

# QUICK GUIDE TO TENDERING SPEND OF ANY SIZE FOR OUTSTANDING RESULTS

	Design	Plan	Source	Review	Award
Consider	<p>What is the desired outcome?</p> <p>Does the purchase support strategic goals?</p> <p>What are the risks of getting the decision wrong?</p> <p>What is the budget?</p>	<p>Consider the resources needed to support the process from one person to a team</p> <p>Develop a plan and a realistic timeline to complete all activities needed based on value of the purchase</p>	<p>Are you best placed to judge who can deliver the best result for the business?</p> <p>What suppliers (including conventional options) might be able to meet requirements?</p>	<p>Consider objective tender scoring criteria?</p> <p>Consider whether a negotiation phase with one or more suppliers needed</p> <p>Consider whether presentations are needed</p>	<p>Consider any contractual &amp; negotiation requirements</p> <p>Consider terms &amp; risk management requirements</p>
Do	<p>Determine the value / cost of making the decision and set aside time to make right decision</p> <p>Agree a level of administrative rigour and discipline that is appropriate for the budget</p> <p>Map out the process to be used from a call around to formal process with tenders &amp; presentations</p>	<p>Identify resource(s) needed to run process</p> <p>Identify key tasks and determine realistic timeline appropriate to the purchasing decision</p> <p>Capture key details relating to the process in a fit for purpose plan</p> <p>Kick-off the tendering process</p>	<p>Identify suppliers capable of providing goods / services being sought</p> <p>Confirm interest in participating in a tender</p> <p>Develop fit for purpose tender documentation including business requirements and/or a problem description</p> <p>Issue documents to participating companies &amp; answer questions as needed</p>	<p>Ensure there is a standard scoring mechanism for bids (price only, price + other criteria etc.)</p> <p>Circulate responses to team for review or delegate review and arrange presentation on review outcomes by nominated team member</p> <p>Arrange presentations from shortlisted suppliers if needed</p>	<p>Inform supplier(s) of outcome and where relevant any next steps</p> <p>If a contract is required to cover deal, draw it up on tenderer's terms where possible</p> <p>Agree dispute mechanisms, delivery timelines, contract duration and any final pricing and quality considerations</p> <p>Conclude process by informing unsuccessful participants</p>
Get	<p>Clarity on your reason for buying</p> <p>Alignment of decision to business strategy</p> <p>Process to deliver successful outcome</p>	<p>Appropriate level of resourcing</p> <p>Clear plan to achieve tender objectives</p>	<p>Potential participants in process (including contingency options)</p> <p>Problem / requirements description &amp; tender documentation issued</p>	<p>Clear scoring system that supports selection of best bid(s)</p> <p>A report leading to a decision on best supplier(s)</p> <p>Select supplier(s)</p>	<p>Agreed contract / deal with agreed terms and strong risk management mechanisms to govern delivery and supplier relationship</p>