



Community &
Voluntary Services
cheshire east

Introduction to Tendering & Bids

Welcome and Introductions



Course Aim:

To introduce community and voluntary groups to the commissioning and tendering process

Course Outcomes:

By the end of the session learners will be able to:

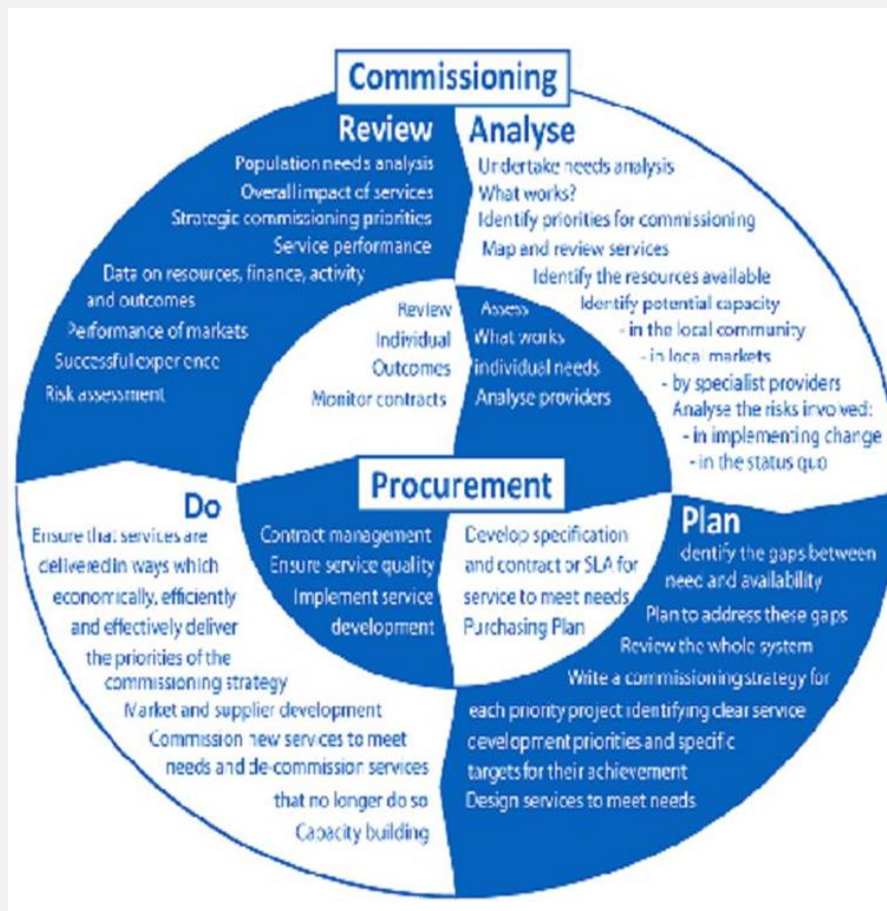
- Recognition of what commissioning is
- Understanding of tendering processes
- Where to find tender opportunities
- How to be tender ready

What is commissioning?

“Commissioning is the process of specifying, securing and monitoring services to meet people’s needs at a strategic level. This applies to all services, whether they are provided by the local authority, NHS, other public agencies, or by the private and voluntary sectors.”

Can also be called ‘Procurement’

The Commissioning Cycle



Rules around Public Procurement

Current Rules 2018/19

- Public Contract Regulations 2015
- Contracts over threshold must be advertised on EU journals – currently £615,278 for social and other services (other thresholds apply for other services)
- Contracts under threshold can be given the ‘Light Touch Regime’ – council’s have more discretion.
- Public money – must meet requirements and Council will need to undertake due diligence and remain transparent over the process.
- Council procurement rules mean all contracts must be advertised and procured via ‘The Chest’.

What is Tendering?

“Tendering is the process an organisation or business goes through when responding to a specific requirement of services or good(s) identified by the buyer (commissioner).”

Tendering Process

1. Publishing of the tender document
2. Obtaining the document
3. Pre-Qualification Questionnaire (PQQ) or Register of Interest
4. Invitation to submit a full application
5. Application is scored against requirements
6. Either: contract awarded OR short list drawn up
7. Short list invited to interview to pitch proposal and questions
8. Final decision and contract awarded

Some common terms used:

- Invitation to Tender (ITT)
- Pre-Qualification Questionnaire (PQQ)
- Request For Quotation (RFQ)
- Light Touch Regime (LTR)
- Expression Of Interest (EOI)
- Approved Supplier
- Consortium
- Common Procurement Vocabulary (CPV)

Where to find tender opportunities

- Northwest Procurement Portal: The Chest
- www.the-chest.org.uk

- Public Sector / NHS Contracts: Contracts Finder
- www.gov.uk/contracts-finder

- Police Tenders: Blue Light Procurement Database
- www.bluelight.gov.uk

The Chest

North West Procurement Portal

- Easy to browse
- Easy to register and free
- Register to receive alerts and to register interest and PQQ
- Applications are made through the portal
- Q&A's can be noted on tender info

<https://www.the-chest.org.uk/>

The screenshot shows a web browser window titled "The Chest: North West Procurement Portal - Google Chrome". The address bar shows "Secure | https://www.the-chest.org.uk". The website header features a banner image of various North West landmarks and the text "The Chest North West Portal".

