



MODULE ONE THE CONTEXT OF BIDDING (PART 1)

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

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 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 EIGHT 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

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 NINE KNOWLEDGE MANAGEMENT

- What the term 'knowledge management' means
- What information and data is expected to be stored under a knowledge management framework
- How to implement and manage a knowledge management plan effectively

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 TEN PRACTICAL BID ROOM ASSIGNMENT

- A role play scenario-based module that simulates the bid preparation process

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

GATEWAY READINESS AND 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

