

MEMBERSHIP PACKAGES for 2017

TfC Membership was designed to provide its members with easily available direct access to tendering and procurement skills, knowledge and expertise at a fraction of the cost of employing a similar expert full-time. Over the past ten years Membership packages and other services have been developed to meet the needs of companies and organisations in the health and social care sectors to enable them to tender effectively for public sector contracts.

Whilst there are numerous tender writers, trainers for tendering courses and procurement consultants out there, TfC brings everything together:

- News about the procurement environment – what government and local authorities are saying, case law, tendering hints and tips, etc.
- Telephone, skype and email help –to deal with your problem or query.
- Information about Tenders – twice weekly we provide details of tenders published so we always know about the latest trends in SQ and Method Statement Questions.
- Tender Review enables you to have your tender(s) reviewed before being submitted; or to understand why a previous tender failed, including lessons from feedback.
- Meetings with staff teams, either face to face or by telephone conference/or webinar to discuss strategy, corporate structure, or any other tendering related matters.
- Tracking your credit ratings with the three most frequently used agencies thereby helping to ensure that you always pass this gateway question; often scored on a strict pass/fail basis.
- Pre-paid consultancy – can be used for a range of purposes, including tender authoring, an “on-call” backup service for busy tendering departments and/or easily available expertise for those with no experience of tendering.

What is special about TfC

TfC is the only tendering information and consultancy provider which specialises in Health, social care, GP and medical services tenders. This specialist, expert knowledge gathered from working on bids and tenders over many years ensures that providers in these areas receive specialist the help which they require to win public sector contracts.

TfC services are designed to meet the needs of providers tendering for all types of public sector service contracts in the Health, Social and Medical Care sectors and other related professional services, including services for GPs and GP consortia as providers as well as commissioners and purchasers of services.

Membership of TfC provides cost effective access to a range of support services.

Membership may be purchased for single or packages of services in order to meet your requirements. Price reductions are available to Members at Gold or Platinum Levels with an annual turnover of less than £3 million.

In addition, we offer

Significant discounts to TfC Members when attending our open training courses, and also when purchasing consultancy services and other products from TfC.

Tendering Support for Providers of all types of Care Services

– Details of Membership

January 2017

Tendering for Care (TfC) helps companies and charities to tender successfully for public sector contracts and grants. We provide training courses, help Members to write successful bids and tenders, and provide a range of support services which address all aspects of tendering and procurement. We specialise in working with providers of all types of health, social and medical care, GP practices, GP consortia and associated professional services, housing associations, etc. Our services have a proven track record in helping a wide variety of Members to tender successfully. Members range in size from an annual T/O of £250,000 to that of £200 million. The service builds on 10 years' experience in providing a similar, but paper-based service for Further Education, Colleges and Universities during the 1990s and working with ESF I the early 2000s. Technology applications have enabled TfC to provide its current range of services for providers since the Summer of 2006. We aim to help our Membership with the information and support which they need to gain and maintain their competitive edge and tender successfully for public sector contracts.

What does TfC Membership Offer?

A set of flexible, tried and tested tendering and procurement support packages. Each package offers expert, specialist information and support for the preparation of successful tenders by providers across our target sectors. Members may select from a structured menu based set of subscription packages; either an individual service or a combination of services, as best meets their particular needs.

Individual Subscription Services

1. upDATE and Staying Ahead

Tendering and procurement is a rapidly developing environment at a number of levels and upDATE and Staying Ahead are designed to ensure that Members are aware of the latest trends and issues in matters relating to tendering and procurement. The two-weekly e-journals are emailed to Members each Monday for 50 weeks of the year.

We monitor and provide news from a wide range of sources. Our members tell us that this is a unique and highly valued resource which has contributed significantly to their capacity to tender effectively. These are specialist e-journals for providers involved in tendering and procurement.

upDATE is designed to keep Members informed of what is happening at national level. Includes National government strategies, plans, decisions taken, supply chain opportunities and more.

Staying Ahead provides hints and tips for successful tendering, notes on problems and concerns raised by Members, information on procurement related court judgements in the UK and Europe together with technical information relating to tender preparation.

Key developments to watch are:

- a) Changes in the law; case law; new regulations interpreted for busy managers.
- b) Links to EU and Government policy documents.
- c) Potential opportunities, particularly those arising from the implementation of supply chain purchasing.
- d) The development of collaborative working, competition law and consortium formation including sub-contracting.

Annual subscription – £120 + VAT (£144).

