

## Part 2 – Are you prepared to collaborate for commissioning?

In this part there are four self-assessment questionnaires that ask you to take into account some of the issues you will need to consider if you are going to collaborate with others to tender for and deliver public sector contracts.

Remember that before you start you need to:

- 1 Check that your governing document includes a power allowing you to cooperate with other voluntary and community organisations.
- 2 Consult with your Board about your intention to enter into partnership.
- 3 Secure your Board’s agreement to collaborate with others.

Questionnaire 1 – Headline issues	
Why do we want to collaborate?	
Will collaborating with others increase our chances of winning the contract?  If yes how?	
Will the public body procuring the service agree to consortium bids?  Is sub-contracting an option/necessary? What are the implications for us?	
What structure of collaboration are we prepared to work with?	

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Questionnaire 1 – Headline issues <i>cont'd ...</i>	
Does the collaboration meet our mission and long-term strategy? If so how?	
What impact will there be on the community we serve if we collaborate with others?	
What capacity and skills do we have to manage the collaboration?	
Will our structure be affected by the collaboration? What are the long-term implications?	
What are the risks in collaborating with other to deliver public sector contracts?	

Questionnaire 2 – Consortium membership	
The quality and credibility of the partners you work with will affect the success or failure of your consortium and your joint delivery. Identifying who you want to collaborate with is therefore a critical factor.	
Do we have any partners in mind? Who are they? If not, what type of partners are we looking for? How will we approach and recruit partners?	

## Questionnaire 2 – Consortium membership *cont'd* ...

Whose services, reputation and delivery could complement our strengths and support our weaknesses?

Do all partners respect and trust each others standards and business ethics?

Are all partners' businesses robust?  
Can we identify any weaknesses? How will we deal with these?

## Questionnaire 3 – Are you well-matched?

At an early stage you need to identify if there are any 'deal breaking' issues that you cannot resolve. Finding out if you are suited to working with each other at an early stage could prevent you from falling out at a later stage if things go wrong.

Do all partners deliver to a similar standard and quality?

Do you have any quality standards?

What are the minimum needs of each partner?  
Are these needs compatible with the needs of the other partners?  
Is there anything that one partner needs that is unacceptable to the other partners?

## Questionnaire 3 – Are you well-matched? *cont'd ...*

What skills, experience and capacity, does each partner bring to the partnership?

Where are the gaps and how will we meet them?

*Link to roles and responsibilities*

Have we developed a joint approach to identifying and managing risk?

How are we going to deal with any differences or disagreements that arise?

## Questionnaire 4 – Vision and values

If you are going to work together successfully, the vision and values you have will need to be agreed between you.

Do we have a shared vision for working together?

What is it?

What is the fit between our mission and the mission/purpose of the whole group?

Are all the partners core values compatible?

Do the partners have similar working practices?

## Questionnaire 4 – Vision and values *cont'd ...*

Have we developed a common approach to working with our partners in delivering the contract?

What is it?

## Questionnaire 5 – Stakeholders

Understanding what your stakeholders will think and how they may react to your decision to collaborate needs to be considered as it may affect the success of the collaboration.

### Key question

### Outline response

Will there be any effect on our relationships with our existing key stakeholders by collaborating with others?

Are the effects positive or adverse?

Will this prevent us from collaborating?

How can we engage, and have we engaged our key stakeholders in the process?

Are our stakeholders able to assist us in collaborating and delivering contracts?

How?

Will we form relationships with new stakeholders as a result of our collaboration?

Will this affect existing stakeholder relationships? How?

Is it adverse or positive?