

# Tendering

## *What Is Tendering*

A tender is essentially an offer to do work.

Tendering for contracts is becoming increasingly common within the medical sector as practices compete for patient lists and to provide services under PBC.

## *The Process*

The tendering process has up to 5 stages

- 1) Expression of interest
- 2) Pre-tendering questionnaire
- 3) Tendering documents / business case
- 4) Presentation / interview
- 5) Contract negotiations

## *Tendering Documents / Business Case*

The business case is the key document in which you discuss how and why your practice should be awarded the contract and will need to include detailed financial information. Completing the documentation is not just about ticking boxes it is about demonstrating that you have the skills, ability and experience to deliver the contract.

The plan will need co-ordinating as input will be required by doctors/nurses on clinical matters, the practice manager on management issues and there will be a degree of financial and business advice required.

Business Cases need to

- 1) Answer the questions
- 2) Make reference to the White Paper Our health, Our care, Our say
- 3) Relate to the PCT's local delivery plan
- 4) Highlight your unique selling point and show innovation,
- 5) Be clear and concise
- 6) Be business like & professionally presented
- 7) Stack up financially

## *How We Can Help*

At Primary Care Business Solutions we have extensive knowledge of the primary care sector. We provide business advice to surgeries and PBC clusters as well as looking after surgery finances on a day-to-day basis.

We have assisted and guided a number of surgeries through the tendering process achieving successful outcomes.

With competition increasing all the time within primary care it is important to ensure that your tender stands out and has an edge over its rivals.

## *Contact Us*

To discuss your tender and how we can guide you through the process contact **Aimi Bullock** on **01784 455425** or **07949 175486** or via email to [aimi@pcbsltd.co.uk](mailto:aimi@pcbsltd.co.uk)