

## HINTS AND TIPS

This is not an exhaustive list of hints and tips but we have tried to provide a list that will help you as you endeavour to seek and secure business in the Public Sector.

**DON'T** be put off by the paperwork – we have to gather information to make informed decisions and to make sure that you get a fair assessment

**DO** respond to the questions in the Questionnaire and provide supporting information and evidence where you need or wish to

**DO** follow the instructions issued with Tenders – they are there to help you and to ensure that you have every opportunity to submit a compliant Tender

**DO** access the resources that we have provided information upon or links to and seek out other resources and links too – the Public Sector uses the web as a communication tool extensively and you will miss opportunities if you do not access these sites (and most sites are free to access)

**DO** subscribe or gain access to trade and other magazines and publications. Many of these publish opportunities extracted from the OJEU that you may not otherwise pick up on

**DO** follow up on these opportunities by accessing resources through the web – avoid contacting the Contracting Authority as they will frequently only be able to refer you to the resource where the Tender documentation is published

**DON'T** be afraid to ask questions – despite the comment above we are here to help and we will do our best to direct you and answer any questions that you may have

**DO** be patient – learn from any Tenders that you do not win and decide whether seeking to do more business with the Public Sector is the right strategic fit for your Company. If it is be aware that this may well be a marathon not a sprint. The Public Sector is at least as complex as the Private Sector and in many cases more complex.

**DO** appreciate that the Public Sector has to maintain a high level of accountability and credibility – that means audit trails and that means information to enable us to justify our decisions

**DO** invest in becoming “E-savvy” – in order to improve efficiency and enable us to cope with the ever increasing burden of accountability the Public Sector is moving more and more towards electronic methods of communication. We have shown that by the references to the web throughout this information pack and the adoption of InTend to undertake our tendering processes. We have not mentioned the next step which will be to implement an e-marketplace. You need to consider the extent to which you need to be e-savvy in order to compete and secure those contracts – and once you have secured the contract to deliver on your commitments

And finally if you win that contract **DO** deliver on the promises that you make – you will have worked hard to secure that business. Make sure that you give yourself every opportunity to keep it when the contract comes round again or another requirement arises.