



Job Description

Job Title	Bid Manager
Department	Bid Management
Responsible For	No direct reports
Responsible To	Principal Bid Manager
Main Purpose of Job	<p>The CDW Bid Manager is responsible for managing opportunities from qualification through to contract award. This includes the identification of the value proposition/strategy development.</p> <p>For each opportunity, the Bid Manager must work closely with the CDW Account Management team to identify and establish a virtual bidding team. The team typically includes representation from CDW's sales, business development management, solutions and project management departments.</p> <p>The Bid Manager is responsible for leading the virtual bid team to deliver a high quality, compliant and compelling bid response. To achieve this they must maintain a comprehensive bid plan which proactively tracks progress of key output as well as managing risk. The plan must include key bid milestones such as document approvals and bid submission.</p> <p>This is a highly networked role that requires an ability to work under pressure to meet challenging deadlines. It will require strong people management and commercial skills.</p> <p>Proposition/strategy development</p> <ul style="list-style-type: none"> • Work with the Account Management team to develop a thorough understanding of the client's requirement • Support the development of the capture plan including competitor analysis and solution development • Actively monitor activity to support the delivery of the capture strategy plan. <p>Opportunity take-on</p> <ul style="list-style-type: none"> • Assisting the bid coordinator in detailed validation of an opportunity following CDW's initial qualification process. • Supporting the bid/no bid review, providing rationale for the pursuit decision. • Identifying virtual bid team, engaging resources with the right skill sets to form a response to the customer's requirements. • Producing compliant proposal/tender templates and leading the bid kick off meeting. • Coordinating the customer's clarifications process. <p>Bid planning and management</p> <ul style="list-style-type: none"> • Agreeing bid responsibilities and work assignments with the correct virtual team members. • Leading bid teams including multiple internal and external contributors, stakeholders and partners.



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	<ul style="list-style-type: none"> • Developing and managing the bid strategy and approach. • Producing and managing the bid plan, including resources, deliverables, timing, dependencies and risks. • Managing the identification of commercial and operational risks and issues, and ensuring that these are assessed and appropriately controlled/mitigated. • Scheduling appropriate progress checks and reviews to maintain momentum and motivation. • Independent and collaborative authorship of custom content, as well as appropriate use of library material. • Working collaboratively to draft and revise executive summaries throughout bid preparation. • Critically reviewing draft bid content for adherence to questions, win themes and brand/writing quality standards. • Ensuring timely bid submission in compliant formats. • Leading post-submission activities, including pitches, questions, and BAFO/contract negotiations. <p>Bid process development</p> <ul style="list-style-type: none"> • Initiating lessons learned process to act on bid outcomes and customer/internal/partner feedback. • Supporting analysis of data and trends from bid tracker tool. • Supporting relevant company initiatives, particularly around increased use of document, information and knowledge management systems and CRM. • Commitment to implementing APMP best practice and proactive personal development against Practitioner competency framework. • Ensuring that the bid process is continually improved. • Contributing new material to the boilerplate libraries and being proactive in boilerplate additions, corrections and updates. • Assisting in development of document templates and visual materials. • Offering mentorship and guidance to proposal writers.
<p>Knowledge & Experience</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Degree level education in relevant discipline or equivalent (preferably English). • APMP Foundation certification essential. • APMP Practitioner, PRINCE2 Foundation and/or ITIL v3 Foundation certifications desirable. • Minimum of 5 years' relevant work experience. <p>Skills and experience</p> <ul style="list-style-type: none"> • A demonstrable track record within a bidding environment and good understanding of best practice bidding methodologies. • Skilled at building strong relationships with sales teams and internal resources to respond effectively to business opportunities.



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	<ul style="list-style-type: none">• Experience within the technology sector, especially within supply chain or technical bidding.• Advanced skills in Office 365 applications, including SharePoint Online, essential.• Skills in InDesign, Power BI and Qorus Document Builder desirable.• Good understanding of technology and IT services concepts.• Good understanding of public sector frameworks and consortia purchasing mechanisms.• Ability to direct, manage, lead and motivate bid teams.• Ability to manage complex daily activity comprising multiple work streams and team members.
Personal Attributes	<ul style="list-style-type: none">• Accountable for all aspects of their work.• Action oriented.• Strong leadership and diplomatic qualities.• Strong commercial awareness.• Exceptional communication skills, both written and verbal.• Excellent time management skills and ability to use these to determine time required to complete bids and develop work plans for others.• Highly developed influencing skills.• Meticulous attention to detail.• Confident at presenting and explaining complex subjects to a variety of audiences.• Confident at interacting with and guiding subject matter experts and customers.• Self-motivated and driven by challenges.• Patience, tolerance and resilience.