

The following document outlines issues for consideration and implementation for all those parties wishing to participate in the submission of tenders for CI Arb Mediation Training.

You will note from the web page that all the supplemental information is referred to and the component parts that should be considered have been highlighted. Clearly an appreciation and understanding of the position CI Arb has within the ADR community needs to be recognised within the framework of any successful bid. Our structure in terms of our branch network and governance needs to be fully understood as this has an impact upon any partnership organisation to be fully conversant and therefore efficient when it comes to being able to deliver training with and on behalf of CI Arb.

CI Arb has envisaged that the successful applicant or applicants will be able to contribute to our continued achievement of the '*object*' within the Royal Charter. CI Arb is also looking to challenge the applicants to be innovative in their approach, respecting the need to be honest about their ability to deliver training either to a worldwide market or recognising limitations and looking at their strengths in a particular geographic area.

Turning to the actual submission.

Outlined within the presentation are areas for consideration; clearly these would need to be assessed by the potential bidder. However, given the complexities of delivering training on a global scale CI Arb is open to a flexible approach being adopted to submissions. It is clear that there may be opportunities for a potential bidder to highlight their interest in a single geographic area. It is possible that we have numerous partners who can deliver the standard of training necessary within a single discipline as outlined in our Professional Sector Modules (although this is not an exhaustive list).

Furthermore, it must be noted that there is also an opportunity for those seeking to develop training programmes under our Recognised Course Provider scheme (RCP) rather than submit to the tender process.

Upon analysis of the submissions made CI Arb may also recommend that RCP is the more appropriate step forward in certain circumstances for providers of training in a particular area.

Given the flexible approach and the recognition that certain parties may only be interested in a limited part of our overall training programme I have outlined below a very basic structure that should be regarded as the bare minimum your submission should cover. This should be addressed to incorporate the tender expectations identified within the presentation.

1. Title

Show what solution/ advantage you will deliver.

2. Needs

Identify you recognise and understand our needs & requirements.

3. Solution

Briefly explain what you'll deliver – make sure this section clear sets out the benefits.

4. Why choose us/YOU?

Provide brief credentials, only use things relevant. What do you bring as added value.

5. Budget

include a clearly set out quote. Don't hide anything. Provide sufficient information, but remember our decision is not based upon cost it is about quality assurance.

6. Summary

You may place an executive summary at the start you could include a fuller version at the end of the proposal.

We hope this goes some way to aiding you in developing a clear, informative and innovative application. Please feel free to contact us on tender@ciarb.org with any other queries you feel we may be able to help you with along the way...