
Overview

This standard is for you if you are involved in post bid submission activities.

It is relevant to in-house bid professionals, sales, marketing and business development teams, quality assurance teams and business owner/s and managers.

**Performance
criteria**

- You must be able to:
- P1 respond to customer requests for further information to support the bid
 - P2 take part in post submission activities as required by the buyer / funder
 - P3 where appropriate, make amendments to the bid in line with feedback, and resubmit
 - P4 receive final customer decision and obtain feedback on the bid from the customer
 - P5 seek further clarification on the decision from the buyer / funder, and where appropriate, decide on whether to appeal
 - P6 review the bidding process, identifying reasons why the bid was successful / unsuccessful
 - P7 ensure the bid and supporting documentation are added to the bid library - or suitably filed - for future reference
 - P8 obtain feedback from the bid team and key stakeholders
 - P9 identify the lessons that can be learnt for future bids
 - P10 agree and implement an action plan based on lessons learnt
 - P11 ensure that lessons learnt are incorporated within the bid strategy and/or organisational strategy

Knowledge and understanding

You need to know and understand:

- K1 appropriate legal, regulatory and ethical requirements that relate to bidding
- K2 current best practice relevant to post-submission activity
- K3 how to provide further information to support the bid
- K4 typical post-submission activities such as clarification questions, presentations, demonstrations, scenario days
- K5 negotiation, competitive dialogue and e-auction processes, including how to achieve a realistic final offer
- K6 methods for obtaining feedback from buyers / funders
- K7 the legal framework of the bidding process and the factors to consider before making an appeal
- K8 methods of collecting and analysing the bid process experience to generate lessons learnt
- K9 how to use lessons learnt to improve the organisation's bidding processes and chances of success
- K10 how to present lessons learnt to the organisation

Additional information

Skills:

- Business strategy
- Interpersonal skills
- Information collection and analysis
- Negotiating
- Presentation skills
- Process evaluation

Glossary:

E-auctions: electronic auctions (or reverse electronic auctions) are on-line auctions where selected bidders submit offers electronically against the purchaser's specification. All communication following and including the invitation to pre-qualified bidders to submit new prices and/or values must be electronic.

Lessons learnt: is knowledge or understanding gained by experience that has a significant impact for an organisation. The experience may be either positive or negative. Successes are also sources of Lessons Learnt.

Links to other NOS:

- CFABAA617 Develop a presentation
- CFABAA623 Deliver a presentation
- CFAS6.4 Undertake sales demonstrations
- CFABAG124 Negotiate in a business environment

External Links:

Gov. UK – How to make a freedom of information (FOI) request

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

CFABAT005
Undertake post-submission activities



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