

## **NAVCA Tender Support Project**

### *What is it?*

NAVCA Tender Support Project is a new, national initiative delivered by the National Programme for Third Sector Commissioning under the auspices of the IDeA. The aim is to improve the quality and increase the quantity of third sector tendering for the delivery of public services.

### *How will it be delivered?*

NAVCA has identified 10 Local Infrastructure Organisations (LIOs) to broker the project to third sector organisations (TSOs) in their respective regions. Fit4funding is one of the project brokers and has been allocated 20 days of consultancy support targeted at third sector organisations in West Yorkshire. This service will be available up until March 2011.

### *What help can the project provide?*

Normally one day (8 hours) of subsidised consultancy support, but up to 3 days may be allocated for consortia bids. Consultancy services may be used for:

- assessing tender suitability
- checking pre-qualification questionnaires
- reviewing and improving draft tender submissions—but not writing them
- preparing for interviews/presentation with a tender evaluation panel

The cost to the TSO is £250 + VAT per day. This is based on email/telephone support only. Any site visits will incur additional charges (e.g. mileage/travel/expenses).

## *Who is eligible for assistance?*

The project has been designed to help tender-ready TSOs who are new or inexperienced in bidding. Eligible applicants must be:

- already operating in the local area for which the tender is advertised;
- be tendering to deliver a service in the local area;
- be completing a tender submission for the first time, or have been previously unsuccessful;
- be tender ready;
- have no access to similar support through another source, such as membership of a national organisation that provides tender writing support;
- be willing to pay for half the day's consultancy;
- be willing to pay for the consultant's travel time and costs if they require face to face meetings.

## *Ineligible activity?*

- applications for grants or other forms of funding;
- organisational development work to prepare for tendering;
- writing the tender submission on behalf of the TSO.

## *Process for application to the Tender Support Fund*



## *Contact:*

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