"We do not know of any other source which provides this valuable information"

2. TfC Helpdesk

The Helpdesk is available throughout the year, providing help, information and reports by email skype and/or telephone on any matter relating to tendering and procurement. Please note that responses are for guidance purposes only. Whilst we are happy to give initial general legal direction and indicate where further legal matters might usefully be pursued, we are not lawyers and do not provide legal advice. Telephone consultations must be booked in advance. This service does not provide model documents or templates. Upon registration, the organisation is asked to identify one individual who may send and receive queries

Price for a block of 10 queries – £600 + VAT (£720)

Blocks may be purchased either singly or in sets and then topped up when the full number of queries have been used.

"It is so comforting know that you are there when we need help and advice with our tenders"

Combination Packages

3. Silver Membership provides:

Selected calls to tender in your chosen operational or specialist areas.

Tenders are usually sent before 9am on Friday and Monday mornings for 52 weeks of the year. We provide a focussed service which avoids busy managers having to sift through large numbers of tenders on a daily basis. This feature has been highly valued by our Members over the years.

- **You will receive calls to tender in your operational or specialist areas** (e.g. day services, domiciliary care, primary care, children's services, elderly people, dementia care, nursing, etc.) as published in the OJEU. We can include calls from Ireland. The information will include all Open, Restricted, Framework and Negotiated calls, PINs, DPS and Competitive Dialogue calls. Typically, these calls are for tenders for contract values more than the OJEU threshold of total value £625,050. The 2015 Public Contracts regulations require all social care contracts with a total value more than this figure to be published in the OJEU. Currently about 45% of these tenders are published in this way.
- **You will also receive calls to tender below the £625,050.00 threshold published** by up to Five named English Localities in your chosen operational and specialist areas. These tenders follow the rules for the Light Touch Regime and may be published on portals or in a variety of other places. We will monitor all these sources for you.

[If you wish to monitor more than 5 English Locality areas please see Note A below];

This level of Membership also includes:

upDATE and Staying Ahead, as described in 1. above, and the quarterly journal **ROUNDup**.

Annual subscription – £450 + VAT (£540)

Calls to tender and grant notices are sent to up to three email addresses which you specify. For Members with several branches or a Group structure requiring additional email addresses the Annual subscription will increase by £250 + VAT (£300) for each additional address.

4. Gold Membership provides:

All of the benefits of Silver Membership plus:

- **Selected calls to tender** published in your chosen operational or specialist areas across the UK, Ireland, (you may select the countries in which you are interested). [For example, if you have selected domiciliary care as one of your specialist areas, you will receive all tenders published in your selected countries.] This service is ideal for providers who are interested in tenders published over a wide area, or in more than one Locality.
- **Selected calls to tender** below the £625,050 threshold published by the public sector purchasers (Localities, CCGs, NHS, etc.) in your chosen operational or specialist areas across your selected countries.
- **Priority places** at TfC Training Workshops and Briefings. These will address matters such as – Increasing your PQQ score; Understanding Public Sector Tendering; Due Diligence for Tendering; The Principles of Tender Pricing; Preparing Successful Tenders, etc. Places for Gold and Platinum Members will be available at a discounted rate.
- **Priority places** at our Members only webinars;
- **Tender Reviews to provide support and advice relating to the preparation of four tenders per year.** This service provides a dummy appraisal of the draft tender documents, as

prepared by the Member. Our response will mirror that of actual tender appraisal and will include suggestions as to how the tender might be improved. Tenders may include Open tenders, SQs, Method Statements and responses to invitations to tender within a Framework.

- **Up to two skype mentoring meetings** to discuss any aspect of your approach to tendering. Typically, these meetings last for up to 1.5 hours and are for up to four people. We are happy discuss past or current tenders and organisational strategy for improving your public-sector tendering success.
- **Lessons from feedback.** A highly individual service based on feedback from failed tenders. Send us your feedback reports and we will help you to interpret comments along with suggestions for action by your company/organisation and how future tenders might be improved.
- **Help with Consortium formation.** Competition Law is now being applied to Health and social care contracts. Breaching competition law can result in a fine of 10% of the annual income of an organisation as reported in their most recent accounts. It is essential that providers work within the law and also undertake due diligence checks when considering joining a consortium formed by others. TfC is well qualified to help with these aspects.
- **Credit Tracker Service.** Credit ratings are now becoming a gateway question. If not satisfactory, then the tender is immediately excluded. The TfC Credit Tracker Service tracks your reports by the three most frequently used agencies and informs you of any change in reporting or status.

Annual subscription – £2,560 + VAT (£3072).

Calls to tender and grant notices are sent to up to three email addresses which you specify. For Members with several branches or a Group structure requiring additional email addresses the Annual subscription will increase by £250 + VAT (£300) for each additional address.

