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# Small Business Service annual survey of contracts awarded by public sector bodies to small and medium sized enterprises (SMEs)

2004–2005

dti

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## SMALL BUSINESS SERVICE

### A DTI SERVICE

Working with the public, private and voluntary sectors to make the UK the best place to start and grow a business.

The DTI drives our ambition of 'prosperity for all' by working to create the best environment for business success in the UK. We help people and companies become more productive by promoting enterprise, innovation and creativity.

We champion UK business at home and abroad. We invest heavily in world-class science and technology. We protect the rights of working people and consumers. And we stand up for fair and open markets in the UK, Europe and the world.

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## Introduction

1. The Government is seeking to establish competition, innovation and value for money in the delivery of public services by improving procurement processes and enabling small businesses to compete. To this aim the Government is committed to levelling the playing field for business seeking to bid for contracts and is working to ensure that the public sector can access the valuable innovative solutions that small businesses can often provide. At present public sector structures and practices often mean that small businesses are disadvantaged through lack of knowledge of available opportunities or assessment and selection systems that unfairly disadvantage them. As a result the public sector misses out on gaining access to best value, efficient and innovative suppliers of goods and services.

2. Progress was first discussed in a [report](#) published in March 2005 alongside the budget. It detailed the actions that have been taken by the Small Business Service (SBS) and the Office of Government Commerce (OGC) to tackle the issues confronted by smaller suppliers and to encourage a more diverse supplier base. An update to this report is at Appendix C and will be published alongside the Pre-Budget Report.

3. The approach for ensuring that the delivery of these objectives can be evaluated has been to ask that all central government departments and agencies should have systems in place for monitoring small business activity within their own procurement marketplace, and that they are able to report to the SBS in a timely manner.

### *Objective of the survey*

4. To assess year on year the number and value of contracts awarded by public sector bodies to small and medium sized enterprises (SMEs), with the intention of building a picture as to whether SMEs are winning a greater proportion of contracts by value over a period of time.

5. A secondary objective of the survey is to identify those organisations that appear to have a disproportionately small number of contracts going to SMEs. Discussions can then take place with these organisations to determine the reasoning behind their results and whether the share of contracts to SMEs could be improved.

### *Methodology*

6. A sample of public bodies (including government departments, non-departmental public bodies and executive agencies) were sent a letter from the then Chief Secretary to the Treasury, Paul Boateng MP, requesting that they complete a standard response form (a copy of the form can be found in Appendix B).

7. Respondents were asked to report the total number and value of the contracts their organisation awarded throughout the period 1 April 2004 to 31

March 2005, and to then give a split of (i) how many and the value of the contracts that were awarded to companies with 249 or less employees (SMEs) (ii) how many and the value of the contracts that were awarded to companies with over 249 employees.

## Main Findings

8. The OGC estimates that central civil government spends around £13 billion on goods and services annually, the Ministry of Defence £12 billion, the National Health Service £11 billion, with Local Authorities spending £13 billion on Capital Expenditure and £27 billion on goods and services (approximate figures Dec 2003).

9. This survey accounts for £5.283 billion<sup>1</sup> of the £13 billion spent by central civil government, with additional separate responses from the Ministry of Defence and NHS Purchasing and Supply Agency.

10. £1.039<sup>2</sup> billion of **contract value** was reported to have been awarded to SMEs, (compared with £792 million for 2003/04) with the remaining £3,634 million being awarded to large companies (£3,802 million in 2003/04). By percentage 22%<sup>3</sup> (18% in 2003/04) of the value of contracts reported was awarded to SMEs, with 78% (85% in 2003/04) being awarded to large companies.

11. The total **number of contracts** reported to have been awarded was 106,053; 61,214 to SMEs (41,990 in 2003/04) with the remaining 44,639 to large organisations (20,792 in 2003/04). By percentage SMEs were awarded 58% of contracts, with 42% being awarded to large companies.

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<sup>1</sup> This figure includes the spend reported by the Department of Trade & Industry and Ordnance Survey, both of which have not been included in the main survey.

