

Facilitating Council procurement from Local Small Businesses

Information for Councils

Councils can increase procurement opportunities for their local small business communities. The tender threshold of \$250,000 provides opportunities for local small businesses to win Council business through quotes.

The benefits of buying local

Councils buying local offers many benefits, including:

- Delivering local economic growth and job-creation;
- Driving a more capable and innovative business community; and
- Enhancing value for money for purchases.

Council can increase local procurement by:

Connecting with local small businesses

- Giving small businesses lots of notice about new opportunities.
- Arranging regular events with small businesses to inform them about procurement policies and upcoming opportunities.
- Some councils have run commercial speed-dating events to build connections between major infrastructure developers and local small businesses.
- Removing pain points in the procurement process.
- Not charging for tender documents.



**Small Business
Commissioner**

For more information:

 1300 795 534

 smallbusiness.nsw.gov.au/contact

 www.smallbusiness.nsw.gov.au

Simplifying tenders and contracts.

- Developing simpler processes for small business to access procurement opportunities.
- Publishing tender Help/FAQ sheets on your Council website.
- Providing a Help Desk service for local small businesses.
- Referring small businesses to **NSW Business Connect** advisors for business advice on **13 77 88** or by visiting service.nsw.gov.au/business/business-connect
- Providing tools to simplify and customise insurance and workplace health and safety requirements like the ones available from the NSW Small Business Commission.
- Paying small businesses on time to help cash flow.

Establishing Local Small Business Procurement Policies

- Implementing policies developed in consultation with local businesses.
- Inviting small businesses to supply information about their services, needs and concerns about existing procurement processes.

Using diverse supplier lists

Many Councils have supplier lists for small business friendly procurements. This makes it easy to buy local and give small businesses an easy way to get a share of local Council spending.

Councils can expand their current supplier lists to include more categories and increase the number of small business suppliers.

A supplier list can give Councils:

- The basis for a marketing plan to recognise and encourage supplier participation;
- A communication channel between Councils and businesses interested in the local procurement process; and
- A fast way to get quotes and procure goods and services especially for procurements up to \$250,000.

A pathway to improved local procurement

The Local Procurement Toolkit has been developed by the NSW Small Business Commission to make Council procurement easier for both Councils and local small businesses.

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