



# Winning the Contract

The online public procurement course “Winning the Contract” is now a free, nationally available training resource which all businesses can access. The course provides practical advice to help your business identify public sector procurement opportunities and a step-by-step guide to the key stages in the tendering process.

**Access the Winning the Contract course for FREE by registering at [www.learndirect-business.com](http://www.learndirect-business.com)**

**Winning the Contract** is one of a number of Government supported initiatives designed to help businesses, and in particular SMEs, gain the necessary skills required to bid for, and win public sector opportunities. Developed and published by the Department for Business, Innovation and Skills (BIS), this authoritative resource helps businesses understand the procurement process, and how they can make it work for them.

## What will you get from this course?

### You will be able to:

- identify the advantages and disadvantages of dealing with public bodies
- understand how different types of contracts are defined, advertised and dealt with
- understand approved supplier lists and framework agreements
- search for and find public sector opportunities
- identify the key stages in the tendering process

The course also includes tips and information on forming a consortium, supply chains and “meet the buyer” events. There are additional resources, links to related websites, and a Hints and Tips download.

## Course features

**Winning the Contract** contains a wealth of useful information, divided into modules and is presented in an interactive and engaging format. There is an optional audio track to aid learning, as well as additional resources such as case studies, a glossary and website links.

The course will take you approximately 4 hours to complete.

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## Course modules

### Module 1: Course Introduction

### Module 2: The Public Sector

- Public Sector Defined
- What the Public Sector Buys
- Procurement Defined
- e-Procurement
- Tendering Advantages and Disadvantages
- Useful Resources

### Module 3: Challenges and Barriers

- The Procurement Challenge
- Principles of Buying
- Your Experience
- Meeting Challenges and Barriers
- Your Approach

### Module 4: Types of Contract

- EU Procurement Directives
- EU Thresholds
- Stepped Procurement
- Requirement to Advertise
- Competitive Tendering
- Approved Suppliers
- Framework Agreements

### Module 5: Finding Opportunities

- Setting your Goals
- Direct Selling
- CPV and NUTS Codes
- Local Searches
- National Searches
- International Searches

### Module 6: Tender Responses

- Expression of Interest
- Pre-qualification Questionnaire
- Invitation to Tender
- Preparing the Tender
- Evaluation
- Contract Award
- Feedback

## How is it delivered?

Winning the Contract is delivered online via **learndirect's** "eCourses" website:  
[www.learndirect-business.com](http://www.learndirect-business.com)

## How to access the course

To access this free on-line course "Winning the Contract", please follow the steps below:

1. Visit [www.learndirect-business.com](http://www.learndirect-business.com)
2. Click on "Register"
3. As you complete the form, **ensure that you tick the box** that says "I would like to access the free Winning the Contract course"
4. Go to the "My Courses" section to access the course

The registration process is quick and easy, and the course can be accessed immediately. It is available for six months from the date first accessed.

### Fact:

The public sector spends around **£220 billion** per year on goods and services. Selling products or services to government bodies is a significant opportunity for all businesses.

To check the technical specification of this course please visit the course description at [www.learndirect-business.com](http://www.learndirect-business.com)

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