<sup>2</sup> Summary and full results can be found in appendices

<sup>3</sup> Not all responses received account for 100% of contracts. This distorts the percentages calculated across the survey.

## Graphical Representation of Responses

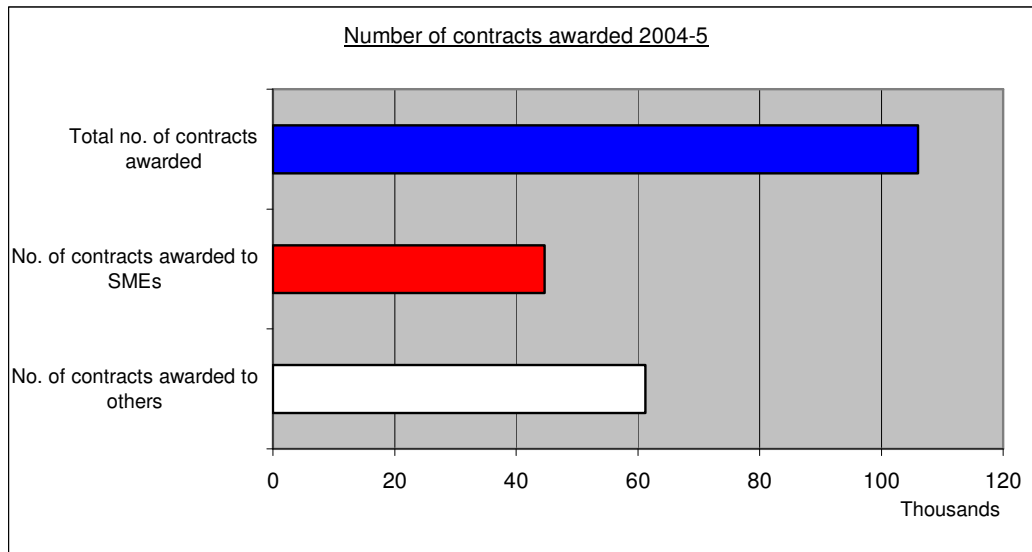


Fig 1.1

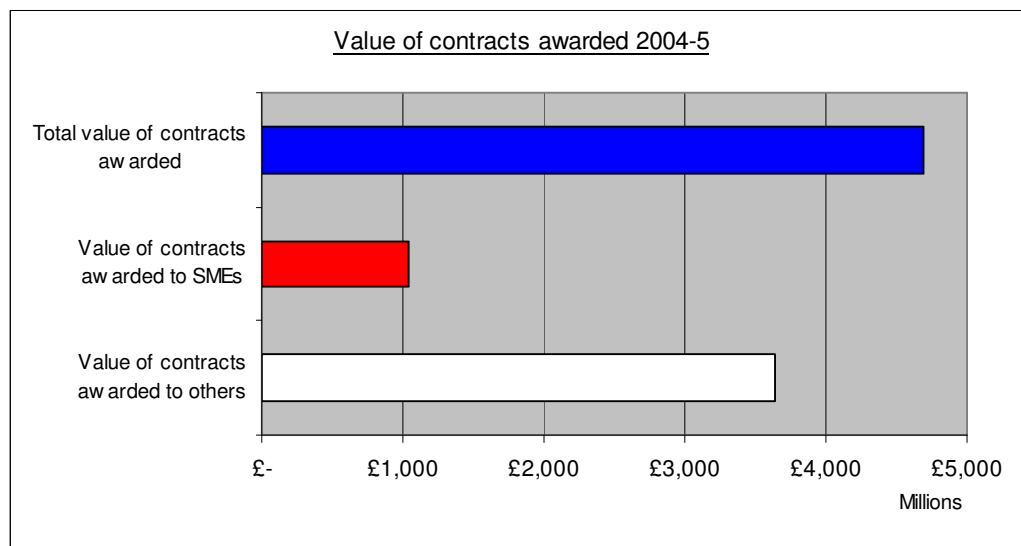


Fig 1.2

## Initial Conclusions

12. A greater number of contracts were reported overall this year (over 40,000 more than in 2003-4), it is assumed that this increase is largely due to greater accuracy in counting by some organisations (e.g. The Environment Agency) and that more organisations responded this year than previously.

