

Book early to avoid disappointment!

To book a place on this workshop complete the booking form enclosed with this brochure or download a form from our website, complete and return with a £10 refundable deposit (upon attendance) to:

Post, email or fax it to Jean Myrie,
Voluntary Action Luton
15 New Bedford Rd Luton LU1 1SA

Fax it to us on 01582 733013

Email it to jean.myrie@valuton.org.uk

Your booking will be acknowledged and details of the event and directions to the venue will be sent to participants five days before the event.

To reserve a place, request a booking form, or for more information about this workshop and our training programme contact :-

Jean Myrie, Infrastructure Training & Development Manager
on 01582 733418 or Email jean.myrie@valuton.org.uk
You can also visit our website www.valuton.org.uk

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



Training Workshop

VOLUNTARY ACTION LUTON

Tender writing in practice



Wednesday 14th September 2011

9.30am - 4.00pm

Voluntary Action Luton

15 New Bedford Road

Luton LU1 1SA

Charity Registration No.1059287 Reg Company no:3275961.

Training and Development

July 2011



Who is this course for?



This one day workshop is for managers, trustees and anyone within Third Sector organisations engaging in contracts or service agreements with public sector purchasers.

It is also for those who are interested in but have not yet tendered and those who may have completed some tenders but are looking to learn more.

Introduction

Effective tendering requires understanding of the legislative, policy and practical background within which public sector procurement takes place.

You will also need a good understanding of what should be included within the tender document and how to ensure you score well at the appraisal stage.

The course will also address the important aspect of costing and pricing your services or projects.

About the Trainer

Marcus Ward began his career in financial management in the commercial sector, before moving into the VCS in 1991 holding roles as Financial & Fundraising Director and then CEO. For the last 15 years he has worked at the interface between statutory and VCS, and has undertaken a wide number of consultancy projects through Peach Consultancy for statutory agencies, national and local VCS infrastructure bodies and many frontline VCOs. He has extensive experience of capacity building, commissioning and social enterprise.

He is an approved consultant for NCVO and ACEVO amongst others. He is also a consultant for NAVCA's specialist Tender Support Programme.

Outline for the day

9.30 - 10.00 Registration Tea/Coffee

10.00 - 10.15 Introductions

- Background to commissioning and procurement
- EEC regulations
- Tendering Process
- Costing Tenders/Unit costing/Full cost recovery
- How to work with Commissioners
- Tender Writing tips
- Tender checklist
- Where to look for tenders

4.00 Evaluations and Close

Access and Individual Requirements

The workshop will be held at **Voluntary Action Luton 15 New Bedford Road, Luton LU1 1SA**. This venue is fully accessible. Parking is available in a pay and display car park nearby.

If you have any specific individual requirements to enable you to attend this event please let us know. Every effort is made to meet individual requirements, which might include; a loop system, wheelchair access, handouts in large print or special dietary requirements.

Refreshments and a lunch will be provided.



Details on how to book are on the next page