

Bid Reference Guide - Table of Contents

SECTION 1

GUIDE INTRODUCTION

GUIDE ORGANISATION

SECTION 2

THE BID CYCLE

THE BID CYCLE

Opportunity Discovery Phase

Information Capture

Proposal Preparation

Negotiation & Fulfilment

Post Bid Review

Drill Down View of the Bid Cycle

SECTION 3

BID TEAM COMPOSITION

BID DECISION MAKERS & TEAM MEMBERS

Senior Bid Team Members

Specialist Bid Team Members

Bid Authority Hierarchy

REVIEW TEAMS

Pink Team

Blue Team

Orange Team

Red Team

Gold Team

SECTION 4

CENTRALISED BID MANAGEMENT & COLLABORATION

CENTRALISED BID MANAGEMENT

THE WAR ROOM

What is a Bid War Room?

The War Room Today

BID COLLABORATION CENTRES

What is a Bid Collaboration Centre?

The BCC Information Jigsaw

The BCC Team

BCC Dynamic Information Flows

SECTION 5

SUBMISSION TYPES

SUBMISSION TYPES

Expression of Interest (EOI)

Registration of Interest (ROI)

Request for Application (RFA)

Request for Documentation (RFD)

Request for Information (RFI)

Request for Proposal (RFP)

Request for Quotation (RFQ)

Request for Tender (RFT)

Order of Publication

PROPOSAL APPLES & ORANGES

TENDER TYPES

Open Tender
Selective Tender
Restricted Tender
THE X - Y TRADE-OFF
When is the Best Time to Ask about the X-Y Ratio?

SECTION 6

THE PUBLIC SECTOR TENDER PROCESS

GOVERNMENT TENDER STAGES – OVERVIEW LEVEL
Stage 1 – Requirements Definition
Stage 2 – Progress Reporting & Soliciting Internal Feedback
Stage 3 – Briefing & Soliciting Ideas from Industry
Stage 4 – Incorporation of Ideas & Feedback
Stage 5 – Notify / Release / Promote
Stage 6 – RFX / EOI Briefing
Stage 7 – Evaluation & Respondent Presentations
Stage 8 – Announcement & Debrief

SECTION 7

THE TENDER EVALUATION PROCESS

THE EVALUATION PROCESS
The Evaluation Process
Planning & Setting the Tender Evaluation Criteria
Tender Response Receipt
Tender Opening Process
Basic Compliance Testing
A Closer Look at Typical Milestones
Key Elements of the Evaluation Process
Early Closure
Access to Expertise
Disqualification during the Evaluation Period
The Lowest Priced Compliant Submission
Probity
Questions
Evaluation Weighting
Standard Government Numeric Scoring System
Overall Rating
Vendor Positioning Summary

SECTION 8

RFT SECTION STRUCTURE & CONTENT

RFT SECTION STRUCTURE & CONTENT
Front Matter
Direction / Portfolio Fit
Positioning
Compliance & Alternatives
Solution
Project Management
Capabilities
Professional
Pricing
Commercial
Annexure
RFT Audience Matrix

SECTION 9

PROPOSAL DEVELOPMENT GUIDELINES

PROPOSAL DEVELOPMENT

What is a Proposal?

What should a Proposal Present?

CUSTOMER CENTRED PROPOSALS

Customer Centred versus Self Centred Proposals

Addressing the Entire Audience

THE MOST COMMON PROPOSAL MISTAKES

THE KEYS TO PROPOSAL SUCCESS

STORYBOARDING

Sample Extract Storyboard Worksheet

PROPOSAL WRITING METRICS

Measures

What is Boilerplate Text?

The affect of Boilerplate Text on Page Production Statistics

Other Factors affecting Page Output Rates

SECTION 10

DEVELOPING A BEST VALUE PROPOSITION

BEST VALUE PROPOSITIONS

What is the Definition of a Best Value Proposition?

The Common Mathematical Representation of a BVP

The Value Proposition

Key Definitions

The Step-by-Step Approach to Developing a Value Proposition

Step One – Developing a Set of Themes

Step Two – Define the Themes

Step Three – Customise the Theme Set

Step Four – Determine Appropriate Measures

Step Five – Financial Mathematics

Step Six – Benefit Linkages

SECTION 11

BID DECISION MAKING

BID / NO BID DECISION MAKING

Decision Elements

Additional Government Specific Decision Considerations

Decision Categories

Decision Support Tools

Decision Tool Development Advice

Scoring