



# Hints & Tips

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# Be Prepared

- **Identify potential public sector customers**
- **Find and register with sources of opportunities in advance**

<https://procontract.due-north.com/register>

<https://www.delta-esourcing.com>

<http://www.warringtonccg.nhs.uk/public-info/contracts.htm>

<https://www.gov.uk/contracts-finder>

<https://bluelight.eu-supply.com/opportunities>



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# Be Prepared

- Consider whether other funding streams may be used to support your tender.
- Create a “Go / No go” matrix as emotions often run high, so determine beforehand if the opportunity really is suitable
- Download and print off ALL tender documents and read them carefully:
- Is the specification relevant to your business activities?
- Do you have a track record in the area?

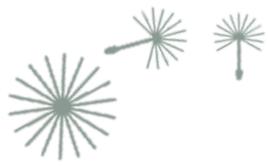




# Be Prepared

- What are the risks, who are your competitors and what is the % chance of success?
- Can you answer each question with the information required?
- Do you have the supporting documentation in place for compliance?
- Can you make commercial sense of the advertised contract value?
- Do you have the in-house resources to deliver – do you need partners / subcontractors?
- Do you have the time and/or resources to prepare the bid by the deadline?





# Be Prepared

## Be ready to tender

- Financial information – Accounts, Insurance
- Policies – Quality Management, Equality and Diversity, Health and Safety, Environmental Management
- Business activity statement / Unique Selling points (USP)
- Referee Contact details for recent contracts
- Subcontractors
- Case studies / examples of work





# Preparing a response

**Before you even consider responding to a tender have a look at the evaluation criteria:**

- Can you meet the Pass/Fail criteria?
- Prioritise the sections with the highest weighting
- Ensure you answer all the questions
- Don't assume the Commissioner has prior knowledge of your organisation
- Get the right people involved
- If you need to collaborate with other organisations, prepare in advance
- Consider having a regular review of tenders pending, tenders in progress and tenders submitted





# Preparing a response

- Understand the rules and timelines...
- Understand the process for each tender
- Word limit
- Presentation
- Font size
- Use of colour
- Adhere to the timelines given – Avoid last minute submissions
- Late tenders won't be accepted

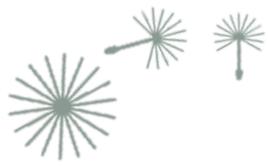




# Preparing a response

- Understand the requirement, if in doubt ASK
- Procurement Officers will circulate clarifications to all bidders so check correspondence regularly
- Don't assume the Commissioner wants the 'same as last time'
- Don't price for a 'Rolls Royce' service when a 'Fiesta' has been specified
- Budgets are tighter than ever before
- Bid for the specified requirement and if there are opportunities for efficiency or alternative solutions which offer a benefit offer these as an option.





# Preparing a response

- Ensure that all information explicitly requested is provided
- Refer to the actual question e.g. Q3.1.2
- Where appropriate, add well referenced appendices
- Avoid 'cut and paste'
- Read and interpret the tender carefully and address the implied issues
- Use WVA critical friend service to provide objective view
- Double check that all attachments are included and documents signed where necessary





## Preparing a response

LIKE	Don't like
Concise and precise language	Wordy tenders, Inconsistencies and errors, poor use of grammar
Clear structure (esp. Methodology)	Poor methodology (failure to define who does what, where, when, why and how)
Challenges have been understood and properly addressed	Deviation from defined requirements, lack of understanding of client requirements and failure to answer questions
Relevant background information	Lack of detail/explanation or 'data dump'
Properly defined & appropriate resources	Unclear who will be involved in delivery
Systems & procedures	Exaggerated and unsubstantiated claims
Innovation – or the opposite (tradition)	Poor evidence of reliability
Risk assessment (mitigations)	No risk assessment
Case studies & references	Irrelevant case studies





# Social Value

**The Act gives commissioners freedom to determine the kind of additional social or environmental value best serves the needs of the local community.**

It may not be weighted, but stress the potential benefits:

- Understand local issues/communities
- Local employees
- Volunteers and investment they bring to the organisation and wider community
- Local supply chains
- Less distance to travel (carbon impact?)
- More flexible



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# After the Award Notification

- **Request feedback**
- **Even if you won the tender there may still be room for improvement;**
- **If you didn't win, make sure you learn why.**





# A successful tender will be....

- **Compliant**
- **Tender Format & Requirements**
- **Policies, Insurances, etc.**
- **Persuasive**
- **USP – Unique Selling Point**
- **Added Value and/or Innovation**
- **Competitive**
- **Quality**
- **Price**

