

## **DRAFT**

### **Bid Writing & Presentations**

The gradual shift from public sector grants to contracts and the more recent reduction in commissioner numbers are having an adverse impact on specialist women's services. The process of commissioning services via competitive tendering has meant that women's organisations are now in competition with larger, often generic national charities and private sector organisations.

The size and complexity of competitive procurement processes and increasingly larger value contracts are squeezing out smaller organisations. To be successful women's organisations are having to work together either as partnerships or consortia.

This workshop will demystify the procurement process and provide you with the tools you need to improve your success in writing bids and winning tenders. Learning will include: group work, discussion and interactive exercises.

By the end of the workshop participants will have a better understanding of:

- The procurement process
  - Models
  - Finding opportunities
  - PQQs
  - Scoring bids
- Preparation and planning
  - Internal – processes and systems (credibility, credentials, evidencing, business continuity)
  - External – networking, research, involvement in strategic groups
- what makes a quality bid
  - understanding requirements
  - quality of the writing
  - answering the questions fully
- successful presentations
  - preparation
  - confidence & content