

**Tendering as a consortium is essentially a business arrangement between two or more organisations. To help you to decide is tendering as a consortium is appropriate for your organisations we have set out some "Golden Rules" for guidance.**

**The TFC Twelve Golden Rules for Tendering as Consortium** as follows:

- Involve the Board of Directors/Trustees in plans for consortium development from an early stage;
- Check the financial standing of all of the other potential consortium members;
- Avoid breaking Competition Law in planning the services to be delivered by the various consortium members;
- Obtain legal advice from a procurement specialist from an early stage in the development of the consortium;
- Allow sufficient time for the consortium to develop prior to tendering depending on the model. Some consortia can take several months to develop;
- Allocate sufficient resources for effective consortium development including staff time;
- Ensure that all consortium members are able to demonstrate sound ethical governance and business probity at Board level;
- Identify, address and insure all areas of risk throughout the consortium;
- Ensure that the consortium as a whole has the ability to deliver all elements of the contract as specified in the tender;
- Make sure that evidence is available which demonstrates that the individual members and the consortium as a whole has the capacity and capability to deliver the contract as specified;
- Put in place Information Sharing and Confidentiality Agreements, which all potential consortium members have signed, before entering into any discussions regarding matters relating to the consortium; as well as an MoU before submitting the tender;
- Obtain confirmation from all levels of management in your organisation, including governance that there is a consensus regarding the development of a close working relationship with each of the other potential consortium members and that there are no risks by association, reputation or otherwise which might arise from working with them in a close and integrated way