13. While the actual number of contracts awarded to SMEs increased by around 20,000 from last year, the proportion this represented of the total number of contracts awarded in 2004-5 decreased. However, both the value of the contracts awarded to SMEs and the percentage this represented of the total value of the contracts awarded in 2004-5 increased for the third consecutive year.

14. This anomaly of a falling percentage of contracts awarded to SMEs, while the percentage of total value increases, could be explained by the results submitted by the Environment Agency. They have reported that this year they have changed the methodology for compiling the returns, thus increasing its accuracy. This has resulted in their 2004/05 return reporting an increase in contracts of nearly 42,000, thus skewing the overall results. Were the return for the Environment Agency removed from the survey the overall percentage of contracts awarded to SMEs in 2004/05 would increase to 70% and the percentage of total value would increase to 21%.

15. While this year's survey again shows that SMEs are increasing their share of the monetary value of contracts awarded, there is still room for improvement (SMEs represent over 50% of the economy). A number of initiatives are being rolled out nationally, including training for SMEs and public sector procurers and the National Opportunities Portal, which should lead to further improvements in future years

16. This year the average number of contracts awarded has been calculated, along with the average value of contracts awarded to both SMEs and larger companies. As may be expected the average contract awarded to SMEs is smaller than those to larger businesses (£16,831 vs £80,702). This is the first year these averages have been calculated so analysis of trends etc will only be possible in future years.

### ***Average number of contracts and value***

	No. of Contracts	No. to SMEs	No. to Larger Cos	Total Value	Value to SMEs	Value to Larger Cos
Average per Organisation	1,153	665	486	£51,009,004	£11,294,979	£39,503,063
Average value per contract				£44,250	£16,975	£81,415

Table 1.1

## Comparison with Previous Years' Findings

17. The samples used for the four surveys differ in both the number of respondents, the public sector organisations sampled and those that replied. Also the methods used by each organisation to compile their data may not be consistent. It is therefore difficult to make any direct meaningful comparisons between the surveys or draw conclusions from the responses detailed below.

18. 33 organisations actually increased the number of contracts they awarded, though the total value of these contracts only increased in 18 organisations. The increase in number of contracts is thought to represent an improvement in data collection as departments are more likely to be reducing the total number of contracts as they respond to the Gershon efficiency agenda.

### ***Comparison of reported total number of contracts awarded by year***

Survey Year	Total Reported No. of Contracts Awarded	- to SMEs	- to others
2004-5*	<b>106,053</b>	<b>61,214</b> 58%	<b>44,639</b> 42%
2003-4	<b>62,782</b>	<b>41,990</b> 67%	<b>20,792</b> 33%
2002-3	<b>50,855</b>	<b>36,980</b> 73%	<b>13,875</b> 27%
2001-2	<b>29,821**</b>	<b>13772</b> 46%	<b>13858</b> 46%

Table 1.2

\* It is assumed the main reason for the increase in number of contracts from previous years is due to improvements in recording the information.

\*\* incomplete data used

### ***Comparison of reported total value of contracts awarded by year***

Survey Year	Total Reported Value of Contracts Awarded	- to SMEs	- to others
2004-5	<b>£4,693 million</b>	<b>£1,039 million</b> 22%	<b>£3,634 million</b> 78%
2003-4	<b>£4,495 million</b>	<b>£792 million</b> 18%*	<b>£3,802 million</b> 85%
2002-3	<b>£4,312 million</b>	<b>£759 million</b> 18%	<b>£3,552 million</b> 82%
2001-2	Data not available		

Table 1.3

\* incomplete data used

19. In comparing the individual returns from previous years, a number of organisations have shown a significant difference in their results. On further investigation one reason given for these differences has been a change in the way the returns have been calculated, from contracts awarded to purchase orders raised. Other reasons given have included greater accuracy in recording of contracts and a change in the work of the organisation, resulting in more, smaller contracts being awarded.

