

Step 6: Market Sounding

Tool 2: Market Sounding Example Guidance Note

This tool is for use in conjunction with Step 6 of the Commissioning Toolkit document

<Trust name> – <date>

Guidance Notes.

Welcome to the <Trust Name> Market Sounding Day and thank you for your support for this important transaction.

Your support and contribution is very much appreciated.

As you are already aware, the integrity of this entire transaction on behalf of <Trust name> and/or <Commissioners name> is paramount. Therefore some points for your guidance.

- We want to be as helpful as possible to our potential bidders and engage with them during the course of the morning. However, please be sensitive to any personal questioning. If necessary, seek guidance and/or make a note and undertake to respond from the office in due course.
- We are in the main taking written questions in advance and dealing with them on the day. However, there will be a short Q&A at the end of the morning to respond to at our discretion.
- We are all aware of the potential sensitivity of an incumbent being a bidder. Such a situation is not unprecedented in the private sector and there is precedent to handle effectively. A Conflict of Interest protocol is in place.
- Finally, if you are speaking do please keep to time, finishing as soon as acceptable!

Thank you for your cooperation and enjoy the day.

<Name>

<Job title>