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5.1 BID - Manage Bid

BID ▾



Description : 5.1 BID - Manage Bid

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PRESENTATION CONTEXT **RULES** DOCUMENTS TOOLS INPUTS/OUTPUTS ROLES TAILORING PERFORMANCE CRITERIA

RULES

0105: Bid team organization

The Capture Leader (CL) is the leader of the bid. He is designated as soon as possible, at the request of the Senior Management of the Entity which assures the commercial interface with the customer. He belongs to the Entity which will submit the bid.

The bid team composition is tailored so as to bring together all of the expertise necessary for the bid's success.

The CL assures the overall responsibility of the bid by relying on the expertise of the bid team. He is in charge of the commercial interface with the customer (if needed with the support of the Key Account Manager (KAM), if it is not the KAM himself).

The Bid Manager (BM) is in charge of the preparation and coordination of the work on the bid by the bid team. In any case, the BM contributes, in support of the CL, to the commercial interface with the customer.

This rule doesn't prevent the possible definition of an additional local validation (equivalent to Gate 2) before sending the price and cash sheet to another legal Entity.

0110: Gate management

The gates are organised according to the " Main Rules for Bids Organisation and Approval (MRBOA) " instruction and to the quality practice on decision reviews.

The decisions in gates are taken according to the quality practice on decision making.

Any actions decided during a gate are managed in the " **Bid tracker** ".

b2) Multi-entity bid management

A multi-entity bid must be managed according to " Managing multi-entity bids " instruction. Multi-entity is a generic term meaning an entity, whether legal entity, domain, CBU, BL, that is taking part in the bid.

The QAM assures quality for multi-entity or multi-country bids according to the quality practice for QA on multi-entity bid & project.

c) Risk management activities

In order to minimise the level of risk of the future project, risk management activities should be properly implemented during the bid phase according to " Risk & Opportunity instruction for Bids & Projects " and " Risk & Opportunity guideline for Bids & Projects ".

d) Product policy

The Strategic Make Team Buy established by " **Manage the Products Policy** " process apply by default to Make Team Buy decision and all deviations must be justified and approved by Business Senior Management.

On Business Organisation request and in accordance with " Main Rules for Bids Organisation and Approval (MRBOA) ", the Products Policy Supervision (PPS) and Products Line Manager (PLM) may participate to the Gates.

e) Security aspects

With respect to Local and Defense regulations and according to the activities described by the " **Ensure people, property, operations and information Security** " process, the following subjects must be taken into account during the bid phase:

- Personal security (clearances, raising awareness of threats, security in the workplace and during travel in sensitive countries...),
- Site protection (classified defense or not),
- Operational security in sensitive country,
- Protection of information according to " Protection of Group information " instruction.

f) Ethic rules

During the bid phase, the activities must be performed according to " Code of Ethics " and " Reference Guide - Business Ethics - Prevention of Corruption ".

g) Data management rules

During the bid phase, all the data prepared must:

- be managed according to " **Manage documents** " process,
- use as "Master identifier" the "Opportunity reference" provided by GCRM for the opportunity or reference provided by applicable ERP.

g1) Data management rules

The " **Bid tracker** " and " **Internal Executive Summary** " versions that are produced per Bid milestone must be stored in the Bid Data Repository.

h) Peer review on request

Additionally to any adjustment already set out in the " **Internal Executive Summary** ", the Capture Leader or Bid Manager can organize peer reviews at any time during preparation of the bid (e.g. storyboard, redlining).

To conduct efficient peer reviews, refer to the quality practice on peer reviews.

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