## Responses

20. Encouragingly, the number of responses with useable data has increased over previous years. As happened last year a number of Departments collected the data from their NDPBs and Executive Agencies, for example the Department of Transport, Home Office and Department for Education and Skills, and should be encouraged further in future years.

### ***Comparison of response rates by year***

Year	Number of Organisations Contacted	Useable replies		Full data available	not available	No response		No response required	
2004-5	<b>127</b>	<b>95</b>	75%	<b>22</b>	17%	<b>4</b>	3%	<b>6</b>	5%
2003-4	<b>116</b>	<b>74</b>	64%	<b>25</b>	22%	<b>4</b>	3%	<b>13</b>	11%
2002-3	<b>105</b>	<b>75</b>	71%	<b>27</b>	25%	<b>2</b>	2%	<b>1</b>	1%
2001-2	<b>208</b>	<b>63</b>	30%	<b>24</b>	11%	<b>26</b>	13%	<b>95</b>	46%

Table 1.4

21. It is pleasing to note that the number of organisations providing 'full' responses increased again this year with returns received from a number of organisations that were unable to provide returns last year. Additionally a number of new organisations have submitted responses this year.

22. 22 organisations were unable to provide full responses to the survey. The most commonly cited reasons for not supplying the data were:

- the inability of departments' financial systems to capture the required information;
- the data not being recorded at the time the contracts were awarded;
- the resource not being available to 'back-track' on this information.

23. While there were four organisations that failed to provide any response, the size of these organisations mean that it is unlikely that their returns would have made any statistical difference to the results of the survey.

24. There is no legal requirement for Public Sector Bodies to complete this information. Unless the collection of this information is already part of the policy of the organisation, there remains limited incentive for the organisations to complete the return.

25. It should be noted that this survey currently samples Central Civil Government, NHS PASA and the Ministry of Defence; of these it is believed a proportion of responses were estimations rather than hard data, for example one Government Department has stated that figures were indicative only and did not necessarily provide an accurate record of their SME engagement, and the Department for Education and Skills have reported that their return only accounts for 20% of the contracts and 1% of spend on procurement. It is

hoped that the recommendation of the Gershon review, that all departments should undertake supplier analysis, will help ensure that future surveys will be based on a more accurate data set. This should also help reduce further the number of organisations that report they are not able to supply the required data.

26. To gain a complete picture of the trends of contracts awarded to SMEs it would also be necessary to receive information from local government. SBS is currently in discussions with two private sector companies that may be able to provide access to data on contracts awarded by local government. The OGC is also currently in discussions with one of these companies regarding the provision of similar information from within Central Government.

27. A number of responses have been reported separately from the main survey. The amount spent by the Ministry of Defence, OGC Buying Solutions and NHS PASA is accounted for separately from the estimated £13 billion spend for central government. Therefore, as occurred last year, these results have been excluded from the main survey as the large volume of contracts and spend would distort the general picture being seen from the other respondents. The returns from Ordnance Survey and Department of Trade and Industry have been compiled using differing methodology than the other returns, thus their results are not comparable with the other results.

### **Procurement Policies**

28. Not all organisations responded to the question asking if they had any procurement policies relating specifically to SMEs. Of those that did, 49 responded that they did not have such a policy.

29. Of the 12 that stated they did have procurement policies relating to SMEs only five actually submitted their policy along with their return. These were the HM Revenue & Customs (previously Inland Revenue and HM Customs and Excise), Department of Culture Media and Sport, Energywatch, Department of Trade and Industry and EEDA. Examples include:

#### *HM Revenue & Customs*

The Department of Trade and Industry 1994 White Paper 'Helping Business To Win' carried a commitment that government would review the help currently provided to small and medium sized enterprises (SMEs) in bidding for public sector contracts.

A buyer's first obligation is to provide best value for money to the Department, but if all other considerations are equal, the following special considerations for small firms should be taken into account, which are aimed at providing a level playing field rather than giving preferential treatment.

