

Contracts Advance Bid Clinic

Clarification Questions



Lee Hasell & Matt Mitchell

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Agenda



Introduction & Housekeeping

Lee Hasell & Matt Mitchell

How to write clarification questions

When to send clarification questions

Using clarification questions strategically

Understanding other bidders clarification questions

Summary & final questions

Slide

3

4

5

6

7

8

9

Introduction & Housekeeping



A discussion webinar



Audience participation



Our insights and experience



Lee Hasell & Matt Mitchell



Lee is our Managing Partner here at Contracts Advance. He manages our Advisory team, and as an experienced senior executive, he's gathered a wealth of knowledge and expertise over the years. Having been both CEO and Director of Business Development for a large blue-chip provider, Lee continues to play an active role within the public sector by providing advice to clients on strategy and bidding.



Matt has over 20 years of bidding experience with considerable operational expertise in corporate and clinical services. Matt has supported CAA and our clients to project manage a multitude of bids in industries ranging from; defence, healthcare, print, and many more. Matt has strong interpersonal skills and is a hugely motivational senior manager who works well under pressure and when managing multiple workstreams.

How to write clarification questions



Be polite



Be clear and unambiguous

- Reference the specification/documentation



Don't be afraid to follow-up



Follow the clarification process

When to send clarification questions



Send at the start of the clarification process



Be fully aware of all the questions that have been asked by other parties



Triple check the bid documentation and specification to ensure the answer is not there



Mid-bid review should be a day before the clarification deadline



Once clarification deadline passed no questions unless critical

Using clarification questions strategically



To your advantage

- Show the commissioner you understand the requirements



To disadvantage your competition (if appropriate)

- Red herrings
- Timing

Understanding other bidders clarification questions



Make sure you read them all thoroughly



Decide which are relevant to you or not



Gain insight into competitor(s) thinking



Summary & Final Questions

<https://contractsadvance.co.uk/resources/webinars/>

