

Preparing Effective Tenders – practical aspects for writing winning tenders

Companies and organisations that adopt a structured approach to the preparation of their tender submissions will have a much higher chance of producing a high quality tender and winning the contract. This one day Training Workshop takes you through a series of practical exercises using a step by step approach. It covers the sequence of events that take place from the arrival of your tender pack up to the award of the contract. It looks at the most effective way for you to respond to all the demands and complexities of producing a winning tender in a very pressured timescale.

This is a very practical group-work based day. Participants will follow the progression of an actual tender from the receipt of the documents to submission. During the day they will follow the processes which lead to the production of a winning tender

The day will cover the following:

- Assembling your team;
- The key stages in preparing your tender;
- How to present the evidence that you are able to meet the specification;
- Key skills in writing and presenting your tender;
- Quality assuring your tender.

The Training is suitable for delivery to groups of providers or to a corporate in-house team

The Workshop is for:

Managers, Business Development Managers, GPs, Practice Managers, Consortium members, Procurement practitioners with responsibility for producing tenders.

Our Workshops are suitable for all companies and organisations who currently contract or wish to enter into a contract to provide services with publicly funded bodies such as Local Authorities, Boroughs, County, Metropolitan and District Councils, Supporting People, PCTs, NHS, Government Departments, etc.

The following are examples, but are by no means exhaustive:

- **providers of services of all kinds**, children, learning and physical disability, mental health, homelessness, physical, drug and alcohol abuse the elderly, residential, nursing and extracare;
- respite, domiciliary care and floating support;
- providers contracting with PCTs, SP and the NHS;
- providers of training, learning, vocational skills of all kinds;

Maximum number of participants – 16

Room layout – cabaret style with a top table, screen and flipchart



Learning Objectives

During the day they will follow the processes which lead to the production of a winning tender. The day gives them the opportunity to apply the theoretical knowledge gained so far to a real tender within the safe environment of a workshop

- Assembling the tender team
- The key stages in preparing the tender
- How to present the evidence that the organisation is able to meet the specification
- Key skills in writing and presenting the tender
- Quality assuring the tender
- Developing a systematic objective approach to tendering
- Understanding how the organisation needs to adapt to enable the tendering process to be more efficient and effective
- Developing practical tools and techniques for improving how the organisation tackles the tender process
- Understanding the benefits of adopting a project management approach to tendering

The second, or award, stage of tendering involves responding to the Invitation to Tender (ITT) and completing a Method Statement.

- Developing an understanding of writing styles appropriate for method statements
- Understanding how appraisal officers approach the task of appraising method statements and using this understanding to improve writing style
- Understand how supporting evidence strengthens the method statement
- Develop appraisal as a tool for improving method statements

Course Content

The course is structured around two group tasks and an individual task and a short presentation ending with a plenary session. The three tasks give participants the opportunity to practice the real tasks involved in the tendering process within the safe environment of the workshop. There is detailed report back and debrief after each task so that participants have ample opportunity to reflect on the experience of the tasks and consider how they can be translated back into the workplace.

(i) Simulation of the first meeting of a team responsible for submitting a tender.

How do you choose team members, what skills are required in the team? What tasks need to be undertaken to progress the tender submission? What are the benefits of using a project management approach. What are the implications for organisation policy and planning?

ii) Discussion of a 'business case' tool

How this approach helps manage risk to the organisation ensures the Board has been involved at strategic level, improves chances of success by having an objective systematic method of identifying the most appropriate tenders. How this approach improves the planning and eventual content of the method statement

iii) Group task using an 'evidence matrix' to collect supporting evidence that will strengthen the method statement

What supporting evidence looks like, how it strengthens the tender, how its absence weakens the tender. How work colleagues can have a beneficial role in suggesting evidence



Fee package

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

- Fee - £900
- all delegates will receive CD designed to support the Workshop
- O/N accommodation on the night prior to the event (this is excluded from events run within 30 minutes travelling time of Matlock, Derbyshire or within the M25). Please note that one of our tutors is disabled and requires accessible facilities. She is driven to events by her husband. Therefore level access is required also for the O/N a double accessible room is required and reserved disabled parking at all locations:
The cost of the accommodation is usually paid directly to the hotel by the event organiser. This avoids potential difficulties regarding VAT.
- Cost of travel.
- VAT on the above.

CPD Certification

- Fee - £20 per person + VAT

"Probably the best single days training I have ever attended"

Booking for the above events

Contact us for information

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email at info@tenderingforcare.com

website: www.tenderingforcare.com