Box 1

## **A.6. SMALL AND MEDIUM SIZED ENTERPRISES (SMEs)**

### **A.6.1 Contents**

[General Policy Objectives](#)

[Encouraging SMEs](#)

[Statistical Requirements](#)

[Small Business Service and Other Sources of Advice](#)

### **A.6.2 General Policy Objectives**

It is one of the main pillars of DTI policy to foster the creation of small and medium sized enterprises (SMEs). Currently a small company is defined as one employing 50 or less full time people and an SME is one employing 250 or less people. It is clear, simply on value for money grounds, that there is a good case for taking steps to remove all and any possible barriers to the participation of small and medium sized enterprises in public procurement.

### **A.6.3 Encouraging SMEs**

Wherever possible SMEs should be encouraged to participate in public sector contracts. This does not mean however that larger firms may be discriminated against. Particular steps that may be taken to encourage SMEs are as follows:

Facilitate access to procurement information;

Use a flexible approach to Quality Assurance (QA) requirements; and,

Ensure the prompt payment of invoices - often crucial to a SME's survival.

When dealing with small firms, the following checklist may prove useful:

- Locate and create a readily available list of suitable small firms,
- Look for local suppliers (but bearing in mind EU requirements),
- Include a small firm on every new bid list,
- Simplify requirements (keep procurement documentation as simple as legally possible),
- Consider, if it is possible, splitting orders into smaller parts which might be appropriate to small firms, and,
- Conduct any post tender dealings fairly.

### **A.6.4 Statistical Requirements**

In order to help facilitate the DTI's ability to gather statistics on the employment of small firms, ensure that the [PF30 - Invitation to Tender/Quotation Request](#) form is used. This form asks that any bidders complete a "suppliers form" with certain valuable information such as the number of Full time equivalent employees they employ.

More information on the PF30 and other DTI forms can be found in [Annex 5 - Guidance Notes on the Use of DTI Procurement Forms](#).

### **A.6.5 Small Business Service and Other Sources of Advice**

Any specific advice required in connection with doing business with small firms can be obtained by contacting the [Small Business Service \(SBS\)](#) Agency (external web link update June 2004).

You can also access the DTI [A Guide for Suppliers](#).

The magazine "*Government Opportunities (GO)*" also gives details of tendering opportunities for small firms. This magazine may be found on line at the following [Public Procurement website](#) (external web link update June 2004).

Box 2

**EEDA**

## **2.16 Promoting SME, BME and other minority owned businesses**

2.16.1 As part of its procurement strategy, EEDA is committed to increasing the number of SME, BME and other minority owned businesses in its supplier base. This will be achieved by:

- ensuring that you disseminate information about procurement opportunities, including panel membership, to SME, BME and other minority owned businesses through appropriate networks, personal contacts, advertising in relevant media, EEDA web site and ensuring that panels you are establishing have a representation from a wide range of different suppliers to meet the differing needs of EEDA, including small and minority owned suppliers
- ensuring that you give SME, BME and other minority owned businesses on panels you use, or are responsible for managing, a fair opportunity to undertake work for EEDA
- ensuring that you apply the good practice highlighted in the Commission for Race Equality's (CRE's) guide for public authorities entitled "Race Equality and Public Procurement", incorporated in this procurement CODE. See guidance note [GN5](#) and the Government Strategy on "Procurement & SME's"
- encouraging partnerships and collaborations within the sectors or with larger organisations. This is often desirable in order to adequately meet the specific and specialist needs of the communities served by EEDA
- sponsoring capacity building projects for SME, BME and other minority owned businesses with respect to procurement
- ensuring EEDA meets its duties as required by the Race Relations Act and other government policy to promote race equality.

Box 3

30. Of the remaining 6, the London Fire and Emergency Planning Authority stated that they encouraged SMEs to bid for tenders and also encouraged larger suppliers to source supplies from them as well; the Insolvency Service stated their policy was the same as the DTI; and DEFRA stated that they follow the policy guidance of OGC BRTF Programme.

31. It is assumed that those organisations not replying to the question do not have specific procurement policies relating to SMEs. The SBS will contact some of the more important departments which lack procurement policies relating to SMEs and encourage them to develop such a policy.

