

COMMISSIONING – TOP TIPS



Major changes are taking place right now in the way that public services are delivered to the people that need them. Both Solihull Council and Solihull Care Trust are keen to encourage more voluntary and community organisations to get involved in designing their services, as well as running them. But getting your head around the commissioning process can be a tough challenge. Thankfully, there are a number of simple things you can do to help your organisation get commission-ready.

Get informed

SUSTAIN sends out email alerts every two weeks or so with information about the latest local tendering opportunities. To get linked in email addmein@solihull-sustain.org.uk with your name and organisation name, or contact Charles Rapson on **0121 770 8222**. Opportunities also get posted on a number of websites – make sure you are signed up to receive alerts and do regular research.

Get connected

Do you know the people involved in commissioning and those who make the decisions? More importantly, do they know you? Get your face known by attending consultation events that are relevant to you and get your name onto commissioners' mailing lists. You never know what opportunities might be right up your street.

Get recognised

Market yourselves to commissioners. Send out a copy of your newsletter or let them know when you have an event happening. The more you raise your profile the more likely you are likely to be recognised and remembered – making you the first to know when an opportunity comes up that is suited to you.

Get prepared

Although preparing paperwork for bids can be a time-consuming job, a lot of the basic information is repeated in each one you do. Cut down on your workload by preparing stock paragraphs about your organisation that you can “cut and paste” – then they just need “tweaking” to each specific bid. See www.ogc.gov.uk for some useful templates and guidance.

Get ready

Organisations thinking of bidding for a contract will be expected to have certain key elements in place. This includes financial systems, governance structures, policies and procedures, business planning, quality and performance management, legal status, people management and leadership.

Useful websites

www.solihull.gov.uk

www.supply2gov.uk

www.ojec.com

For advice on getting connected contact Claire Milican, Sector Development Manager on **0121 711 3148** or sectordevelopment@solihull-sustain.org.uk

For expert advice on promotion and marketing contact Jayne Scarman, PR & Marketing Manager on **0121 711 3148** or promotion@solihull-sustain.org.uk

For help with developing your organisation contact Manjit Johal, Community Development Officer on **0121 711 3148** or iag@solihull-sustain.org.uk

