



## Tender Ready In 10 Steps

A practical training programme for businesses  
new to public sector tendering

**Tender Ready In 10 Steps** will help you understand the public sector tendering process and how to maximise your company's chances of winning contracts. Through a series of three half-day sessions you will:

- Understand how public sector tendering works and what buyers are looking for
- Learn how to find and assess relevant opportunities in your sector
- Obtain practical guidance and templates to assist the bidding process
- Create structured tender responses that attract high scores
- Develop a blueprint for your own professional tenderdesk and an action plan for successful tendering

The training is geared to small and medium sized companies with little or no previous experience with public sector tendering.

**Organisers:** Aberdeen City and Shire Councils have recently become members of the Supplier Development Programme which runs various training programmes to help SMEs develop their capability for public sector tendering. Tender Ready in Ten Steps is organised by the Supplier Development Programme on behalf of the Councils and delivered by Gill Joy of Intend Business Development LLP, a specialist tender writing consultancy and SDP trainer.

**Venue:** Woodhill House, Westburn Road, Aberdeen, AB16 5GB

**Times:** Participants are required to attend all three workshops. Places are limited to 25 so early registration is recommended.

Workshop 1 - Monday 17<sup>th</sup> October 2011  
Workshop 2 - Monday 24<sup>th</sup> October 2011  
Workshop 3 - Monday 31<sup>st</sup> October 2011

Workshop 1  
17<sup>th</sup> October 2011  
Woodhill House

1.30pm	Registration	Tea, Coffee & Networking
2.00pm	The Ten Steps	Introduction to the Programme
2.10pm	Step 1 - Understanding the Procurement Landscape	Buying authorities and Government organisations Procurement Regulations and Reform - key things you need to know Tendering systems
2.30pm	Step 3 - Introduction to Tender documents	Examples of PQQs and Tenders Basic eligibility checks General tips for completing tenders and PQQs Techniques for answering the “killer questions” Tender Ready Checklist
3.45pm	Break	
4.00pm	Step 3 - Market Intelligence, seeing things from the Buyers Perspective	Researching public sector clients Finding tender notices Buyer Perspective - presentation from procurement team representative Evaluation process
5.00pm	Wrap Up	Q&A “Homework” for next week - evaluation exercise

Workshop 2  
24<sup>th</sup> October 2011  
Woodhill House

1.30pm	Arrival	Registration & Networking
2.00pm	Introduction to Day 2	Overview of topics Homework from Day 1
2.00pm	Step 4 - Bid Strategies	Reading Contract Notices - group exercise The "Bid-No Bid" decision
2.40pm	Step 5 - Presenting your Company information	Elevator pitch and Unique Selling Points Documenting your experience - templates, tips Standard company information needed for bids (financials, legal, insurance)
3.15pm	Break	
4.00pm	Step 6 - Preparing for Technical and Quality questions in tender documents	Methodology questions - templates and tips Quality & Performance questions - ISO standards, Innovation, Added Value Group exercise - answering technical/quality questions
5.00pm	Wrap Up	Q&A Homework for Day 3

Workshop 3  
31<sup>st</sup> October 2011  
Woodhill House

1.30pm	Arrival	Registration & Networking
1.45pm	Welcome	Overview of Day 3 topics Homework from Day 2
2.15pm	Step 7 - "People" aspects of tendering	Presenting your team and skills mix - templates for CVs and people information Overview of TUPE Group exercise: Sample questions related to personnel/training etc and how to tackle them
2.45pm	Step 8 - Policies and Standards	What is required? (Health & Safety, Environment, Equality & Diversity) Group exercise: sample questions related to policies and how to tackle them Sources of help to develop policies Community Benefits aspects of tenders
3.30pm	Break	
3.45pm	Step 9 - Presenting professional tenders	Advice on tender presentation issues Writing style - do's and don'ts Presenting financial proposals Tender interviews
4.15pm	Step 10 - Creating a Tender Desk	Key roles and tasks for the tender desk Case study of a successful tender desk operation Action Plan for your business
5.00pm	Wrap Up	Q&A