32. A prominent initiative being taken forward by the SBS and the Office of the Deputy Prime Minister is the promotion of the Small Business Friendly Concordat. This is currently aimed at Local Authorities, however SBS has already received assurances from the Association of Chief Police Officers (ACPO) that all the forces in England will adopt the concordat.

33. The SBS is to monitor closely the take up and impact of the Concordat within Local Authorities; with a view to encourage its adoption across the public sector, particularly in those organisations that have indicated they do not currently have procurement policies specifically concerned with SMEs.

### **Further Development**

34. It has been suggested by some Departments that rather than provide the information requested it would be easier for them to provide information from their accounting systems, i.e. the total amount spent within the financial year, on goods and services, and how this breaks down between small and large businesses. Indeed the returns for a number of organisations for this survey have been completed on this basis, and so have not been included in the overall results. For example, the return from the DTI has been compiled by cross-referencing a list of its suppliers with the Inter Departmental Business Register to produce a breakdown of how much has been spent with SMEs and larger companies.

35. The advantage of this approach would be that potentially all public sector bodies would have systems in place to be able to provide this information in a consistent and credible format, thus providing a clearer breakdown on how much of total Government spend goes to smaller businesses. Additionally it should be easier to further break down the results to show how much was being spent with specific target groups e.g. micro-businesses.

36. However, adopting this approach would mean that comparisons with this and previous surveys would no longer be possible. Additionally, recording the number of contracts awarded to small businesses is also valuable.

37. It is possible that some bodies who have set up systems to provide the information we have sought would incur extra difficulties or expense in converting to the new system. SBS will therefore consult contributing bodies to identify which system they would prefer and which they think would give the most accurate results in time to compile results for next year's survey.

38. The SBS is currently engaged in discussions with the Office of National Statistics and other Government Departments that collect data on procurement. These discussions are designed to identify the amount of information the public sector is required to submit and the extent of duplication across requesting bodies. Potentially there could then be the scope for one organisation, possibly ONS, to conduct one single survey, the results of which could then be fed to the other interested bodies.

## **Appendix A**

### **Summary of Findings**

The responses from this survey were collated by Government Departments, Non-Departmental Public Bodies and Executive Agencies (and others).

The responses broken down by those areas can be found in the tables below.

#### **Government Departments**

		- to SMEs	- to others
Total reported number of contracts awarded	<b>45,050</b>	<b>31,067</b> 69%	<b>13,881</b> 31%
Total reported value of contracts awarded	<b>£2,402 million</b>	<b>£581 million</b> 24%	<b>£1,805 million</b> 75%
Average number of contracts per Dept	<b>2,048</b>	<b>1,412</b>	<b>631</b>
Average value of contracts	<b>£53,313</b>	<b>£18,716</b>	<b>£130,032</b>

Table 2.1

#### **Government NDPBs and Agencies e.g. SBS, ACAS, OGC, DVLA, Highways Agency etc**

		- to SMEs	- to others
Total reported number of contracts awarded	<b>50,929</b>	<b>22,808</b> 45%	<b>28,023</b> 55%
Total reported value of contracts awarded	<b>£1,984 million</b>	<b>£348 million</b> 18%	<b>£1,631 million</b> 82%
Average number of contracts per Dept	<b>1337</b>	<b>597</b>	<b>737</b>
Average value of contracts	<b>£42,782</b>	<b>£17,053</b>	<b>£62,387</b>

Table 2.2

#### **RDAs**

		- to SMEs	- to others
Total reported number of contracts awarded	<b>1,909</b>	<b>1,228</b> 64%	<b>681</b> 36%
Total reported value of contracts awarded	<b>£97 million</b>	<b>£45 million</b> 47%	<b>£52 million</b> 53%
Average number of contracts per Dept	<b>382</b>	<b>246</b>	<b>136</b>
Average value of contracts	<b>£51,068</b>	<b>£37,045</b>	<b>£76,355</b>

