

In-House Workshops

Tendering for Care offers a version of our "Open" Workshops to organisations. These may be for a staff team to look in detail at how tendering affects the organisation as a whole. These may be for "umbrella" type organisations who wish to offer the training to groups of organisations. or for Supporting people teams wishing to raise awareness of the tendering process and requirements amongst their providers. Whilst we offer a standard package, we are happy to work with organisations in order to tailor the workshop to their precise requirements.

We offer an all-in package. This includes all participants receiving a CD containing a wide range of information which we consider to be essential for those involved in the tendering process. We make a single charge for groups of up to 16 people. We can accommodate larger numbers subject to prior discussion.

Our Standard Workshop covers the following

Part 1

Tendering effectively requires an understanding of the legislative and practical background within which procurement is currently taking place and the processes which drive tendering procedures. The completion of the Pre Qualification Questionnaire (PQQ) is the essential first step in the "Restricted", "Negotiated" and e-procurement procedures and opens the door to the invitation to submit a full tender. These procedures are also used in the establishment of "Select Lists". The tendering procedures are now important as they often produce a framework of organisations who are allowed to go on to tender for specific contracts over a period of 3/7 years – "you have to be in it to win it" or alternatively face exclusion from being able to contract to provide services over a long period.

This part of workshop will focus on the procedures which are used for each style of tendering, the PQQ and other tendering requirements. We will look at the agenda being followed by procurement officers including what they look for at appraisal.

Part 2

Real success in tendering lies in having a clear understanding of exactly what procurement officers are looking for in tender appraisal and evaluation – how to ensure that your tender scores well at appraisal. Two possible sets of criteria are used in the selection process – Lowest Price and Most Economically Advantageous Tender (MEAT). During this Workshop we will:

- consider model appraisal schemes for areas including Equal Opportunities, Environmental Policy, etc.;
- consider an actual scoring scheme in order to work out how well tenders might perform;
- identify how to improve the techniques of tender preparation;
- consider the impact of the tendering process on organisations;
- look at the opportunities which do exist for organisations large and small.



The Workshop is usually run from 10.00 am to 3.30 pm, but other delivery models are possible.

We supply a projector and computer, but require a flip chart and screen.

We need a room layout in a U-shape, with tables and a top table.

Variations to the Workshop might include:

- an emphasis on developing a response to the "sustainability question"
- tender pricing
- tendering by consortia, etc.
- an emphasis on e-procurement
- an in-house Masterclass

Fee package

For the in-house workshop as set out above our fees are as follows

- Fee - £600
- O/N accommodation on the night prior to the event (this is excluded from events run within 30 minutes travelling time of Matlock, Derbyshire). Please note that the tutor is disabled and requires accessible facilities. She is driven to events by her husband. therefore a double accessible room is required. Also level access to all locations. The cost of the accommodation is usually paid directly by the organiser. This avoids potential difficulties regarding VAT.
- Cost of travel.
- VAT on the above.

In order to discuss your individual requirements

please telephone 01629 57501

or email info@tenderingforcare.com

Participants in previous in-house workshops said:

well presented. Tutor very knowledgeable and gave useful information

excellent day – challenging!

many pieces of a jigsaw have been put together

excellent level of knowledge

it was worth having the training here as it enabled us to focus on tendering as it applies to us

it was wonderful to have the big picture and fit my charity into it. Just Brilliant. Moved my thinking on be 10 leaps!!

