



G-Cloud 15

Lot 3 - Invitation to Tender (ITT)
Management and Procurement Service

January 2026

Version 1.0

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Invitation to Tender (ITT) Management and Procurement Service

Why Invictus Innovations

At Invictus Innovations, we are dedicated to excellence in public sector procurement, with a particular focus on digital and cloud services. Our approach combines expert management of the Invitation to Tender (ITT) process with a deep understanding of the specific needs of public sector Clients. We leverage our extensive experience to provide transparent, effective, and compliant procurement solutions that align perfectly with client requirements. Our team ensures that every phase of the procurement process is handled with precision, from strategy formulation and market engagement to supplier selection and ongoing management. This commitment to excellence and Client alignment is what sets Invictus Innovations apart.

Our team has experience delivering services within Official and higher-classified environments, supported by senior practitioners with appropriate security clearance experience where required. Any specific clearance requirements are agreed with the Buyer at call-off and remain subject to Buyer processes and approvals.

About our Service

Invictus Innovation's procurement specialists develop and support compliant tender documents, including Pre-Qualification Questionnaires (PQQs), Requests for Proposals (RFPs), and ITT documents aligned to public procurement regulations. Our services are designed to meet the unique project requirements of each Client. We can manage the entire procurement process, providing support for Clarification Questions (CQs), developing robust evaluation strategies, and assisting in the negotiation of Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and service credits. Our approach extends to supplier evaluations and supporting the transition readiness phase, exit support, supplier mobilisation, and the effective ongoing management of supplier relationships where required.

Features

- Develop compliant PQQ, RFP, and ITT documents for procurement.
- Conduct early market engagement and supplier consultation activities.
- Support full tender lifecycle from publication to evaluation.
- Manage and respond to Clarification Questions (CQs).
- Design robust evaluation criteria and scoring frameworks.
- Evaluate supplier bids against defined commercial and technical criteria.
- Support SLA, KPI, and service credit negotiations.
- Provide exit planning and knowledge transfer support.
- Manage supplier mobilisation and transition readiness activities.

- Draft internal and external procurement communications.

Benefits

- Reduced delivery risk through structured procurement documentation and process.
- Improved supplier selection aligned to value and service quality.
- Flexible delivery model enables full lifecycle or modular support.
- Transparent audit trail ensures compliance and procurement readiness.
- Ongoing knowledge transfer strengthens internal procurement capability.
- Accelerated mobilisation through proven artefacts and procurement templates.
- Increased stakeholder confidence in process and commercial outcomes.
- Alignment to Cabinet Office, CCS, and MOD procurement standards.
- Supports cloud transition and digital transformation objectives.
- Enables scalable sourcing for large or niche delivery requirements.

Delivery Approach

We work collaboratively with Clients to plan and deliver compliant, value-for-money procurement exercises. From initial scoping and market engagement to supplier evaluation and contract finalisation, we operate in alignment with UK public procurement regulations. As part of our service, we can provide knowledge transfer and upskilling, empowering Client teams with the skills necessary for future procurement success. This can be achieved through a combination or tailored approach using one-to-one training, coaching, development, and mentoring. Our aim is to ensure that the best practice methods we apply during our service delivery are adopted by Client staff, with key skills and knowledge retained following the completion of the contract.

By entrusting Invictus Innovations with your procurement needs, you benefit from a service that not only delivers on its promises but also enhances your internal capabilities, ensuring sustained success in your future procurement projects. This comprehensive, client-focused approach is what makes Invictus Innovations a leader in public sector procurement services.

Deep Network

We aim to provide your needs using in house capability, there may be times where we need to reach into our deep network of expertise to support a niche set of skills, more accelerated requirement or larger team. In all instances where this is required, we will be fully transparent and ensure any external support is seamlessly integrated into our delivery team.

Our 5 Step Engagement Model - Requirement to Agreement

1. Requirement and Capability Alignment

We work with you to understand the requirement and agree the appropriate

	capability, experience and delivery level needed to achieve your outcomes.
2. Team Onboarding	Delivery is dependent on the capability and capacity agreed at the outset and during the engagement. Where constraints exist or requirements evolve, we work with the Buyer to review resourcing needs and, where appropriate, support the onboarding of additional or alternative practitioners aligned to the agreed scope and delivery timescales.
3. Delivery approach	Drawing on our experience, we help shape an appropriate delivery approach and, where beneficial, identify alternative options that may improve outcomes or reduce cost and risk.
4. Strategy, Scope and Outcome Definition	Drawing on our experience, we support the Buyer in shaping an appropriate delivery approach and, where beneficial, identifying alternative options that may reduce cost, risk, or complexity. This includes working with the Buyer to define scope, deliverables, timelines and quality criteria, while explicitly identifying constraints, assumptions and dependencies that may influence outcomes. This approach supports informed decision-making and sets realistic expectations aligned to agreed resourcing and conditions.
5. Engagement Review and Agreement	Depending on the maturity of the requirement, we support review and refinement of a draft Statement of Requirements (SOR) or Statement of Work (SOW), progressing to an agreed engagement at call-off. We recognise that some Clients prefer full upfront definition before commencing work. Where appropriate, we can also adopt a pragmatic and iterative approach, refining scope and deliverables collaboratively as understanding develops.

Customer Responsibilities

1. Contracting and Invoicing	Engagements are confirmed through a call-off contract with an agreed Statement of Work (SOW) or Statement of Requirements (SOR) and associated purchase order. Standard payment terms are 30 calendar days or less.
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2. Customer responsibilities

Delivery is dependent on timely access to agreed Client inputs, which may include stakeholder availability, documentation, systems access, onboarding requirements, equipment, and any applicable security or clearance approvals.

Note: Engagements may be delivered as discrete support activities or as part of a wider programme, depending on Buyer need and agreed scope.

Other Services

As well as the service offered in this document, we also offer a range of aligned services to your organisation and team, with skills to advise, deliver or support. Our services are scalable and can be tailored around your situation and can be found easily within the Lot 3 G-Cloud search¹ via our website www.invictusinnovations.co.uk or by contacting us directly at info@invictusinnovations.co.uk

If you need a group of specialists, delivery team or digital consultancy support, then please get in touch and we can discuss your needs and utilise capability-based pricing within our rate card.

¹ **Keywords to search:** ITT, procurement, sourcing, tender support, bid support, PQQ, RFP, commercial advisory, exit, transition, disaggregation, digital transformation, CCS, G-Cloud, public sector procurement, supplier evaluation, service contracts, PA23, OJEU, Crown Commercial Service, market engagement, clarification questions, evaluation criteria, SLA negotiation, KPI development, contract management, procurement lifecycle, compliant procurement