



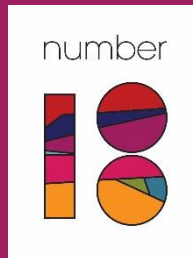
Community Development Trust

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# Healthy n Happy

Procurement and Getting Tender Ready

Wednesday 30<sup>th</sup> August 2023



# Our Vision

**Healthy n Happy, working with you to make Cambuslang and Rutherglen the healthiest and happiest places to live in Scotland**



# Funding Picture



Over the years we have diversified our income portfolio.

Our income is made up of a range of grant funding, contracts, fundraising and gift aid from our social enterprises.



**Procurement: “The action of obtaining something”**

# Getting Tender Ready

## Preparing to Tender

- Management system to keep track of tender opportunities, deadlines and who is responsible for development & submission etc.
- Identifying tender opportunities – sign up to Public Contract Scotland
- Internally identifying key projects/services that are more likely to lend themselves to arising tender opportunities
- Make sure key content, policies and processes are up to date and saved somewhere centrally
- Importance of networking and building relationships

# Getting Tender Ready

## Should we tender?

- Does the project/contract align well with our organisational strategy and plans?
- Is 'now' the right time to be delivering this type of project?
- Do we have the technical skills and experience required to deliver – and evidence of a strong track record in the area?
- Is the size of the grant or contract worth the time and resources we will need to spend on applying and/or delivering the project if we are successful?
- Would it be better to be part of a partnership, and if so are all parties clear on their role?

# Getting Tender Ready

## Practical tips

- Check-list – it is worth making a list of all the different elements needed for the tender
- It is often easier to proof and edit within a word document, which can later be pasted into the online tender documents
- Assume they know nothing about your organisation
- Making sure your proposal provides value for money but also ensures you have enough resources to deliver effectively
- Additional attachments – where a tender has the space or welcomes additional attachments, make good use of infographics to help demonstrate your project's key outcomes and impact

# Thank you...

[www.healthynhappy.org.uk](http://www.healthynhappy.org.uk)

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Community Development Trust

## Healthy n Happy

CamGlen  
Radio  
107.9 FM

number

