

**Duration:** 4 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**Public sector contracts can help small and medium-sized businesses develop and grow.**

The public sector accounts for 40% of the UK's GDP,<sup>1</sup> but the Federation of Small Businesses says that not enough of their members serve public sector organisations.<sup>2</sup> When it comes to winning contracts, understanding how the public sector buys its supplies and services can put your business at a real advantage.

**Winning the Contract** is designed to help businesses improve their knowledge of public sector procurement and was developed on behalf of the DTI's Small Business Service. It provides an introduction to the public sector and the different types of contract, offering practical advice to help you identify new business opportunities.

## Who is the course for?

This course is for people with responsibility for developing their business, such as business owners, managers and business development managers. It is aimed at growing businesses in all sectors.

**Winning the Contract** will be useful to businesses who want to access public sector contracts, but are confused by the processes involved.

No prior knowledge or experience is needed and there are no formal entry requirements.

## What will you get from this course?

When you have completed this course, you will be able to:

- identify the advantages and disadvantages of dealing with public bodies
- understand how different types of contract are defined, advertised and dealt with
- understand approved supplier lists and framework agreements
- search for and find public sector opportunities
- identify the key stages in the tendering process.

<sup>1</sup> Supply2.gov.uk

<sup>2</sup> Federation of Small Businesses

## Course features

You can start the course straight away and use it at any time, as long as you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

**Winning the Contract** contains a wealth of useful information, divided into modules and presented in an interactive and engaging format. There is an optional audio track to aid learning, as well as additional resources such as case studies, a glossary and website links.

Each module is divided into sections, allowing easy access to any section at any time. The screens can be printed individually, and your progress is saved each time you exit the course.

## Course modules

### 1. Course Introduction

### 2. The Public Sector

Public Sector Defined  
What the Public Sector Buys  
Procurement Defined  
e-Procurement  
Tendering Advantages and Disadvantages  
Useful Resources

### 3. Challenges and Barriers

The Procurement Challenge  
Principles of Buying  
Your Experience  
Meeting Challenges and Barriers  
Your Approach

### 4. Types of Contract

EU Procurement Directives  
EU Thresholds  
Stepped Procurement

Requirement to Advertise  
Competitive Tendering  
Approved Suppliers  
Framework Agreements

### 5. Finding Opportunities

Setting your Goals  
Direct Selling  
CPV and NUTS Codes  
Local Searches  
National Searches  
International Searches

### 6. Tender Responses

Expression of Interest  
Pre-qualification Questionnaire  
Invitation to Tender  
Preparing the Tender  
Evaluation  
Contract Award  
Feedback

Other courses you might be interested in

Make Or Break 2 – Growing Your  
Business  
Steps To Success – Professional  
Sales Skills

Apprentice – Complete Series

Course code: 104090BT001

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