INTRODUCTION
FUNDAMENTALS OF BIDDING

- Introduction to bidding
- The roles and responsibilities of the bid team
- The context of bidding
- The bid and proposal process

MODULE ONE
THE CONTEXT OF BIDDING (PART 1)

- General background to bidding and how it fits into the business development cycle and how relevant it is to the organisation
- Approaches to bid/proposal preparation
- How opportunities/pipeline activities are tracked

MODULE TWO
ROLES & RESPONSIBILITIES OF THE BID TEAM (PART 1)

- The roles and responsibilities required for the business development cycle, including bid managers, proposal management, writers, document managers, graphic and knowledge base managers

MODULE THREE
THE CONTEXT OF BIDDING (PART 2)

- Capture planning and further detail on the end stages of the BD Lifecycle
- Bid / No bid decision making – gate stages
- Customer engagement and capture planning
- Competitive tendering and presentations

MODULE FOUR
ROLES & RESPONSIBILITIES OF THE BID TEAM (PART 2)

- The bid and proposal coordinator’s role and the importance of communication
- How roles change when bidding as a consortium

MODULE FIVE
BID/PROPOSAL PROCESS (PART 1)

- Overview of bid preparation process and schedule, creating a schedule and Clarification Questions (CQs).
- Follow a detailed proposal from opportunity qualification/Request for Information (RFI) stage, solution development, bid resource allocation, proposal writing and development, production and submission

MODULE SIX
BID/PROPOSAL PROCESS (PART 2)

- Managing the process, meetings, workshops, tracking progress and time management
- Use supporting templates and procedures, ensuring necessary steps, reviews and signatories are planned prior to proposal submissions

MODULE SEVEN
PROPOSAL DEVELOPMENT (PART 1)

- How to use bid software to compile electronic submissions and understand how e-portals work
- How to assist in the dissection of a bid (inc. capture planning information) and identify both good and bad practice
- Customer key issues and win strategy for individual proposals

MODULE EIGHT
WRITING AND EDITING

- Core bid writing and editing skills
- Methods to create bid and proposal documents
- Improving documents through the drafting process
- AI and software tools eg. Grammarly, Hemmingway Editor, ChatGPT

MODULE NINE
PROPOSAL DEVELOPMENT (PART 2)

- Bid writing style guides and incorporating win strategy, reviewing, proofreading, formatting, publishing, printing and uploading
- Pricing positioning and how to best describe cost vs. price vs. value
- Contract management and key areas for risk and mitigation of contracts
- Handling data, confidentiality, data protection, competition law, relevant business commercial policy

GATEWAY READINESS AND END POINT ASSESSMENT

PREPARATION FOR END POINT ASSESSMENT

- Knowledge Test - 6 questions comprising of 5 essay-style questions and 1 practical written assessment
- Professional Discussion - Structured discussion with an independent assessor based on a portfolio of evidence

MONTHS FIVE TO NINE PROJECTS

- Practical Demonstration of Coordinating a Bid
- Knowledge Management System (Bid Library) Review and Improvement

LIVE TUTOR LED SEMINARS FOR EACH MODULE PLUS 1-2-1 COACHING SESSIONS

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