

## Courses in blended learning 2013

Blended learning which brings together TFC's seven years of experience of delivering face-to-face classroom based training in tendering for Health and Social Care Contracts with well established, very effective online mentoring for those involved in tender preparation.

### The Courses

Four courses will be available as "open courses" from January 2013 and will be available for booking as "in-house" courses from February 2013. The "in-house" groups may be:

- for staff within a provider organisation;
- arranged by a CCG or infrastructure organisation;
- for informal groups of providers;
- for teams who work together to prepare tenders.

**Please NOTE: Confidentiality is important to us. This is maintained by delivering all mentoring sessions on a one-to-one basis, unless you request otherwise.**

This means that:

- students from various providers may attend the face-to-face course or attending an in-house course with those from other provider organisations book their mentoring sessions to be undertaken individually and in strict confidence;
- students from a single organisation, or teams preparing tenders together may undertake their mentoring sessions as a group.

### The Delivery Model and the Learning Outcomes for the four courses are as follows

#### 1. Essential Knowledge for Winning Health and Social Care Contracts – the answers are in the detail

The course will consist of three elements:

- A one day face-to-face course of learning;
- One mentoring for the preparation of each of two tenders (either PQQ or Method Statements) using telephone conferencing and remote working which enables both tutor and students to look at the same document online;
- Access to a web resource consisting of guidance documents, examples and checklists for self-assessment of future tenders.

How to incorporate the detail the purchasers want to see into your answers

Learning Outcomes – Students will learn how to:

- Interrogate the tender documents so that they have a full understanding of the purchasers' requirements;
- Identify the details which necessary in order to construct a good answer;
- Present evidence including outcome measurement;
- Develop a performance measurement framework which demonstrates traceability;
- Demonstrate how value will be delivered for both the provider and purchasers;
- Establish a Contract Management system Terms of Reference.



## 2. Challenging the Decisions Made by the Purchaser

The course will consist of three elements:

- A one day face-to-face course of learning;
- Two mentoring sessions to consider potential challenges. We will use telephone conferencing and remote working which enables both tutor and students to look at the same document online;
- Access to a web resource consisting of guidance documents, examples and checklists for self-assessment of future tenders.

Challenging requires the potential challenger to act within prescribed timescales. Learn when and how action may be taken with the objective of resolving the matter without going to Court.

Learning Outcomes – Students will learn:

- The Rules which form the basis for challenging based on Competition, Procurement and Case Law;
- Who can challenge;
- When a challenge is possible and taking the decision to act;
- How to pursue an effective challenging process;
- What to expect at each stage;
- Costs and setting a budget

## 3. Tendering for Contracts to provide Children's Services

The course will consist of three elements:

- A one day face-to-face course of learning;
- One mentoring for the preparation of each of two tenders (either PQQ or Method Statements) using telephone conferencing and remote working which enables both tutor and students to look at the same document online;
- Access to a web resource consisting of guidance documents, examples and checklists for self-assessment of future tenders.

Although tendering procedures are the same for all services procurement there specific priorities and resources depending upon the specific service being purchased.

**In the “in-house” format this course is be available in four. You may choose from focus upon one of the following:**

- **Children's Services**
- **Health and medical services;**
- **Adult services; and**
- **Services for older people**

Learning outcomes – Each course will use materials, examples and case studies relevant to that type of service being addressed. Students will learn:

For the PQQ:

- the legal and regulatory framework within which tendering operates;
- the processes which are used for each type of tender;
- what is required to produce a successful PQQ;
- what providers can do to increase their chances of success at the selection (PQQ) stage;
- what are the common pitfalls.



The second, or award, stage of tendering involves responding to the Invitation to Tender (ITT) and completing a Method Statement.

- the basics of commonly used scoring systems how they are currently being applied;
- what appraisal officers are looking for during tender appraisal;
- how method statements and tenders can score well and be competitive;
- use actual tenders to see how the processes work in practice;
- the importance of policies and how they are scored.

#### 4. Meeting the Specification

The course will consist of three elements:

- A one day face-to-face course of learning;
- Two mentoring sessions to consider approaches to and implementation of a collaborative tender. We will use telephone conferencing and remote working which enables both tutor and students to look at the same document online;
- Access to a web resource consisting of guidance documents, examples and checklists for self-assessment of future tenders.

The specification sets out exactly what the purchaser wishes to buy. To be successful a tender must demonstrate that they will meet these precise requirements, no more, no less.

Learning Outcomes – Student will learn;

- how to identify the purchaser's requirements;
- options which may be considered where the full specification cannot be met;
- the legal and regulatory framework which governs collaboration for tendering;
- how competition law affects collaborative working and consortia;
- the stages and supporting documentation necessary to implement a collaborative process; what the purchasers expect to see in a collaborative tender – presenting collaborative and consortium arrangements for public sector contracts.

This course is also available for groups of providers who believe that it may be necessary for them to work together to deliver one or more contracts in the future.

If you wish to be informed as soon as the details of these and future blended learning courses are published you may register to receive this information by email to [tfc.courses@googlemail.com](mailto:tfc.courses@googlemail.com). Please ensure that you enter the words "Blended Learning" Courses in the subject line.

**To discuss your requirements please contact us:**

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email [info@tenderingforcare.com](mailto:info@tenderingforcare.com)

*A link to the Company's Training and Services Cancellation Policies can be found at the bottom of the home page on the TFC website*

