



Bid Response

Description:

A key factor of being awarded a contract is the ability to produce a 'winning' Bid Response. This will be driven by the effectiveness of the Bid Team, their structured approach to identifying what the customer wants and their ability to demonstrate compliance relating to Time, Cost and Performance.

This module provides an overview of the Bid Response process, addressing the preliminary work (before receipt of bid) and the specific activities (after receipt of bid). The module will also look at how to extract the requirements of a bid (Requirements Capture) and the necessary structure of the response.

Aim:

To enable Project Personnel to effectively contribute to a Bid Response activity.

Duration:

2 hours.

Pre-Requisites:

None.

Designed For:

Project Staff/Project Support Staff (not Project Managers).

Module Content:

The module covers the following topics:

- Identifying the Bid Team
- Establishing a work location
- Setting up an IT infrastructure
- Documentation development and management
- Tender evaluation and identification of KPIs
- Content of the response (Requirements, compliance, schedule)
- Post Bid activity