

ALLPAY LIMITED

Bid Co-ordinator Job Description

Owner	HR Manager	Date Created	24/02/2021
Classification Level	Public	Template Version	General Form v1.4

1. JOB IDENTIFICATION

Job Title: Bid Co-ordinator

Responsible to: Bid Manager

Department(s): Tenders

2. JOB PURPOSE

To co-ordinate responses for each bid and ensure compliance with tender documentation and requirements. Responsible for all administrative tasks such as distributing clarification question responses, arranging meetings, collating information for monthly reports and CRM updating.

3. DIMENSIONS

The role requires collating key tender information and providing administration support to the department to ensure a smooth-running bid process to the highest standard. The Bid Co-ordinator will work closely with the Tenders Department and act as the point of contact for all enquiries. With a high attention to detail, they will support by gathering corporate information, product information and other standard materials.

4. ROLE OF DEPARTMENT

The Tenders Department are responsible for the end-to-end bid process, working with Subject Matter Experts (SME's) to collate winning proposals. They will co-ordinate with different teams across the business to prepare the bid in order to maximise the response against the evaluation criteria. The department is responsible for assembling and writing winning bids for each of the following areas: Bill Payments, Prepaid and Card Services.

5. KEY RESULT AREAS

Assisting with responses to various requirements (e.g. PQQs, RFIs, RFQs and ITTs) during the pre-proposal planning stage, through to bid submission.

Acting as key point of contact for any Tenders enquiries, identifying, prioritising and escalating these as required.

Check Tender search systems on a daily basis and identify any potential contract opportunities which may be of interest.

Assist by updating spreadsheets/databases to consistently and accurately update the CRM system to enable relevant knowledge to be distributed company-wide.

Track and update progress on tender opportunities.

Track, distribute and update any clarification questions to relevant teams with urgency to ensure a timely reply.

Proactively update bid pipeline once notified of opportunities and communicate effectively within the Tenders and Sales team to ensure resource is planned.

Take responsibility for the bid compliance matrix for each opportunity, flagging any areas of concern to the team and ensuring all mandatory requirements have been met.

Develop a knowledge of allpay and its products and services by reading and reviewing previous bid and design documents, engaging with teams across the business proactively.

Assist the team in completing standard templates, such as project team plans, CVs, for use as supporting documentation within bids.

Set up meetings and handovers, co-ordinating with all key bid stakeholders.

Working to tight deadlines on multiple bids to deliver high-quality proposals.

Proofreading of material and work of others, providing constructive feedback to ensure a submission of the highest standard is achieved.

Management of version control of all bid procedures, ensuring all relevant approvals are secured prior to bid submission.

Updating Tender Library for storing useful facts, figures, evidence, policies etc., improving efficiency.

The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post

7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Excellent interpersonal and communication skills

Educated to A Level or equivalent

A high attention to detail with excellent writing and data management skills, taking pride in their work outputs

Ability to prepare and maintain documentation to the highest standards of presentation

Excellent workload prioritisation skills

Effective time management skills and ability to perform well under pressure independently

Excellent use of written and verbal English to translate and shape subject matter into winning proposals

Ability to work with other departments around requirements and foster relationships with subject matter experts

Experience and confidence using Microsoft Packages, including Word, Powepoint and Excel

Ability to work flexibly and as part of a team, and to demonstrate an ability to adapt to change

Organised and confident communicator

A good team player who can take responsibility for own actions

8. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: