

Training which delivers tangible outputs

## Complex Tenders

### Course Overview

Trainees will be shown the steps involved when producing a high impact tender document, and debate the merits of different approaches. They will learn specific techniques to produce the content for, and structure of, winning tenders.

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We are confident that our training delivers value for money so all courses carry a satisfaction guarantee.

## Contents

The course contents are flexible to ensure time is spent on the areas which are of most benefit to you.

### The Basics

- Understanding the evaluation process
- Bid management and the use of library information
- Risk assessment and no-bid decisions

### Producing and submitting the document

- Graphics, tables, appendices and CVs
- Layout and format
- Best and final offers (BAFO)
- Interview boards and presentations

### Structuring and writing the content

- Executive summaries
- Persuasive writing and readability
- Grammar, punctuation and the correct use of English
- Demonstrating added value and cost of change.

### Consortium tenders

- Building and managing a partnership
- Contract management

### Common problems and their solutions

- Non-compliance
- Supporting documentation
- Preferred supplier lists

### Quality management systems

- Internal
- External

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Minimal down-time for your staff - intensive training held on your premises  
Maximum uptake of knowledge – courses tailored to your industry and your company

## Structure

A mix of taught, interactive and workshop sessions are included in this one-day course. This helps encourage participation which will enhance future learning. Trainees will produce material which can be used in future tenders.

Cost effective training for individuals, small groups and whole teams.

Further information is available from +44 (0) 1506 203325 or [sales@rotheragroup.com](mailto:sales@rotheragroup.com)