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Bid Solutions Manager

Description

As a bid solutions manager, part of the bid process, from opportunity identification, solution development to proposal submission. This includes ensuring the timely submission of high-quality proposals that meet client requirements, supporting the bid budget and resources effectively and establishing compliance with all RFP requirements and guidelines. The bid solutions manager will also uphold an understanding of market trends and competitor activity to compile bid strategy.

Accountabilities

- Part of the team leading end-to-end bid process, including opportunity identification, qualification, proposed solution, technical write-ups and supporting commercial submission.
- Reading the RFP and designing the solution based on the client's requirements within a budget.
- Developing and executing bids solutions aligned with the company's product line and client's requirements.
- Working with various team members, including sales, consultant, technical, legal and finance to ensure all aspects of a bid solution is addressed.
- Providing Commercial Manager with bidding budgeting feedback, resources and timelines to ensure on-time and high-quality proposal submissions.
- Supporting sales team by identifying new business opportunities by monitoring public and private sector tender portals.
- Maintaining comprehensive and accurate bid documentation, including bid files, records of communication, solution diagrams, PowerPoints, write-ups and pricing information.
- Participating in negotiation sessions to secure favourable terms and conditions while focusing on profitability.
- Leading client's workshop for solution designing, integrations and implementation with project manager and consultants.
- Ensuring compliance with client requirements, regulations and industry standards.
- Monitoring and evaluating bid performance metrics to identify areas for improvement.

Responsibilities

- Improving and developing HITEK bid and client templates including proposal documents, PowerPoints and solution design and architectures.
- Identify and evaluate new business opportunities and solution trends through market research, competitor analysis and client needs assessment.
- Lead and coordinate the entire bid management process, including reviewing bid invitations, conducting bid/no-bid analysis and establishing timelines.
- Develop compelling and persuasive bid content, including executive summaries, value propositions, pricing models and technical responses.

Hiring organization

Farnek Services LLC

Employment Type

Full-time

Industry

Information Technology

Date posted

01/29/2024

- Collaborate with internal stakeholders, such as sales, operations and subject matter experts, to gather information and develop bid strategies.
- Coordinate and facilitate bid review meetings, ensuring key stakeholders provide input and address concerns or issues.
- Work with pricing teams to develop competitive pricing strategies that align with bid requirements and profitability targets.
- Coordinate with legal and compliance teams to ensure bid proposals meet all legal and regulatory requirements.
- Monitor and track bid performance metrics, analysing win/loss data to identify trends and areas for improvement.
- Conduct post-bid analysis and debrief sessions to identify areas of improvement and implement lessons learned for future bids.
- Continuously refine and improve bid processes, templates and best practices to enhance efficiency and effectiveness.
- Stay updated on industry trends, market insights and emerging best practices in bid management.

Qualifications

(Identify the recruitment specifications needed to perform this job at a fully-acceptable level)

- **Education/Qualification**
Bachelors / Master in IT / Electronics / Engineering (Must)
- **Experience (experience required for the job)**
 - 5+ years as bid solution manager for technology for smart buildings and smart cities.
 - Experience in managing bids for complex projects or large-scale contracts.
 - Knowledge of Middle-East countries' government and private procurement processes and regulations.
 - Demonstrated success in winning bids through effective proposal management.
 - Strong understanding of the bid lifecycle, proposal writing, development, and contract negotiation.
 - Attention to detail and high accuracy in bid preparation and review.
 - Ability to collaborate with cross-functional teams and influence stakeholders at various levels.
- **Skills (general job knowledge & skills)**
 - Understanding of BMS, Energy, Space and IoT Management solutions.
 - Understanding pricing strategies and financial analysis in bid development.
 - Ability to create visually appealing and engaging bid presentations.
 - Strong project management skills, with the ability to prioritise tasks, meet deadlines and manage multiple bids simultaneously.
 - Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively.