

## S417: Invite tenders and select contractors

**Overview:** Invite, receive, record and evaluate tenders and select and award contracts.

**Links:** Business Resources; Communications

**Specific skills:**

- Analysing
- Evaluating
- Negotiating
- Planning
- Prioritising
- Problem-solving
- Reporting

### Performance Indicators

1. Include full information about the tendering process
2. Promote invitation to tender
3. Answer pre-tender queries in ways which make sure all prospective suppliers have the same information available to them
4. Receive, record and open tenders in line with the stated tendering process
5. Evaluate tenders against criteria
6. Make a selection in line with the selection criteria
7. Inform unsuccessful contractors and provide them with feedback where appropriate
8. Negotiate with selected suppliers to reach an agreement which offers good value for money and is acceptable to both parties
9. Negotiate contracts, complying with legislation and regulations
10. Make sure specifications and contracts are clear, logical and feasible and contain the correct terminology

### Knowledge & Understanding

- A. The legal, regulatory and organisational requirements governing contracts
- B. How to identify financial resources needed to achieve aims and objectives of the specification
- C. The purpose and benefits of identifying financial resources required
- D. The purpose and benefits of having objective selection criteria
- E. The purpose and benefits of inviting a range of potential contractors to bid for the contract
- F. Which points to consider when evaluating tenders
- G. How to negotiate with suppliers