

<b>DO</b>	<b>DO NOT</b>
<ul style="list-style-type: none"> <li>• Make outputs clear</li> <li>• Justify your claims as to your track record</li> <li>• Link the budget to activities in the bid (i.e. £X on activity A, £Y on activity B)</li> <li>• Ensure that all the requirements in the tender are met by your bid</li> <li>• Get someone remote from your area to review the bid before sending it</li> <li>• Sort out consortium roles in a clear and credible way</li> <li>• Produce the bid to a plan</li> <li>• Risk assess. And well!</li> </ul>	<ul style="list-style-type: none"> <li>• Over-reach or over-promise</li> <li>• Ignore guidance to bidders, and any weightings for assessment criteria</li> <li>• Form your consortium simply in response the call for bids</li> <li>• Rely on over-complicated consortia</li> <li>• Flail about bidding for everything that moves. (You need good internal system to make decisions as to which bids to respond to.)</li> <li>• Under-budget/under-price</li> <li>• Skimp on project management – both the how of it, and the amount of project resource devoted to it</li> </ul>