



Activity:

Checklist – Are you ready to tender?

Questions about:				What is in place?	What else needs to be done?
You					
<ul style="list-style-type: none"> Do you know how you fit into a 'world map' of your area; what your unique selling point is, who else is doing what and how your work fits into the local community? 					
<ul style="list-style-type: none"> Are you able to explain succinctly who you are and what you do? 					
<ul style="list-style-type: none"> Have staff members and volunteers been CRB checked/registered with the Independent Safeguarding Authority? Have trustees? 					
<ul style="list-style-type: none"> If asked, would you be able to produce your: <ul style="list-style-type: none"> Constitution? 					
<ul style="list-style-type: none"> Annual report and accounts for the last three years, independently examined or audited and in order? 					
<ul style="list-style-type: none"> Business plan? 					
<ul style="list-style-type: none"> Project budget and multi-year budget for the whole organisation, including detailed costing and a cash flow analysis? 					
<ul style="list-style-type: none"> Governance structure, including trustee board (or management committee/governing body) membership and terms of reference? 					




Questions about:				What is in place?	What else needs to be done?
Policies					
<ul style="list-style-type: none"> Do you have the necessary policies in order and to hand, including: <ul style="list-style-type: none"> Safeguarding policy? 					
<ul style="list-style-type: none"> Equal opportunities policy? 					
<ul style="list-style-type: none"> Complaints procedures? 					
<ul style="list-style-type: none"> Health and safety policy? 					
<ul style="list-style-type: none"> Risk assessment and management policy? 					
<ul style="list-style-type: none"> Insurance, including public liability? 					
<ul style="list-style-type: none"> Performance bond cover in case of defaulting on the terms of the contract (not always a requirement)? 					
<ul style="list-style-type: none"> Professional indemnity insurance? 					
<ul style="list-style-type: none"> Environmental policy? 					
<ul style="list-style-type: none"> This should show that you are thinking about the impact your work is making on the environment and should include such things as encouraging staff to use public transportation, recycling, turning off computers etc. 					


Questions about:				What is in place?	What else needs to be done?
Capacity					
<ul style="list-style-type: none"> Do you have enough staff time and experience to allow you to effectively enter into all stages of the tendering process? <ul style="list-style-type: none"> If not, do you know where to get the support you need? 					
<ul style="list-style-type: none"> Do you have the IT systems in place to allow you to effectively monitor data gathered by your services? 					
<ul style="list-style-type: none"> Do you have the IT support needed to maintain your system in a way that will help rather than hinder your ability to deliver? <ul style="list-style-type: none"> Have you thought about sharing the cost of this kind of support with other small organisations working in your area? 					
<ul style="list-style-type: none"> Have you thought about looking for voluntary IT support, perhaps from students looking for experience or professionals wanting to volunteer? 					
<ul style="list-style-type: none"> Do you have robust monitoring and evaluation systems in place? 					



Activity:

Checklist – Are you ready to tender? continued

Questions about:				What is in place?	What else needs to be done?
Collaboration					
• Do you have a legal contract with your partners?					
• Have you written and agreed a governing document for the partnership?					
• Do all partners know:					
• The partnership's aims?					
• The partnership's responsibilities?					
• The partnership's procedures?					
• The partnership's purpose?					
• The partnership's history?					
• The partnership's financial position?					
• The partnership's reporting arrangements?					
• The partnership's profit share?					
• The partnership's allocation of liability?					
• The partnership's voting rights?					
• Who has responsibility for what?					
• Who reports to whom?					
• How you will solve any problems that arise within the partnership?					

Questions about:				What is in place?	What else needs to be done?
Local priorities					
• Are you aware of your local area's stated priorities for children and young people?					
• Do you know how to link your service and outcomes to local priorities?					
• Are you linked into local voluntary sector networks?					
• Do you know who your VCS representative is on the children's trust, CYP Local Strategic Partnership, Local Safeguarding Children's Board?					
• Do you know where to go to find information about local children's services?					
• Do you know where local strategic decisions are taken and how you can influence the process?					
• Do you know how your work is perceived by the procurers who make buying decisions?					