Bid Review Meeting

Project:

Date:

Agenda

# Introduction

Should include customer name; outline of proposal, collaboration/consortium etc

# Business Fit

Fit with PPD Programme, i.e. participates in and supports the UK particle physics experimental programme, synergies with other Programmes, experience and skills, existing facilities etc

# Finances

* 1. All costs included – staff, materials, facilities, travel, shipping, sub-contractors, burden rate etc.
	2. Overheads.
	3. Quotes received for sub-contractors or capital/recurrent expenditure
	4. Exchange rate risks and exchange rate used
	5. VAT Status
	6. Contingency & Margin adequate
	7. Penalties
	8. Justification of price less than FEC
	9. Matching funding
	10. Revenue management

# Management Proposal - issues, including L&C

## IPR issues/confidentiality issues. IPR arising, ownership, exploitation

## Personnel – availability, recruitment issues

## Cover letter contents. In the ITT what is required by way of cover letter content, e.g. programme of work, ‘company’ background, customer template, named personnel etc

## Contract terms

* + 1. Penalties
		2. Export licences

# Bid Schedule

1. Bid to be submitted
2. Duration of work –start and end

# Risks

Deliverable, timescales etc and any mitigating factors that can be put in place to reduce identified risks, such as milestones, acceptance criteria

# Legal and Commercial

# Action Items

Actions arising as a result of the review

# AOB

# Conclusion

Of review