Table 2.3

***Emergency Services – incl Police, Fire and Ambulance authorities***

		- to SMEs	- to others
Total reported number of contracts awarded	<b>3,786</b>	<b>2,772</b> 73%	<b>1,014</b> 27%
Total reported value of contracts awarded	<b>£145 million</b>	<b>£41 million</b> 28%	<b>£104 million</b> 72%
Average number of contracts per Dept	<b>379</b>	<b>277</b>	<b>101</b>
Average value of contracts	<b>£38,249</b>	<b>£14,769</b>	<b>£102,437</b>

Table 2.4

***Cultural – incl Museums, Sport, Libraries etc***

		- to SMEs	- to others
Total reported number of contracts awarded	<b>6,892</b>	<b>5,262</b> 76%	<b>1,630</b> 24%
Total reported value of contracts awarded	<b>£108 million</b>	<b>£50 million</b> 47%	<b>£58 million</b> 53%
Average number of contracts per Dept	<b>431</b>	<b>329</b>	<b>102</b>
Average value of contracts	<b>£15,623</b>	<b>£9,530</b>	<b>£35,295</b>

Table 2.5

*Some organisations were unable to identify from their records whether contracts were awarded to SMEs or large companies. Therefore the responses in percentage form do not always equal 100%*

Responses were also received from the Ministry of Defence, NHS PASA, OGC Buying Solutions, Ordnance Survey and Department of Trade and Industry.

***Ministry of Defence***

Year	Total Reported Contracts Awarded	Total Reported Contracts Awarded	- to SMEs	- to others
2004-5	By number	<b>11,091</b>	<b>4,982</b> 45%	<b>6,109</b> 55%
	By Value	<b>£6,700 million</b>	<b>£562 million</b> 8%	<b>£6,138 million</b> 92%
2003-4	By number	<b>15,692</b>	<b>7,201</b> 46%	<b>8,491</b> 54%
	By value	<b>£10,897 million</b>	<b>£530 million</b> 5%	<b>£10,367 million</b> 95%
2002-3	By number	<b>35,000</b>	<b>1,600</b> 5%	<b>33,400</b> 95%
	By value	<b>£12,000 million</b>	<b>£71 million</b> 0.5%	<b>£11,929 million</b> 99.5%

Table 2.6

**NHS PASA**

Year	Total Reported Contracts Awarded	Total Contracts Awarded	Reported - to SMEs	- to others
2004-5*	By number	<b>5,597</b>	<b>2,564</b> 46%	<b>3,033</b> 54%
	By Value	<b>£4,266 million</b>	<b>£1,731 million</b> 41%	<b>£2,534 million</b> 59%
2003-4	By number	<b>2,877</b>	<b>1,365</b> 47%	<b>1,512</b> 53%
	By value	<b>£4,143 million</b>	<b>£1,578 million</b> 38%	<b>£2,565 million</b> 62%
2002-3	By number	<b>1,174</b>	<b>413</b> 35%	<b>761</b> 65%
	By value	<b>£1,069 million</b>	<b>£156 million</b> 15%	<b>£912million</b> 85%

Table 2.7

\* Figures provided by NHS PASA for 2004/05 are up to August 2005, not March 2005

**OGC Buying Solutions**

Year	Total Reported Contracts Awarded	Total Reported Contracts Awarded	- to SMEs	- to others
2004-5*	By number	<b>54</b>	<b>31</b> 57%	<b>23</b> 43%
	By Value	<b>£133 million</b>	<b>£36 million</b> 27%	<b>£97 million</b> 73%
2003-4	By number	<b>187,824</b>	<b>5,635</b> 3%	<b>182,189</b> 97%
	By value	<b>£1,152 million</b>	<b>£ 81 million</b> 7%	<b>£1,071 million</b> 93%
2002-3	By number	<b>969</b>	<b>300</b> 31%	<b>669</b> 69%
	By value	<b>£752,564</b>	<b>£ 45,153</b> 6%	<b>£707,410</b> 94%

Table 2.8

\* The reason for the discrepancy in the number of contracts between 2003/04 & 2004/05 is that in 2003/04 OGC BS reported the number of transactions made through their agreements with SMEs on the basis that, under a framework agreement a contract is only formed when a customer places an order.

