

## Breakfast Briefings and Go2Tender 2018

### January update

#### Breakfast Briefings 2018 Schedule

Introductory session Dublin	IBEC Offices, Dublin 2	31/01/2018
Intermediate session Waterford	Granville Hotel, Waterford	28/02/2018
Introductory session Athlone	Hodson Bay Hotel, Athlone	11/04/2018
Intermediate session Cork	Clayton Hotel Silver Springs, Cork	16/05/2018
Introductory session Galway	Menlo Park Hotel, Galway	26/09/2018
Introductory session Kildare/Wicklow	Keadeen Newbridge	24/10/2018
Intermediate session Limerick	Radisson Blu Hotel	21/11/2018

\* Please note that the proposed advanced workshop will be delivered on demand, no location has yet been specified. Members of the SME Advisory Group may wish to consider promoting this option.

Registration is now open, via the link below, for the first (introductory) session on 31 January, hosted by the Small Firms Association at the offices of IBEC in Dublin 2. This first session will be opened by Minister of State O'Donovan who will launch the new videos at the same time.

<http://www.intertradeireland.com/events/selling-to-government---breakfast-briefing>

Members of the SME Advisory Group are asked to support the briefing by promoting attendance to their memberships.

#### Proposed Breakfast Briefing Format

**Introduction workshop includes:** what is procurement, primer on the models in Ireland / Northern Ireland, overview of how to access opportunities, good bidding practice, common mistakes to avoid, a local case study and spotlight on supports. These sessions are scheduled to be two hours long.

- Learning Objective: To provide a thorough overview of the public sector opportunities for companies that are new to public procurement. An emphasis on starting as a sub-contractor / targeting sub-threshold tenders.
- Session overview: Helicopter view of what the State buys and how it buys, overview of the organs of State that buy, overview of the procurement models and processes in Ireland, sourcing tenders (RI and NI), how to write and submit a good quote (<5k), good bid practices, common errors, local case study/studies and supports available to SMEs.
- Target audience: Trades, microbusinesses, start-ups and companies looking at public sector work for the first time.
- Suggested additional content: Provide links to attendees to Webinar on how to register for e-tenders and e-tenders NI and/or an online Q&A session (e.g. facebook live Q&A session or 2 hour module via WebEx across Ireland during LEO enterprise week).

**Intermediate workshop includes:** how public procurement works, finding and understanding framework opportunities, tender procedures, the ESPD, lotting, improving a bid score, social and green procurement.

- Learning Objective: To provide an understanding of higher value and direct bid opportunities for more experienced / aspirational organisations. To emphasise the role of national lots and frameworks and good bid strategy in winning work.

- Session overview: Focus on how procurement works in both states, how to find and understand direct / framework opportunities, tender procedures and ESPD document, lotting and other emerging trends, bid improvement, social and green procurement.
- Target audience: Established Micro, Small and Medium Sized Businesses.

**Advanced workshop includes:** obtaining feedback and improving a bid, developing consortia / partnerships, contract management for suppliers, expanding your market presence and market place.

- Learning Objective: To provide understanding of advanced bid / procurement concepts for pursuing high value contract opportunities. To outline importance of seeking feedback and using feedback to improve bids.
- Session overview: Focus on good bids and how to improve bids on a continuous basis, developing consortium bids and networks (proactive / reactive), supplier reporting and contract management, expanding the company's markets.
- Target audience: Established SMEs and large experienced companies.

**Ross McCarthy** (MD Keystone Procurement) under the Go-2-Tender programme arrangements will deliver the Training. Ross is also a Council member of ISME.

### Go2Tender Workshops 2018 Schedule

	Workshop	Day 1	Day 2
Standard	Dundalk	30/01/2018	13/02/2018
Standard	Craigavon	07/02/2018	21/02/2018
Standard	Galway	14/02/2018	28/02/2018
Standard	Naas	08/03/2018	22/03/2018
Standard	Dublin	10/04/2018	24/04/2018
Standard	Belfast	12/04/2018	24/04/2018
Standard	Monaghan	10/05/2018	24/05/2018
Standard	Lisburn	07/06/2018	21/06/2018
Standard	Carlow	14/06/2018	28/06/2018
Standard	Westmeath	10/07/2018	24/07/2018
Standard	Cork City	17/07/2018	31/07/2018
Standard	Dublin	09/08/2018	23/08/2018
Standard	Belfast	06/09/2018	20/09/2018
Standard	Shannon	13/09/2018	27/09/2018
Standard	Antrim	11/10/2018	25/10/2018
Standard	Galway - To be changed	08/11/2018	22/11/2018
Standard	Tullamore	15/11/2018	29/11/2018
Standard	Carrickfergus	06/12/2018	13/12/2018