

SAMPLE AGENDA FOR BID KICK-OFF MEETING

Person	Subject Matter
Bid Manager:	<ul style="list-style-type: none"> Welcomes everyone and introduces participants if they are not known to one another. Clarify and confirm any specific roles for the meeting. Confirm anticipated length of meeting and the objectives to be achieved.
Senior sponsor of bid project:	<ul style="list-style-type: none"> Confirms organisational (senior) commitment to project. Confirms availability to discuss project and the provision of advice/support Confirm appropriate resourcing.
Sales or Capture Lead:	<p>Gives an overview of the project:</p> <ul style="list-style-type: none"> Customer and status of relationship with customer, including any key customer personnel who have been engaged with. Understanding of incumbent relationship – if appropriate. Customer’s competitive landscape. Customer’s primary objectives and how the proposed solution will meet the objectives. Areas of specific empathy. Possible challenging questions. Understanding of key win themes
Bid Manager:	<ul style="list-style-type: none"> Conducts a page turning read through of the ITT. This may include sections of the ITT which are no questions but part of an overview or pre-amble, which are pertinent to all project participants understanding. Distribute and discuss the Bid Value Matrix (BVM), or other Bid Project Plan – pre-populated with objectives/questions, if possible. At each juncture, the SME is appointed and agreed, with deadlines for first draft also agreed. Any specific challenges are discussed and worked through. Storyboarding sessions agreed (if taking place). Project timelines and key milestones proposed and agreed. Non-response responsibilities discussed and owners agreed (e.g. executive summary, graphics, review process/schedule/personnel, editors, proofreading) Communications plan and further meetings schedule. Availability of all project personnel.
Individual SME contributions:	<ul style="list-style-type: none"> Each Subject Matter Expert (SME), who will be contributing content for the bid will be provided with an opportunity to discuss their role and allocated sections/questions. Any support they require will be discussed and agreed. SMEs will confirm their understanding of the deadlines and commit to delivery within that timeframe. Discussions will be held about win themes and how they may link into their section of the bid. It may be appropriate that all SMEs are not required to attend the entire meeting – but should be there for the opening and anything involving their sphere of operations.
Bid Manager:	<ul style="list-style-type: none"> AOB and contributors’ questions and closes meeting. Confirms next meeting date.