

## Classroom

### NECI's Signature Seminar Features

Each course is classroom based and delivered workshop-style to encourage maximum interaction and participation.

Signature Seminars are flexible providing coverage of a wide range of topics within a timeframe that suits your organization.

A senior instructor will consult with your organization in advance to understand the key issues and focus areas for your group, incorporating these into customized exercises and activities to practice key learning outcomes.

An evaluation report is provided to the course organizer showing the participant ratings and feedback – a great way to confirm the value received through the training session.

#### Contact Us

To learn more about what NECI could do for your organization, please contact us:

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## Preparing Bids and Proposals: A Supplier's Competitive Edge

### Course Description

Are you tired of wasting time and resources submitting proposals and bids that don't win you the contract? Do you find procurement processes daunting or difficult to understand?



In this one-day course, we'll review the critical court decisions that have shaped legal obligations for those responding to an RFP or tender process as well as the obligations of the purchasing organization. We will look at why it is important to get involved in prequalification and how you can use debriefings to help you improve your next proposal or bid.

You will learn how to strategically assess procurement opportunities, develop a go/no-go process for deciding which contracts to bid on, and review the key elements of preparing a winning response. This course will alert you to the most common errors that bidders make, and what the purchasers are really looking for during the evaluation process.

We will also review the remedies that are available to you if you feel you haven't been treated fairly during an RFP or tender process, and explore both the legal and practical implications of challenging the contract award decision.

### Topics

- Identifying opportunities and making a go/no go decision
- Preparing a proposal/bid
- Common errors in bids and proposals
- Contracting methods – when and how each is used
- Why it makes sense to get involved during prequalification stages
- Competitive contracting law, including Contract A and Contract B
- Duties and obligations of the purchasing organization and the bidder
- Options if you feel you have been treated unfairly during a competitive process

### Learning Objectives

- Discuss factors to consider when deciding which contract opportunities to bid on
- Identify the defining characteristics of each competitive contracting method
- Practice pinpointing what information and format to use when preparing your proposals
- Develop approaches to avoid errors in bids and proposals
- Practice preparing proposal response sections based on stated evaluation criteria
- Discuss how prequalification processes and debriefing can be valuable to you
- Recognize the key laws, duties and obligations that surround competitive contracting processes
- Review the options available to challenge a competitive process
- Identify common errors in bids and proposals and how to avoid these slipups
- Identify options available to challenge a procurement process decision