

Funded by the North West Regional Development Agency & developed by
Voluntary Sector North West in partnership with Greater Merseyside
ChangeUp's Tendering & Procurement Support Project (TaPS)

Are you ready to tender?

Greater Merseyside ChangeUp's Tendering and Procurement Support Service (TaPS), in partnership with Voluntary Sector North West has produced a series of Training Courses to help ensure that you are 100% ready to tender.



Course Details

Introduction to Procurement: Demystifying the Tendering Process

This course is designed to provide third sector organisations with an overview of the procurement process, including where to source relevant tenders/bids and grants, the importance of capacity building, twenty golden rules to adopt when tendering, what documents are important at pre-qualification stage, tender writing styles and how procurement bodies evaluate tenders.

Delivered by: Tender Management Consultancy

Cost: Free

Duration: One Day

Who should attend: Staff from Third Sector organisations in the North West who need to know more about the procurement process.

Writing Winning Tenders

This course will look at the essential skills involved in writing tenders, including identifying potential contracts, deciding whether to bid, writing an initial response, costing your project, demonstrating value for money and making tenders stand out. The course will include case studies and practical demonstrations of useful tools and techniques.

Delivered by: Tender Management Consultancy

Cost: Free

Duration: One Day

Who should attend: Staff from Third Sector organisations in the North West who are or will be asked to write tenders as part of their role and would like to enhance their skills.

Demonstrating Environmental Compliance

Future public sector contracts need to show how third sector bodies are working to reduce their impact on the environment. This introductory seminar will prepare third sector bodies for the challenges associated with implementing an Environmental Management System (EMS) and a commitment to carbon reduction initiatives.

Delivered by: Groundwork Trust

Cost: Free

Duration: One Day

Who should attend: Staff from Third Sector organisations who would like to know more about environmental management system issues and how they could impact on their organisation.

Surviving Contracts

This course will provide third sector organisations with everything they need to know about bidding for and negotiating contracts between third sector organisations and public sector agencies. It will focus on practical and organisational issues, and emphasise the importance for all parties to fully understand the nature of the changes involved in negotiating and managing contracts. Participants will each receive a copy of course tutor, Alan Lawrie's well respected guide 'Surviving Contracts'.

Delivered by: Mellor & Lawrie Management

Cost: Free

Duration: One Day

Who should attend: Staff from Third Sector organisations in the North West who are, or will be involved with negotiating contracts with partner agencies and would like to enhance their skills.

Level 2 Introductory Certificate in Purchasing and Supply (CIPS2)

The Level 2 Introductory Certificate in Purchasing and Supply qualification is a stand-alone qualification, taking a minimum of 20 guided learning hours. This two day course has been developed in order to cover the basic principles of purchasing and supply. It is one unit, consisting of four elements: The role and scope of purchasing; Systems and procedures in purchasing; Working with suppliers; The importance of purchasing contracts.

Delivered by: Liverpool Chamber of Commerce & Industry

Cost: £50 deposit (returnable on completion of the course)

Duration: Two Days (participants must attend both days **AND** CIPS2 exam. Exam dates tbc)

Who should attend: Staff from Third Sector organisations in the North West who need to know more about the procurement process.

Masterclass in Strategic Commissioning

This strategic programme provides an in-depth but highly practical introduction for third sector staff to the commissioning of services and products with and from third sector organisations. The course aims to increase participants' knowledge and understanding of commissioning, the strengths and weaknesses that the third sector offers, and the processes that can be adopted to encourage and sustain third sector developments that meet the demands of national, regional and local statutory agencies. The course has been developed from a programme that was commissioned originally by the Improvement and Development Agency (IDeA) as part of the Cabinet Office Third Sector programme. The content of the programme integrates the elements of the commissioning cycle with the Office of the Third Sector commissioning principles, the Third Sector Compact and the various national and local government commissioning processes including those in health, education, welfare benefits and criminal justice systems.

Delivered by: The University of Central Lancashire

Cost: £50 deposit (returnable on completion of the course)

Duration: Five Days (must attend all days)

Who should attend: **Senior Management level infrastructure** Staff from Third Sector organisations in the North West who want to increase their knowledge and skills relating to commissioning and how it relates to the third sector.

The above courses are offered on a range of dates in a variety of venues across the North West. Details of dates and venues can be found on the North West Tendering & Procurement Training Calendar overleaf.

To reserve a place on any of the above training courses please complete a booking form and return it to **Linzi Sadler, Greater Merseyside ChangeUp** at the following address: linzi@changeupmerseyside.org.uk .

This course is open to Third Sector organisations operating in the North West

North West Tendering & Procurement Training Calendar

May 2010

Course	Date	Location
Level 2 Introductory Certificate in Purchasing and Supply (CIPS2) Two-day course (plus attendance of exam - date tbc)	Tuesday 4th & Wednesday 5th	Wigan Investment Centre, Wigan
Level 2 Introductory Certificate in Purchasing and Supply (CIPS2) Two-day course (plus attendance of exam - date tbc)	Monday 17th & Tuesday 18th	Wigan Investment Centre, Wigan
Surviving Contracts	Tuesday 18th	Salvation Army, Preston
Introduction to Procurement: Demystifying the Tendering Process	Monday 24th	Salvation Army, Preston
Surviving Contracts	Tuesday 25th	St Thomas Centre, Manchester
Introduction to Procurement: Demystifying the Tendering Process	Thursday 27th	Friends Meeting House, Manchester

June 2010

Course	Date	Location
Introduction to Procurement: Demystifying the Tendering Process	Thursday 3rd	The Gateway Centre, Warrington
Writing Winning Tenders	Tuesday 8th	The Gateway Centre, Warrington
Writing Winning Tenders	Thursday 10th	St Thomas Centre, Manchester
Masterclass in Strategic Commissioning Five-day course	Tuesday 15th— Thursday 17th (and Tuesday 6th & Wednesday 7th July)	UCLAN, Preston
Demonstrating Environmental Compliance	Wednesday 16th	Huyton Churches Training Services, Liverpool

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