

Training which delivers tangible outputs

Public Sector Contracts

Course Overview

Trainees will learn the specific requirements for, and opportunities from, public sector tendering. They will also spend time improving their tender writing skills and learning how to develop a streamlined bid production system.

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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 Public Sector Process

- Where to find opportunities
- PQQ (pre-qualification questionnaires)
- ITT (invitation to tender)
- Capability statements
- The evaluation process
- Feedback and the appeal process

Bidding for funding

- Research
- 3rd Sector

Building a partnership for consortium tenders

- Advantages and disadvantages

Developing and implementing a streamlined process

- Compliance matrices
- Library Information
- Bid management

Structuring and writing the content

- Executive summaries
- Persuasive writing and readability

Producing and submitting the document

- Graphics, tables, appendices and CVs
- Layout and format

Common problems and their solutions

- Non-compliance
- Lack of experience
- Pricing

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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