practicable the money we spend on procuring goods, works and services benefits the people, communities and economy of the county.

To realise regeneration benefits through procurement, we will:

- support Nottinghamshire-based small to medium enterprises (SMEs) - in other words, those with less than 250 employees - to compete fairly and equally for the Council's business.
- build community benefit clauses (also called social clauses) into our procurement contracts.

## Support for Nottinghamshire SMEs

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We will actively engage with Nottinghamshire suppliers to encourage a diverse, competitive and innovative supply market and the effective use of the supply chain. We will achieve this by:

- organising training and information sessions for Nottinghamshire SMEs in response to identified needs (please use feedback form provided)
- supporting Nottinghamshire SMEs through the modernisation of procurement, for example with e-procurement
- producing guidance to make our procurement processes open and transparent
- increasing awareness of forthcoming procurement opportunities by publishing them on our website and advertising opportunities to a wide range of suppliers

- publishing details of contract awards on our website to give suppliers the chance to become sub-contractors
- educating procurers about the impact of their buying decisions on the local economy
- providing feedback to unsuccessful bidders to enable them to address any weaknesses.

## **Community benefit clauses**

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The County Council is able to use procurement to help deliver some of our core policy objectives. This means our procurement activities should contribute to the economic, social and environmental well being of the county. The County's community strategy allows us to include community benefits which:

- lower unemployment and provide good quality jobs
- create economically successful areas
- develop safer and stronger communities
- develop healthy communities
- provide good facilities for young and old.

So, for example, in a construction contract we could include a community benefit clause which requires the employment of young trainees or unemployed people.

## **Design and specification**

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If a community benefit clause is relevant to the product or service being procured and helps the County Council deliver its key policy objectives, it can be included in the contract specification.

## **Selecting suppliers**

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The County Council wants to do business with Nottinghamshire SMEs that provide quality goods, works and services at a cost that provides the best overall value. We cannot guarantee any supplier future business or discriminate in favour of Nottinghamshire SMEs during any procurement. However, we would like to break down any barriers you may be experiencing in doing business with us. The ways in which we are doing this are listed above.

## **Evaluating tenders**

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Community benefit clauses included in the contract specification can be scored as part of the evaluation of a tender.

## **Contract management and supplier development**

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The County Council will monitor contracts to ensure that community benefit clauses are implemented and to assess the use of the supply chain.

## **Sources of help and further information**

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If you are an SME based in Nottinghamshire and would like assistance to develop your capacity to do business with the County Council, please use the feedback form provided.

## **Contact us**

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Skills, enterprise & business support  
Regeneration division  
Nottinghamshire County Council  
3rd Floor, County Hall  
West Bridgford, Nottingham NG2 7QP  
tel: +44 (0)115 977 2050  
fax: +44 (0)115 977 3859

(If you have queries about a specific tendering opportunity or how to complete the tender documentation, contact the named council officer detailed on the website or in the tender documentation. If you are unsuccessful and wish to seek feedback, contact the named County Council officer detailed in the tender documentation.)

## Feedback form

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The County Council is committed to supporting the economy of Nottinghamshire and would like to ensure that Nottinghamshire SMEs are not disadvantaged by the changes in our procurement practices. If you are an SME based in Nottinghamshire and feel you would like support in breaking down the barriers to doing business with us, then please complete this feedback form.

### Your contact details

Contact name:

Position in company:

Name of company:

Address:

Postcode:

Tel:  Fax:

Email:

### Your company

Nature of company:

Number of employees:

Do you currently supply NCC? Yes  No

If yes, what is the approximate value of this business?

Do you currently supply any other public sector organisation? Yes  No

If yes, give details:

Which of these does your company have access to *(tick all appropriate boxes)*?

Fax machine:

Computer:

Email:

Internet access:

Do you have a company website? Yes  No

**Where do you need support?** *(tick all appropriate boxes)*

**NCC's procurement process**, including:

- How opportunities are advertised
- EXOR accreditation and pre-qualification questionnaires
- Completing tendering documentation
- Contract awards
- Contract management and monitoring

**NCC's policies and procedures**, including:

- Equality
- Environmental awareness
- Regeneration and community benefits
- Health and safety

**E-procurement**, including:

- Electronic marketplace
- Electronic auctions, tenders and requests for quotes
- Purchase cards

Please give details of any other areas where you'd like support:

**How would you like to receive support?**

Would you prefer to receive support in the form of *(tick all appropriate boxes)*:

- One to one
- Workshops and events
- Written guidance

**Return your completed form to:**

Ken Aldred,  
Skills, Enterprise & Business Support,  
Regeneration Division,  
Nottinghamshire County Council,  
3rd Floor, County Hall,  
West Bridgford, Nottingham NG2 7QP  
or fax to +44 (0)115 977 3859

An online version of this feedback form is also available at  
[www.nottinghamshire.gov.uk/sellingtonottinghamshirecountycouncil](http://www.nottinghamshire.gov.uk/sellingtonottinghamshirecountycouncil)



This publication can be made available upon request in alternative formats or languages.



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