Club HR Support

Tender Response Form

Introduction

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| --- | --- |
| Organisation name |  |
| Contact - Name |  |
| Contact - Email |  |
| Contact - Phone |  |
| Registered company address |  |
| Web address |  |

Section A – Our understanding of your requirements

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| --- | --- |
| Background and context   * Provide information about the subject area in question to demonstrate knowledge. * Provide information about the client and demonstrate an understanding of how this work fits in with their overarching strategy. |  |
| Our understanding of your project requirements   * Outline the overarching aim and associated objectives of the project. |  |

Section B – Our proposed approach

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| Provide details of the following:   * Overarching delivery methods; * A description of your preferred methods and the rationale behind the choice; * If applicable, a clear explanation as to why you are suggesting a different method from that the client has suggested; * A clear link from the methods suggested to the desired outcomes/aims and objectives. |  |
| Governance   * How will the project be governed? * How will the project team communicate with the client? Include details about frequency and method, including reporting. |  |

Section C – Our project team and experience

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| --- | --- |
| Our Project Team   * Provide Short Pen Pictures (usually a single paragraph) for the team members, starting with the project lead. * Provide details of their experience to demonstrate the value they add to the team and the tender response. |  |
| Recent relevant experience   * Provide links to reports or examples relevant work (preferably in a sporting and / or membership organisation context). |  |

Section D – Project and risk management

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| Project management   * Explain how the project will be managed, giving details of who, how and when. |  |
| Project Costings   * Explain what the costs will be for the project (daily / hourly fees, costs for producing resources) |  |

Section E – Sponsorship opportunity

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| Please detail any further possibilities to discuss potential sponsorship as Official HR Partner |  |

Appendices

Please feel free to include the following:

* CV of Project lead
* Anything further to support your tender