

Local Councils, NHS and other public sector organisations spend over £500 million each year buying goods, products and services in the area. The London 2012 Olympic and Paralympic games offer even more opportunities. We are keen for small and medium sized businesses (up to 250 employees) to become part of the supply chain but understand it can be difficult to know where to start. As a result we are running a series of free workshops to help you understand the procurement process and prepare your business for successful tendering.

The workshops are part of a free programme of training and support for small and medium sized businesses and Third Sector Organisations in Cambridgeshire (excluding Peterborough) which also offers:

- **1:1 Specific and Intensive Procurement Mentoring and Support**
- **Procurement Advice, guidance, signposting and links**
- **Group Procurement Sessions and Workshops**
- **Facilitated Meet the Buyer Events**
- **Procurement Ideas Exchange Surgery**
- **Telephone Procurement Advice Service**

The half day workshops, presented by Chris Beety, Chief Executive of the CVL Group of companies will be held at:

South Fens Business Centre
Fenton Way
Chatteris
Cambridgeshire
PE16 6TT

Cambridgeshire FA
Bridge Road
Impington
Cambridge
CB24 9PH

For more information, please refer to the training and advice page of the Greater Cambridge Partnership at:
www.gcp.uk.net

or contact CVL on:
tel: 01642 230314 email: cvl@cvl.org.uk



Supported by the Greater Cambridge Partnership

FREE

Training for small and medium sized businesses

Winning public sector contracts



Workshop 1:

Understanding the procurement process, step by step

This workshop looks in detail at the procurement process, the different procedures and procurement in the context of commissioning. Each stage of the process will be covered in detail, explaining when things happen and why, and the different documents used.

Training Objectives

This workshop will help participants to:

- Understand in detail how the procurement process works
- Understand why it works this way
- Have a better understanding of procurement and the commissioning cycle
- Become familiar with the tender documentation
- Become better at managing the bidding processes

Audience

This workshop is targeted at people who are involved in, or responsible for, bidding for contracts or managing / overseeing bidding for work. It will suit those who have a basic understanding of procurement but would like to improve their knowledge of how the process works.

Workshop Outline

An overview of the procurement process, followed by discussion and questions. The workshop will include a detailed look at when procurement happens and why, the different processes used, the tender documentation and contract award process. Attendees will receive a handout summarising the main points from the workshop.

Workshop 2:

Finding opportunities: sources of tenders

This practical workshop will focus on finding opportunities to bid for contracts in the public sector. Participants will be shown where to look for tenders and where they might be able to find out what opportunities there are.

Training Objectives

This workshop will help participants to:

- Know how and where to look for available tender opportunities
- Know what sort of opportunities may arise
- Understand how approved lists and accreditations work

Audience

This workshop is designed for people who are looking to find out more about what opportunities are available and are intending to grow their organisations through procurement and tendering for public sector contracts.

Workshop Outline

The workshop will include an explanation of which contracts are tendered and which are not, and where to look for opportunities. Questions and discussion will take place and attendees will receive a handout summarising the main points from the workshop.

Workshop 3:

How to get through the Pre-Qualification Questionnaire (PQQ) stage

This practical workshop focuses on how to complete a PQQ, explaining why the information in PQQ's is asked for and emphasising the key do's and don'ts when completing PQQ's.

Training Objectives

This workshop will help participants to:

- Recognise and understand the format and logic of a PQQ
- Understand the purpose of a PQQ and what is being asked for (and why)
- Be able to complete a PQQ well, and with confidence
- Maximise their chances of success at PQQ stage

Audience

This workshop is targeted at people who are involved in, or responsible for, completing Pre-Qualification Questionnaires.

Workshop Outline

A detailed talk through a standard PQQ followed by discussion and questions. The workshop will follow an 'open space' format, where attendees can look at specific elements in detail. Attendees will receive a handout summarising the main points from the workshop.

Workshop 4:

Tenders and their evaluation

This workshop looks at the principles of tenders in local government and how they are evaluated. The workshop assesses why it is important to understand the evaluation process and criteria when preparing bids.

Training Objectives

This workshop will help participants to:

- Understand tenders and how they are evaluated
- Understand how scoring systems and weightings work
- Understand why tender evaluation matters when preparing your bid
- Prepare your bids more effectively and improve your chances of success

Audience

This workshop is targeted at people who are involved in, or responsible for, bidding for contracts.

Workshop Outline

An overview of the tender and evaluation process, followed by a discussion and questions. The workshop will include a demonstration of a scoring system and how to understand criteria and weightings. Attendees will receive a handout summarising the main points from the workshop.