

# Quick Tips for Bid Management Excellence & Success

## ◆ Step 10: Governance & Security



Bidding for tenders involves risk! Safeguarding your intellectual property, brand reputation, revenue and profits is a top priority.

Ensuring all stakeholders operate within company strategies, guidelines and goals across such a complex activity is challenging. Tender submissions contain in-depth details about your business, products, services and competitive positioning. Ensuring this content is accurate and fully approved before submission is imperative.

Governance and security tools will ensure the proper management, access to and updating of information, as well as transparency of project activities and approvals. This will help your Bid Team ensure tender responses are accurate and aligned to company needs.

### Overview

- ◆ **Risks:** Informal roles, responsibilities and approval processes can lead to inaccurate information being submitted within a tender. This can lead to financial and reputational risks. Employee absence, whether temporary or permanent can result in gaps in knowledge and delays in activity. This can lead to rushed, poor quality tender responses being compiled and win probabilities reduced.
- ◆ **Action:** Define team roles and responsibilities, set up decision gates and managerial approvals and security for all tender information and documentation.
- ◆ **Result:** Easier management, tracking and full audit trail of your tender submission actions and assets.
- ◆ **Benefit:** Governance, compliance and Intellectual Property protection.



This Guide forms part of the [10 Step Guiding Principles](#), a Best Practice Bid Management philosophy developed by the TenderEyes Team. Based on a wealth of first-hand operational, executive and bid governance experience and collaboration with highly knowledgeable corporate bid teams.



## Best Practice Goals

- ◆ Undertake risk analysis of the whole bid process, people and information. Identify and address areas for improvement.
- ◆ Define and document stakeholders, contributors and approvers roles and responsibilities. Plus required access rights to content and project activities.
- ◆ Implement decision gates and formal approvals processes to ensure content accuracy and validity.
- ◆ Undertake regular audits and review to ensure compliance of governance and risks are properly managed.

## Digital Transformation

The adoption of an enterprise bid management solution will help address the complexities of the bid process and challenging collaboration between the multiple internal and external stakeholders.



## TenderEyes Governance & Security Module

### Risk Management

Build and manage your Risk Register, Kanban boards & RACI charts.

### Role Assignment

Assign individual and team roles, responsibilities and data access rights.

### Compliance

Store policies and compliance procedures in one secure easily accessible place.

### Access Rights

Keep accurate records of licences, users and change requests.

### Sign Offs & Approvals

Map and review decision gateways, approvals and document sign offs.

### Security Auditing

Access detailed Audit logs for events, projects, contracts and locations.



## Interested in Taking a Deeper Dive?

Let our team show you how the TenderEyes Enterprise Bid Management Solution can help transform your tender processes and success!

[Book My Demo](#)

## ◆ About TenderEyes

TenderEyes is the leading Enterprise Bid Management solution designed to empower end-to-end opportunity, tender and contract success.

The scalable, configurable platform includes powerful intuitive tools, workflow automation and in-built best practice, all to deliver smarter collaborative working.

Proven across teams, divisions and geographies within long-standing global top tier customers and across multiple sectors in 24 plus countries in 5 continents.

**Empowering Bid Excellence & Success!**

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