"We have won 7 out of a possible 9 tenders on offer from Supporting People. Many thanks for all your help in guiding us from what were PQQ difficulties to such a huge and significant win for our organisation I think this is evidence enough of the huge impact you have had on us".

5. Platinum Membership provides:

A cost-effective approach to successful tendering delivered by specialists who are experts in their field.

Platinum Membership has been structured in response to demand. It provides the re-assurance that support services and backup are always available as and when needed. This level of membership has become extremely popular and is designed for:

- Those who do not employ tendering specialists and is especially useful as an "on-call" backup service.
- Busy Business Development Staff as the pressures of tender preparation bite and the competition increases.
- Consortia where the preparation of tenders might be complex and require additional preparation work and agreements to be put in place.

You will receive all the benefits of Gold Membership plus:

Six pre-paid consultancy days which can be used to address any tendering or procurement matter. These may be used for a range of purposes which include, but are not limited to:

- SQ preparation;
- Method Statement writing;
- Specialist research and reports for corporate and strategic planning;
- Participation in staff discussions, meetings and conferences;
- The use of webinar technology for remote attendance at meetings and discussions;
- Support for the challenging of purchasers' decisions, including drafting letters;
- Expert investigation of procurement compliance related matters;
- Help regarding public sector contracts.

Annual Subscription – £5,760 + VAT (£6912)

*"Your tender was a masterclass in how a tender should be written"
(Feedback from a purchaser regarding a successful tender written by TfC)*

NOTE A

Silver Members may extend the service to meet their changing requirements. The standard service includes information on "calls to tender published by up to five named Localities in England are as identified by the Member". Additional Localities in England can be added to the basic five in blocks of up to 10. Each additional block incurs an additional annual fee.

Fee for each additional block of 10 Localities – £50 + VAT (£60)

For Silver Members wishing to cover all English Localities and PCTs in England we are able to provide **full coverage for a fee equivalent to 5 additional blocks – £250 + VAT (£300)**

NOTE B

For Members wishing to target specific Localities in England we can produce in-depth reports on those selected. These reports will depend on available information. We will, for example look for information such as:

- level of involvement in e-procurement and in e-auctions;
- where available, details of current contracts, their values and when the contract periods end;
- any recent contracts awarded or Frameworks completed;
- any available information on procurement strategy;
- any notices giving prior indication of intention to procure services in the near future, typically within the next 6 months.

Fee for in-depth reports – £400 + VAT (£480) per Locality. (Note. This fee cannot be discounted)

Tendering for Care Membership Registration

Company/Organisation

Address

.....

..... Post Code.....

Main Contact/Recipient name

Telephone Fax.....

Main Contact email address.....

NB. Silver, Gold and Platinum memberships provide for up to Three recipients of emailed Information and Updates. The fee for each additional recipient is as set out below. Please list ALL recipients in section **D**.

Please supply services and information at the Level(s) indicated:

upDATE & Staying Ahead£120+VAT=**£144** £.....:.....

Helpdesk£600+VAT=**£720** £.....:.....

VEAT Notices Only£200+VAT=**£240** £.....:.....

VEAT Notices+upDATE or Silver .£100+VAT=**£120** £.....:.....

Silver£450+VAT=**£540** £.....:.....

Additional blocks of Localities

Please complete **C**. below _____ £.....:.....

Gold.....£2560+VAT=**£3072** £.....:.....

Platinum£5760+VAT=**£6912** £.....:.....

Additional email recipients @£250+VAT=**£300** _____ £.....:.....

Please complete **D**. below _____ £.....:.....

Total £ _____ : _____

Please make sure that you complete the Tables and other details on the next page as appropriate

A. For Silver members only	
Please identify up to FIVE Localities in England from which you wish to receive details of calls below the value of £156,442	

B. For Silver / Gold / Platinum members	
Please identify up to FIVE Operational or Specialist Areas for which you wish to receive details of calls. (e.g. independent living, primary care, dementia, GP out of hours, physiotherapy, etc.)	Please identify up to SIX countries in which you are seeking opportunities (e.g. England, Scotland, Wales, named European states, USA, Australia, etc.)

C. Additional Service available for Silver Members

In addition to the 5 Localities named in A.above you may wish to receive calls issued by other English Localities. You may add these in blocks of up to 10 @ £50+VAT per block per annum. To cover ALL English Localities the additional fee is £250+VAT per annum.

