

Tender Management Support

Examples of Activities / Options available:

1. Appraisal of Tenders

- Registering of Interest in the Tenders to access the full information available, including: tender specifications, evaluation criteria, contract arrangement, supporting documents/appendices etc.
- Initial analysis of the tender information to identify their potential suitability for the organisation
- Collate information on the Tenders and inform the organisation of recommendations
- Discuss the suitability of the various tenders sent to the organisation, if necessary, to prioritise applications

2. Consultancy: Pre-Qualification Questionnaires (PQs) & Invitation to Tenders (ITTs) Applications

- Various options available, to be tailored to the organisation's specific requirements.

3. Deconstructing, Analysing and Evaluating all aspects of the Tender Specification e.g. leading / facilitating the associated activities, considering:

- Services & Requirements, Evaluation Criteria, Submission Requirements, etc.
- To include Review meetings with the Management/Tender Project Team

4. Self-Assessment of the Tender to meet the criteria, including policy requirements, to include:

- Review meetings with the Management/Tender Project Team
- Determine the level of readiness for the specific PQQ/ITT
- Carry out a self-assessment (RAG "Red-Amber-Green" rating) of the tender to identify areas
 - where the organisation is compliant and/or can evidence straight away (Green)
 - that require some additional work (Amber)
 - that require developing from scratch e.g. Policies, Accreditations (Red)
- SWOT / PESTLE analyses:
 - the organisation
 - Competitors and their USP, strengths etc.
- Considerations of:
 - Discriminators & Win themes
 - Added Value
 - Social Value
 - Other key requirements e.g. Environmental & Ethical considerations



5. Support the Bid Writing process, considering the above, which could include:

- Plan the process following an initial self-assessment
- Plan timeline and activities to complete the tender application to submit on time
 - Identify people responsible for specific activities
 - Identify milestones
 - Ask relevant questions on Due North (or other tender site) where applicable
- Respond to & advise the organisation of any new guidance, updates put on-line for the tender
- Become part of the organisation's team to develop the tender application:
 - Co-ordinate or lead the development and construction/writing of the bid, liaising with in-house experts, with on-site working where required
 - Meet and liaise via email & phone with the organisation's colleagues to gather the required information to draft the Tender
- Support the development of Policies required for the application/bid
- Co-ordinate or lead any applications for relevant certifications/accreditations required for specific tenders
- Monitor progress and quality of the application/bid
- Write an innovative bid which captures the requirements and needs of their clients to maximise the qualitative score of the tender, e.g.:
 - Draft the PQQ/ITT
 - Review the PQQ/ITT with the organisation (various drafts are likely)
 - Finalise the PQQ/ITT and receive sign-off from the organisation
 - Submit the PQQ/ITT on behalf of the organisation
- Review meetings with the Management/Tender Project Team

6. Project Topping, Tailing and Monitoring Service

- Working with the Management/Tender Project Team to set up the Tender Response approach system
- Deliver an Action Plan to meet the application deadline (as highlighted above)
- Monitor progress of the internal Tender Project team at set milestones, reviewing the application along the way
- Provide a final review, with feedback (as below)

7. A Bid Review to ensure compliance and fulfilment of all criteria

- Provide a fresh perspective on the bid, ensuring Compliance and capturing of key win themes
- Identify areas for further development
- Develop the bid to remain ahead of the competition
- Check for errors and incomplete answers which may result in a fail

8. Training on Tender/Bid management &/or writing

9. Or any mix of the above!