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Working in partnership



Serving the Local Voluntary and Community Sector

Tendering for Success

A One-Day Workshop

Trainer: Ian Curtis

Tuesday 28th September 2010

9.30am to 4.30pm

at the Weatherley Centre, Biggleswade

From £12 per delegate
(includes course hand-outs, buffet lunch, tea/coffee)

**THE DELEGATE FEE WILL BE REFUNDED
UPON ATTENDANCE**

Priority bookings will be given to voluntary organisations

Serving the Local Voluntary and Community Sector

Tendering for Success

The workshop is for

Trustees, chief officers and other senior staff

About the workshop

Over the last few years government organisations have increasingly replaced their grant funding of the voluntary sector with public service contracts. Many are now procured through open and competitive tendering and some are 'large and complex'.

Effective tendering requires a knowledge of the relevant legislation, policy drivers, and the step-by-step procedures involved in 'tendering for success'. It also requires a clear understanding of what procurement officers want to see in your tender document and how to ensure that your tender scores well at the appraisal stage. To be successful each third sector organisation needs to build its capacity to compete and strategically develop its 'products and market places' whilst minimising risk. Success may also depend on forming consortia between organisations to tender and deliver contracted services. This workshop will explore all these issues.

About the trainer

Ian Curtis is Collaborative Working Officer and Procurement Lead for Community and Voluntary Service. He has worked in the third sector since 2000 as a senior manager of local infrastructure organisations. Ian has a post-graduate business degree, and management experience in all three sectors.

Tendering for Success

Programme

09.30 Hot drink and registration

09.45 Introduction to the day and each other

During the day, the workshop will enable participants to:

- *understand the policy drivers that lay behind Public Service Commissioning*
- *understand the step-by-step procedures involved in tendering*
- *consider how to improve tender preparation*
- *find out where public service tendering opportunities are publicised*
- *consider how tenders are appraised and scored*
- *understand the potential impacts and risks involved in the delivery of public services*
- *explore the need for consortia working in order to access the larger and more complex contracts*
- *consider what to do if their tender has been unfairly treated*

4.30 Close

There will be breaks for tea and coffee during the morning and afternoon sessions, and a buffet lunch will be served at approximately 12.45pm

The organisers reserve the right to modify the content of the programme