However, for 2004/05 they have reported the number of framework agreements that have been awarded to SMEs not the number of contracts that have occurred as a result of the framework agreements.

The spend figure varies considerably year on year dependent on 1. the type of product / service provided by the SMEs awarded frameworks in the reporting period (i.e. dependent on whether they provide high cost frequently purchased products / services or low cost

occasional items, and everything in between) and 2. the attractiveness of the SME and its offering to our public sector customers.

***Ordnance Survey***

Year	Total Reported Contracts Awarded	Total Reported Contracts Awarded	- to SMEs	- to others
2004-5	By number	<b>2,513</b>	<b>1,923</b> 77%	<b>590</b> 23%
	By Value	<b>£43 million</b>	<b>£27 million</b> 64%	<b>£16 million</b> 36%
2003-4	By number	<b>57</b>	<b>35</b> 61%	<b>22</b> 39%
	By value	<b>£16 million</b>	<b>£10 million</b> 61%	<b>£6 million</b> 39%
2002-3	By number	<b>1,224</b>	<b>197</b> 16%	<b>1,027</b> 84%
	By value	<b>£21 million</b>	<b>£19 million</b> 90%	<b>£2 million</b> 10%

Table 2.9

***Department of Trade & Industry***

Year	Total Reported Spend	- to SMEs	- to others
2004-5	<b>£548 million</b>	<b>£129 million</b> 24%	<b>£402 million</b> 73%

**Appendix B**

Response form for electronic submission of responses.

**Appendix C**

Progress report to be issued by SBS alongside the pre-budget report.

<http://www.supplyinggovernment.gov.uk/viewHotTopic.asp?ID=602>

**Public Procurement - Record of Company Size**  
**Contracts awarded in the period 1 April 2004 to 31 March 2005**

A	B	C	D	E	F	G	H	I	J	K	L
Total Number of Contracts Awarded	Number of Contracts Awarded to Companies with 250 or less employees	Number of Contracts Awarded to Companies with 250+ employees	check: does A equal B+C?	Total Value of Contracts Awarded	Value of Contracts Awarded to Companies with 250 or less employees (excluding vat)	Value of Contracts Awarded to Companies with 250+ employees (excluding vat)	check: does E equal F+G?	% of Contracts Awarded to Companies with 250 or less employees	% of Contracts Awarded to Companies with 250+ employees	% Value of Contracts Awarded to Companies with 250 or less employees (excluding vat)	% Value of Contracts Awarded to Companies with 250+ employees (excluding vat)
0	0	0	Yes	£0	£0	£0	Yes	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Do the figures given include responses for any other Non-Departmental Public Bodies - Yes/No (please indicate which)

If yes, please state which \_\_\_\_\_

If Box D = "No", please give reason why \_\_\_\_\_

If Box H = "No", please give reason why \_\_\_\_\_

**Question 2**

Please state whether your organisation is -	
A government department	<input type="radio"/>
A non-departmental public body	<input type="radio"/>
A government agency	<input type="radio"/>
Other - please state	<input checked="" type="radio"/> <i>type here</i>

**Question 3**

Does your organisation have a policy that relates to SMEs and procurement?	Yes / No <i>please delete as appropriate</i> If Yes, please send a copy of the policy with your reply
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Please provide your Department/Agency point of contact -

Name \_\_\_\_\_

Position \_\_\_\_\_

Department/Agency \_\_\_\_\_

Full Address \_\_\_\_\_

Direct Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

This form should be returned by 19 August 2005 to:

Ian Williams  
 Small Business Service  
 Room 648  
 Kingsgate House  
 66 Victoria Street  
 LONDON SW1E 6SW

Tel: 020 7215 8433 (GTN 215 8433)  
 Fax: 020 7215 4369 (GTN215 4369)  
[ian.williams@sbs.gsi.gov.uk](mailto:ian.williams@sbs.gsi.gov.uk)

