

Dear Colleagues,

As you're no doubt aware, we are a proud member of the [London Anchor Institutions' Network](#) (LAIN), which brings some of London's largest organisations together to ensure that the way we buy goods and services, recruit and manage our buildings is helping to make London more equal and address the climate emergency.

As part our commitment to LAIN, and to support the [Mayor's Responsible Procurement Policy](#), we have committed to purchasing **[insert %]** of our goods and services from smaller and diverse-led suppliers in London each year.

A dedicated procurement working group has been progressing a number of initiatives to transform our purchasing practices in order to make this happen – from trialing 'reserve' contracts for these business types and reviewing indemnity insurance requirements, to producing useful guides on topics like social value and public procurement and hosting 'meet the buyer' events for target businesses.

In order to continue delivering solid progress around this priority area we ask you to work with your teams to:

Upskill around procurement The LAIN team has worked with Bloomberg Associates to produce the brief e-learning course "Working with small and diverse suppliers." This consists of three 20-minute modules, to ensure we are all fully aware of the variety of ways we can support smaller and diverse businesses when we procure goods or services. This is relevant for all **[insert organisation name]** commissioning officers and particularly new starters. Please request officers in your team complete this training on our e-learning zone by **[insert date]**

Share your pipeline early It's helpful for our colleagues to know about the goods and services you plan on buying across the year, once your budget is set, so that we can build up a pipeline of anticipated contracts to communicate to target businesses to help them prepare. Provide as much advance notice as possible, ideally up to 3 months in advance minimum.

Reserve contracts We have committed to ringfencing smaller contracts - up to £150,000 in value, inclusive of VAT - specifically for London-based micro, small and medium-sized enterprises (MSMEs) and the Voluntary, Community and Social Enterprise (VCSE) sector. GLA officers should discuss this option with TFL counterparts any time they are purchasing goods and services of this size from outside a framework. You can find more information on our reserve contracts on the intranet **[link to Learning Management System]**

Disseminate guides to small and diverse businesses The LAIN team produced two guides earlier this year to help lower barriers to working with us: [LAIN Guide to Social Value 2023](#) and [LAIN Guide to bidding for public sector contracts 2023](#). Please ensure we maximise the number of people accessing and benefitting from these guides by distributing through your own networks, where appropriate.