Please add Localities as follows:

- None
- One Block£50+VAT=£60
- Two Blocks£100+VAT=£120
- Three Blocks ..£150+VAT=£180
- Four Blocks£200+vat=£240
- ALL LAs.....£250+vat=£300

Block 1
1
2
3
4
5
6
7
8
9
10

Block 2
1
2
3
4
5
6
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9
10

Block 3

Block 4

1
2
3
4
5
6
7
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9
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1
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3
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5
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D. For Silver, Gold and Platinum members only

Email addresses of Recipients for Information and Updates

	Name	Email address
1		
2		
3		
4		
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11		
12		
13		
14		

We would like our Membership to commence on

Cheque enclosed for £ : in accordance with the selection(s) above.

Please Invoice. Email Address for Invoice

Our Order No..... We will pay by Cheque

We will pay by BACS

I/We confirm that I/we have read and accept the Terms and Conditions of Membership as set out below.

Signed..... Date

Name

Position.....

Terms and Conditions of Membership

1. **Membership.** Project Development and Support Ltd (the Company) will provide services to the Organisation (the Member) named on page 1 of this registration form on the basis of the Company's published paper entitled "Tendering for Care – Tendering Support for Providers of all types of Care Services– Details of Membership" (Membership Details). The Company reserves the right to revise Membership Details from time to time and undertakes to notify the Member within 14 days of any revision(s) with the proviso that any revision of membership fees will not take effect until the date of renewal of membership.
2. **Good Faith.**
 - a. Guidance, information or any other material (the Materials) provided by the Company to the Member is done so in good faith. The Member should take the necessary legal, financial and other relevant professional advice before placing any reliance or acting upon said guidance, information or other material or anything contained therein.
 - b. The Materials are provided to the Member for its own use only and must not be used by or onwardly transmitted by any means to a third party.
 - c. The Company does not provide any guarantee that any searches or monitoring activities will produce a 100% result from any or all Localities and/or the Member's stated Operational or Specialist Areas.
3. **Confidentiality.** The Company will keep and ensure that its personnel will keep the Member's confidential information (meaning any unpublished information relating to the Member's business plans finances technology or other know-how received during the period of membership) secret and confidential and not at any time for any reason whatsoever disclose them to a third party except as may be required by law. The Company's obligations under this clause will survive the expiry or termination of membership.
4. **Document Preparation.** In the event of constraints of time upon the Company for the preparation of documentation as described in the Membership Details under Additional Services, Note C, Platinum Members will take precedence followed by Gold and then Silver.
5. **Conflict of Interest.** Subject to clause 4. In fulfilling requests for the preparation of documentation the Company will seek to avoid any conflict of interest arising due to two or more Members requesting the preparation of documentation in respect of the same expression of interest application bid or tender.
6. **Fees.** Fees not paid at the time of registration are due for payment within 14 days of the date of the Company's invoice.
7. **Cancellation.** If membership is cancelled for any reason the Member will be entitled to a refund of the pro rata amount of their membership fee remaining from the date the Company receives notice of cancellation less an administrative charge of £96.00 (Inclusive of VAT).
8. **Copyright.** The Copyright of all material used or produced by the Company or transmitted to the Member for the Member's use will remain with the originator of such material other than where the Company prepares papers, expressions of interest applications bids tenders or other documentation for the Member when the Copyright will be vested in the Member or as the case may be.

December 2016

Additional Services

The following Notes relate to services that can be purchased by Members as needed as additions to the above Subscriptions.

NOTE C

Tender preparation / bid writing services can be purchased by Members at all levels provided that there is no conflict with the requirements of existing Platinum Members who will have priority.

Typically, an SQ takes up to 3 days to prepare. An Open tender or a Method Statement in response to an invitation to tender as a second stage or for inclusion in a Framework can take up to 5 days. Tenders for NHS services involving up to 75 questions can take longer. Responses to mini-tenders or RFQs for those who are within a Framework normally take less time.

Estimates / quotations can be prepared when we have had sight of the documents concerned.

NOTE D

Tender Reviews in addition to those included, or not as the case may be, in the various Membership packages can be purchased by Members at a discounted rate of £400 + VAT (£480)

The service includes the review of SQs, tenders and Framework applications but excludes Tenders for NHS contracts.

For reviews of tenders for NHS contracts **please contact us for a quotation**

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**We can also supply a wide range of Model policies and procedures.**

**For example:**

- An Environmental Policy Pack for establishing an Environmental Management System
- A Conflict of Interest Certification Pack for Directors and Trustees.
- An Equality and Diversity Policy and Appraisal pack

**Please contact us for details and prices**

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Please visit our website at www.tenderingforcare.com
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