

# Commissioning

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- The procurement strategy
- What it means for you
  - Whether to accept or decline ITTs
  - How to gain access to ITTs
- Developing a proposal
  - Meeting the spec
  - Gaining feedback

# What is procurement?

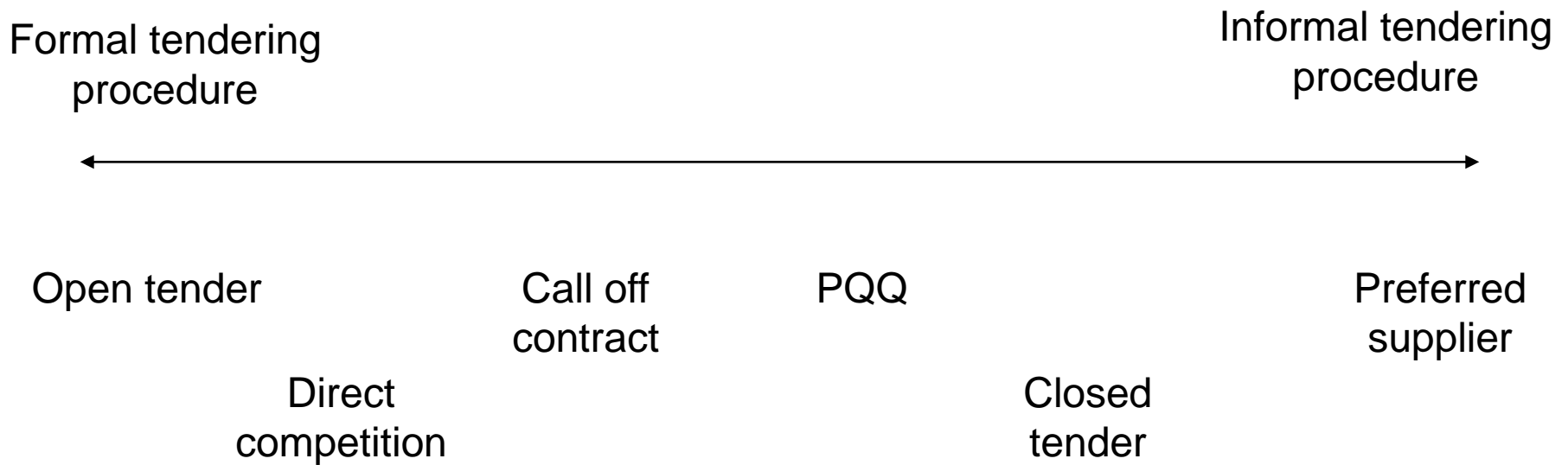
- As defined by the Government  
*“The process of buying goods and services from initial advertising through to appropriate contract arrangement, normally achieved through competition”*
- There is a requirement for all public procurement to be based on value for money criteria, defined as the optimum combination of whole life costs and quality to meet the users requirements within the European legal and policy framework

# Trying to balance

- Quality
- Reliability
- Credibility
- Appropriateness
- Value for money
- Whole Life Cost

# An overview of the tendering process

# The tendering continuum



# Which procurement process is it and what does this mean for your organisation?

- Ask questions
  - About the process
    - What procurement strategy is in place
    - How many companies have been invited to tender
    - Has any similar work been undertaken
  - About the ITT
    - Practical questions, e.g. budget / scope
    - Are they open to suggestions / alternative approaches?

# Formal Tender

## Principles

- Widely publicised
- Strict process
  - No discussion between potential tenderers and commissioners
  - All Q and As made available to all potential tenderers

## Issues

- Potentially a large no. of responses
- A lot of competition
- Expensive (including time commitment)
- Lack of flexibility
- Fair and transparent
- Open to whole range of experience

# Pre-Qualification Questionnaire

## Principles

- Widely publicised, call for expression of interests
- A proforma to identify potential consultants prior to them submitting a full tender
  - Organisational details
  - Financial information
  - Insurance details
  - Quality Assurance (and other) policies
  - Specific questions on the assignment
- Short list developed
- Full proposals invited

## Issues

- Potential large no. of responses
- Time consuming
- Open to a wide range of organisations and expertise
- Lengthy process
- Good project management skills required
- Need sound criteria on which you can make an initial assessment
- May favour larger consultancies

# Closed tender

## Principles

- A short list of consultancies
- Invited to tender
- Can be pre-warned
- Similar process to open tender in terms of evaluating proposals

## Issues

- May not be recognised as a potential supplier
- Competing against established competition '
- May be 'making up the numbers'
- Potentially less time commitment

# Call off contract

## Principles

- Not linked to a specific tender opportunity
- Build a list of potential consultancies to call upon
- Open tendering procedure adopted
- Spilt requirements into different skill sets
- Quick to commission subsequent work

## Issues

- A lot of upfront work
- Not necessarily only short term reward
- May discriminate against smaller consultancies
- May restrict future flexibility for 'new blood'

# Preferred Supplier

## Principles

- Free to use whichever consultant the organisation wish
- Single tender justification
- Specialist / specific expertise

## Issues

- Organisations may have rules around when this can be used
- Not an open and transparent process

# How to find opportunities

- Increased emphasis for the public sector to buy locally
- Networking
- Local CVS
- Official web pages
- Commercial web-pages
- Think longer term
- Re-package your product

# How to write a bid

- Read and re-read the ITT
- Brainstorm
- Answer the questions!!
- Refer directly to the evaluation criteria
- Make the proposal
  - Readable
  - Well structured
  - No typo's!
- Do not underestimate the time taken to prepare a bid

# How to write a bid, cont

- Budget
  - Be clear and consistent
  - Do not try to be the cheapest
  - Refer to ITT
- Note the submission requirements
  - Postage v courier
- Make it look professional
- Ask for feedback and use it to improve your next bid

# Make your bid stand out

- Put yourself in the evaluators shoes
  - May be one of 20 or more bids
- Clearly state your objectives
- Offer alternatives
- Sell yourself / your organisation
- Do not assume prior knowledge
- Avoid acronyms
- Make it interesting!!!

# Example of an evaluation scorecard

## Capability and Expertise

Criteria	Weighting (%)	Score Awarded	Total (W x S)
Demonstrates up to date knowledge	25	3	75
Evidence of recent relevant experience	10	4	40
Do they have the necessary policies in place		1	30
Is Quality Improvement integrated?			
TOTAL	100		

# Any questions

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