



## Winning Public Sector Contracts

### Objective

A one day training course for delegates who represent providers bidding for public sector contracts.

### Content

#### Procurement in the Public Sector

- Understanding the procurement cycle
- Legislation influencing procurement
- An outline of the EU procurement process

#### Understanding the common routes for tendering

- The open process
- The restricted process
- The negotiated process
- The competitive dialogue process
- The “pros” and “cons” from the tenderer viewpoint

#### Tendering for public sector projects

- Qualifying the opportunity before bidding
- Completing the PQQ to achieve shortlisting

#### The Invitation to Tender (ITT)

- The ITT Process
- The ITT documents
- Creating the bid team
- The “Do”s and “Don’ts” of the tendering process

#### Responding to the ITT

- Structuring our bid submission
- Pricing our service/solution
- Presenting to best effect

#### Evaluation meeting & Presentations

- The evaluation process
- Conduct of evaluation meetings and presentations

#### Contract negotiation

- The negotiation cycle
- Ground rules for negotiation
- Achieving the “win/win” situation

#### Conclusions & Questions

### Format

This is an interactive session that includes presentation, discussion, practical examples and case studies. All delegates will receive a comprehensive delegate handbook and supporting CD.

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