Navigation

- Home
- Current Opportunities
- Contracts Register
- Buyers' Area
- Suppliers' Area
- Supplier Help
- Supplier Support
- Username/Password Reminder
- Register FREE

Home

Welcome to The Chest, the North West's Local Authority Procurement Portal.

The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy.


Local Authorities in the north west currently spend between £6bn and £6.5bn each year on goods and services so they could provide long-term stability for local businesses.

Follow the **Current Opportunities** link on your left to browse north west opportunities, as well as opportunities for other areas across the UK.


Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities.

Suppliers can reduce tendering costs by registering their interest in opportunities online.

Already registered with ProContract? - then there is no need to re-register to access North West opportunities.


Tendering for public sector contracts

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 **PROACTIS**
The Spend Control Company

Being Tender Ready

- Register on The Chest – and become familiar with it.
- Make sure all financial information and insurances are up to date.
- Agree any referees in advance.
- Consider accreditation/ quality mark – such a PQASSO/ GRIPP Assurance
- Make sure all policies and procedures are up to date
- Create an electronic PQQ library
- Keep case studies and examples of value for money

Preparation and Planning

- Know the unique selling point (USP) of your organisation
- Be sure you want to bid for this contract – read requirements carefully
- Know the deadlines for submission – both pre-registration and completed tender
- Have you enough time?
- Do your research
- Be sure of your costs

Understand the requirements

- Be sure that you understand what is being asked for
- Read the 'Specification' or 'Brief'
- Respond appropriately
- Read and understand the 'Evaluation criteria'.
- Attend any pre-tender information days

What is expected?

- You understand and respond to all the requirements.
- You can offer value for money.
- You explain how you will carry out the work
- You explain how you will help the commissioner meet their objectives
- You have a positive and professional approach
- You follow instructions, including meeting the deadlines
- Your bid is well written and easy to read

Tender documents

- Let's look at a tender!



Where Tenders Fail

- Simple administration failures
- Additional information not provided
- Information missed out
- Not answering the questions
- Not meeting the requirements
- Unclear or inconsistent
- Not competitive
- Not submitted in time!



Top Tips

- Be honest
- Ensure your budget is right!
- Don't be afraid to ask for clarification
- Provide evidence and examples
- Use a critical friend
- Don't make assumptions
- Read and follow the instructions
- Check all documents and policies – including insurance cover

Top Tips

- Write in plain language
- Avoid jargon and acronyms
- Type where possible
- Use the same typeface (Arial 12)
- Use bullet points to get the information over
- Complete all the documents



Early Help Framework - CEC

- Much of the information isn't clear at the moment as some decisions need to be approved.
- Asking all potential providers to register with The Chest
- Potential providers will be asked to become an approved supplier
- Stages of supplier (subject to approval from Cabinet) – 3 tiers
- CEC Community Grants are not likely to go through The Chest

Tendering Quiz

What is the name of the North West Procurement Portal?

The Chest

What does ITT mean?

Invitation to Tender

What is an approved supplier list?

List of organisations which have met quality requirements to be able to bid for contracts.

Name 2 ways you can be tender ready?

The Chest, Policies, Insurance, Case Studies, PQQ files, references

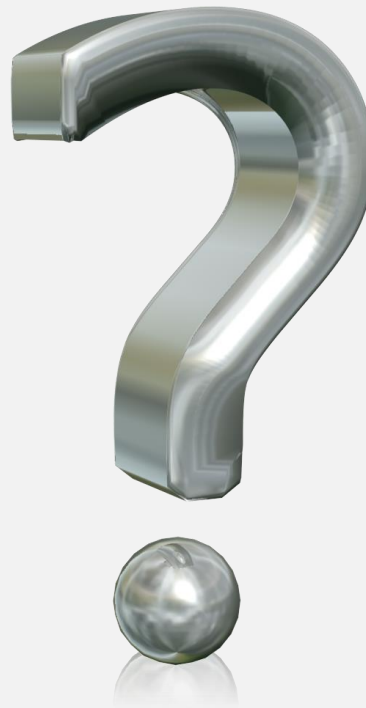
What is a PQQ?

Pre-Qualification Questionnaire

Name 2 key documents that will be required for PQQ?

Insurance, Safeguarding, Audited accounts, health and safety, equality and diversity, environmental (?), references

Any questions?



Useful Resources & Help

- How to be successful and write a winning tender – ACEVO
<http://www.acevo.org.uk/document.doc?id=398>
- The Chest – Frequently Asked Questions
<https://www.thechest.org.uk/cms/CMS.nsf/vLiveDocsTitle/The+Chest+FAQ#A4>
- Full-cost recovery information:
<http://www.acevo.org.uk/Services+Resources/Full+Cost+Recovery>
- Padlet – link will be sent after the course

Course Outcomes:

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