

Part 3 – Tendering and delivering

Part 3 allows you to identify some of the issues that you will need to consider in order to jointly tender and deliver contracts.

Questionnaire 1 – Management and decision-making	
What is the structure of our collaboration?	
Have we got the management structure right? What is it?	
Do we have the right skills mix to manage our consortium strategically as we deliver the contract/s?	
Do we have the processes in place to manage the relationship with the contractor?	
What decisions will be made: 1. By all the partners? 2. By individual partners?	
How will we make joint decisions quickly and effectively?	
Have we set aside time to work through unforeseen problems or issues?	
Have we got an exit strategy? If not when do we need to develop one?	

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Questionnaire 2 – Skills and competencies to deliver

What experience do we need to deliver this contract?

Can we demonstrate our experience?

Are there any additional skills or competences we need to deliver this contract that are not already found within individual partners?

If so what are they?

How will we address the need?

Will we need additional staff or sub-contractors to deliver the contract?

How will we recruit?

How will they be managed, and by whom?

What happens to them once the contract finishes?

Do we have a contingency plan for dealing with staff changes during the contract?

Questionnaire 3: Systems and processes

What financial system will we put in place to manage the contract?

What are the implications of this approach?

Questionnaire 3 – Systems and processes *cont'd ...*

Have we considered the cash flow implications for the partners?

How will we deal with any cash flow problems?

Have we identified delivery responsibilities and liabilities?

How have we/will we manage or allocate them to partners?

What responsibilities are we allocating?

How will we manage communications:

1. Between partners?
2. To the contract manager?
3. To external stakeholders?

What policies and procedures do we need to have in place to deliver?

Do we have them?

What level of policy/procedure is delegated to the partner organisations?

How will we review our joint delivery?

Who will be responsible?

Who owns any intellectual property rights?