

The Greater Merseyside ChangeUp
Tendering and Procurement Support Service (TaPS) presents

Are you ready to tender?

Increasingly, local authority contracts with a value as low as £5k are now being procured through a tendering process.

To help your organisation become 100% ready to tender, the Greater Merseyside ChangeUp Tendering and Procurement Support Service is offering a series of FREE tendering skills workshops.



Course Details

Introduction to Procurement: Demystifying the Tendering Process

This course is designed to provide third sector organisations with an overview of the tendering and procurement process, including where to source relevant tenders/bids and grants, the importance of evidencing quality and capacity, twenty golden rules of tendering, what documents are important at pre-qualification stage, tender writing styles and how procurement bodies evaluate tenders.

Delivered by: Tender Management Consultancy

Duration: One Day course

Dates: Wednesday 1st September or Wednesday 6th October

Venue: Kuumba Imani Millennium Centre, Liverpool

Developing Your Tender Toolbox

Responding effectively to tendering opportunities is all about being fully prepared. For many organisations the tendering process is a challenging one often made more difficult when supporting documentation is dispersed across the organisation. One way to make the process more efficient is to assemble a Tender Toolbox. This workshop is designed to help you to build a Tender Toolbox within your organisation; making key documentation such as policies, references, insurances, financial statements, case studies readily accessible.

Delivered by: Tender Management Consultancy

Duration: One Day course

Dates: Wednesday 8th September or Wednesday 13th October

Venue: Kuumba Imani Millennium Centre, Liverpool

Writing Winning Tenders

The ability to write simple and concise 'narrative' within a complex tender is a key skill needed within the sector. The sector may be competing against private sector companies and will therefore need to present their services in a simple to understand and highly visual format. Using practical examples the course will provide easy to learn principles and techniques for the organisation and presentation of information in the most effective and persuasive way.

Delivered by: Tender Management Consultancy

Duration: One Day course

Dates: Wednesday 15th September or Wednesday 20th October

Venue: Kuumba Imani Millennium Centre, Liverpool

Making Winning Presentations

If you have made it to the presentation stage its vital that you have the skills and confidence to present the best possible case for winning the contract. Making Winning Presentations will help delegates sell a proposal and add finesse to the presentation "pitch". The course will provide skills in body language techniques to making speakers feel more confident in presenting the tender before a panel of commissioners and answering follow-up questions.

Delivered by: Tender Management Consultancy

Duration: One Day course

Dates: Wednesday 22nd September or Wednesday 27th October

Venue: Kuumba Imani Millennium Centre, Liverpool

Managing Contracts

Remember winning is just the beginning. Delivering contracts can be fraught with challenges. This workshop is designed to help you with all aspects of managing contracts including; legal compliance, handling unforeseen problems, managing relationships, sub contacting issues and negotiating contract variations.

Delivered by: Tender Management Consultancy

Duration: One Day course

Dates: Thursday 30th September or Wednesday 3rd November

Venue: Kuumba Imani Millennium Centre, Liverpool

All workshops are 1 day in duration and offered on a choice of two dates.

Please specify your preferred date when booking on to the workshops.

Each workshop will begin at 9.30am (9.00am registration) and close at approximately 4.00pm. Lunch and refreshments will be provided.

Delegates will have the opportunity to talk through specific examples or issues you have faced whilst preparing Pre-Qualification Questionnaires, bids or Tenders at the end of each session.

All workshops will be held at the Kuumba Imani Millennium Centre

**Kuumba Imani Millennium Centre
4 Princes Road
Liverpool
L8 1TH
T: 0151 708 5278
www.kuumbaimani.org.uk**

By public transport

Take the number 80 bus from that runs from Liverpool city centre every few minutes, and alight at Princes Avenue.

By car

Directions from your own departure point and a more detailed map can be obtained at www.multimap.com

The venue does not provide car parking however on street parking is available adjacent to the centre.

To make a booking simply the complete the accompanying booking form

We aim to send confirmation of your place 7 days before each event.

**Places are limited so please email your completed booking form as soon as possible to Kate Taylor by email:
taps@changeupmerseyside.org.uk**

**For more information please call Peter or Kate on:
T: 0151 920 0726 x318**

or please visit:

**www.changeupmerseyside.org.uk
www.mfip.org.uk
www.seftoncvcs.org.uk**

TaPS Training Programme Calendar 2010

September 2010

Course	Date	Location
Introduction to Procurement: Demystifying the Tendering Process	Wednesday 1st	Kuumba Imani Millennium Centre
Developing Your Tender Toolbox	Wednesday 8th	Kuumba Imani Millennium Centre
Writing Winning Tenders	Wednesday 15th	Kuumba Imani Millennium Centre
Making Winning Presentations	Wednesday 22nd	Kuumba Imani Millennium Centre
Managing Contracts	Thursday 30th	Kuumba Imani Millennium Centre

October 2010

Course	Date	Location
Introduction to Procurement: Demystifying the Tendering Process	Wednesday 6th	Kuumba Imani Millennium Centre
Developing Your Tender Toolbox	Wednesday 13th	Kuumba Imani Millennium Centre
Writing Winning Tenders	Wednesday 20th	Kuumba Imani Millennium Centre
Making Winning Presentations	Wednesday 27th	Kuumba Imani Millennium Centre

November 2010

Course	Date	Location
Managing Contracts	Wednesday 3rd	Kuumba Imani Millennium Centre

To secure your place on any of the above training courses please complete a booking form and return it to **Kate Taylor, Greater Merseyside ChangeUp** at the following address: taps@changeupmerseyside.org.uk .

This course is open to Third Sector organisations operating in Greater Merseyside