

The NHS is changing rapidly. The development of World Class Commissioning, the introduction of new Provider Organisations and the competitive tendering of services are putting increasing pressure on NHS managers and clinicians. This workshop is purpose designed to meet the current needs of managers and clinicians who find themselves involved in tendering within the NHS.

Get the skills and knowledge you need to create a successful tender bid for your organisation.

A highly structured, hands-on, practical, one-day course on creating an NHS tender bid with the maximum chance of winning. It is aimed directly at NHS departmental, divisional, service and directorate managers and clinicians who would like to extend their understanding of this complex area.

The course is designed to be highly participative, combining presentation and group discussion with individual and group exercises.

Programme

The workshop will cover:

- Sources of information
- Conflicts of interest
- Types of tender
- NHS Collaborative procurement hubs
- Expressions of Interest, Pre-Qualification Questionnaires and Invitations to Tender
- Invitation to Participate in Dialogue
- Organisation capabilities and creating a multi-disciplinary team

The course is lively and informal with plenty of time for questions. Practical examples of direct relevance to service managers are used throughout. A comprehensive set of handouts and exercises are provided together with a full background-reading list.

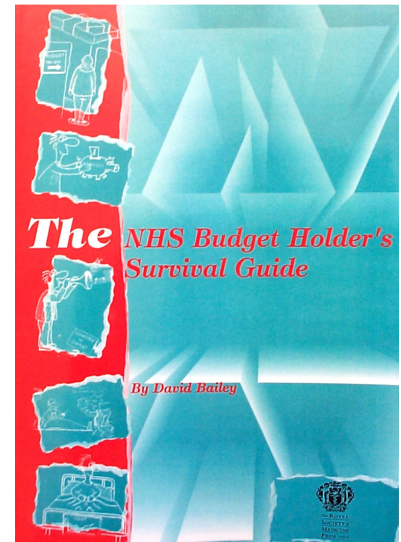
Objectives

By the end of the course, participants will be able to:

- Identify tenders to which they should respond
- Identify potential conflicts of interest
- Complete Pre-Qualification Questionnaire (PQQ) documentation
- Complete Invitation to Tender (ITT) documentation
- Participate in competitive dialogue
- Identify the skills required in their team

About the workshop leader

David Bailey is a qualified Chartered Certified accountant with over twenty years experience in the NHS in acute, primary care and mental health settings. His specialist area is explaining complex financial concepts in ways that everyone can understand. He is author of the best-selling book *The NHS Budget Holder's Survival Guide*, published by the Royal Society of Medicine Press. His clients have included the Royal College of Nursing and the NHS General Management Training Scheme. He has successfully trained thousands of NHS staff and is well known as a provocative, lively and entertaining speaker.



Timetable

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| 9:00 | Coffee |
| 9:30 | Start (Welcome, domestics and Introductions) |
| 9:45 | Tenders |
| 11:15 | Break |
| 11:30 | Pre-Qualification |
| 1:00 | Lunch |
| 1:45 | Invitation to Tender documentation |
| 3:15 | Break |
| 3:30 | Teams and Dialogue |
| 4:30 | End |