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.
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| Our understanding of your project requirements* Outline the overarching aim and associated objectives of the project.
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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.
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| Governance* How will the project be governed?
* How will the project team communicate with the client? Include details about frequency and method, including reporting.
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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.
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| Recent relevant experience* Provide links to reports or examples relevant work (preferably in a sporting and / or membership organisation context).
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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.
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| Project Costings* Explain what the costs will be for the project (daily / hourly fees, costs for producing resources)
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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