

Initial findings – if at first it doesn't look right, close the panel > hard re-fresh -

On a PC – press CTRL + F5

On a Mac – press Command + Shift + R

Open the panel again. All good? If not helpdesk@locarla.com, send a screenshot, and someone will be in touch.

Your computer is built to remember stuff, and in this instance, we don't want it to.

Data Security

To get accurate responses the system needs to work on your own data. You may be worried that a. your data is not secure, and b. your data is being used by others.

A. Our business depends on data security; we have a lot more of it than you do. Trust me, your data is very secure on AWS servers and when it is fed into the system, we 'vectorise' it, ie. turn it into strings of numbers. Your actual content is only useful when vectorised.

B. The system works by crafting answers based on the information you provide. You might have submitted a previous answer that scored 70%, someone else might have written something very similar and scored 30%. The system is trained on your information only. The Bid Assistant software itself is not being trained on your data. I won't go into detail, but these types of systems use 'Wrapper' interfaces sitting on LLM's like ChatGPT. You can't 'train' ChatGPT, you can only give it more data to improve the responses it gives you. You are not updating its core training data. We are unable to tell ChatGPT to learn from the data you are feeding it. LLMs don't work like that.

AI Bid Assistant

Win More Work with Less Effort – Introducing the Bid Assistant

This guide is for anyone involved in writing bids, PQQ's, RFI's, Framework Onboarding Questions, Supplier due diligence forms etc. in the public sector. Whether you're a current Locarla client or just curious, the Bid Assistant is designed to take the pressure off – helping you answer questions faster, smarter, and with more confidence.

You'll find a quick overview of how it works, how to get the most from it, and why uploading your own past bids and documents makes all the difference. If you would like training, please talk to amy.fitt@locarla.com

This is a free add-on for Locarla RMI (Premium), or Retrofit (The Works) clients, if you normally get contract data, then the Bid Assistant is included for free. Unfortunately, we can't offer free training or include it in the normal training sessions. Amy has enough to do as it is and she is not familiar with the Bid Assistant. Training costs £250 +VAT ph.

Let's get started.

1. You must add the notice of interest to 'My Notices'.

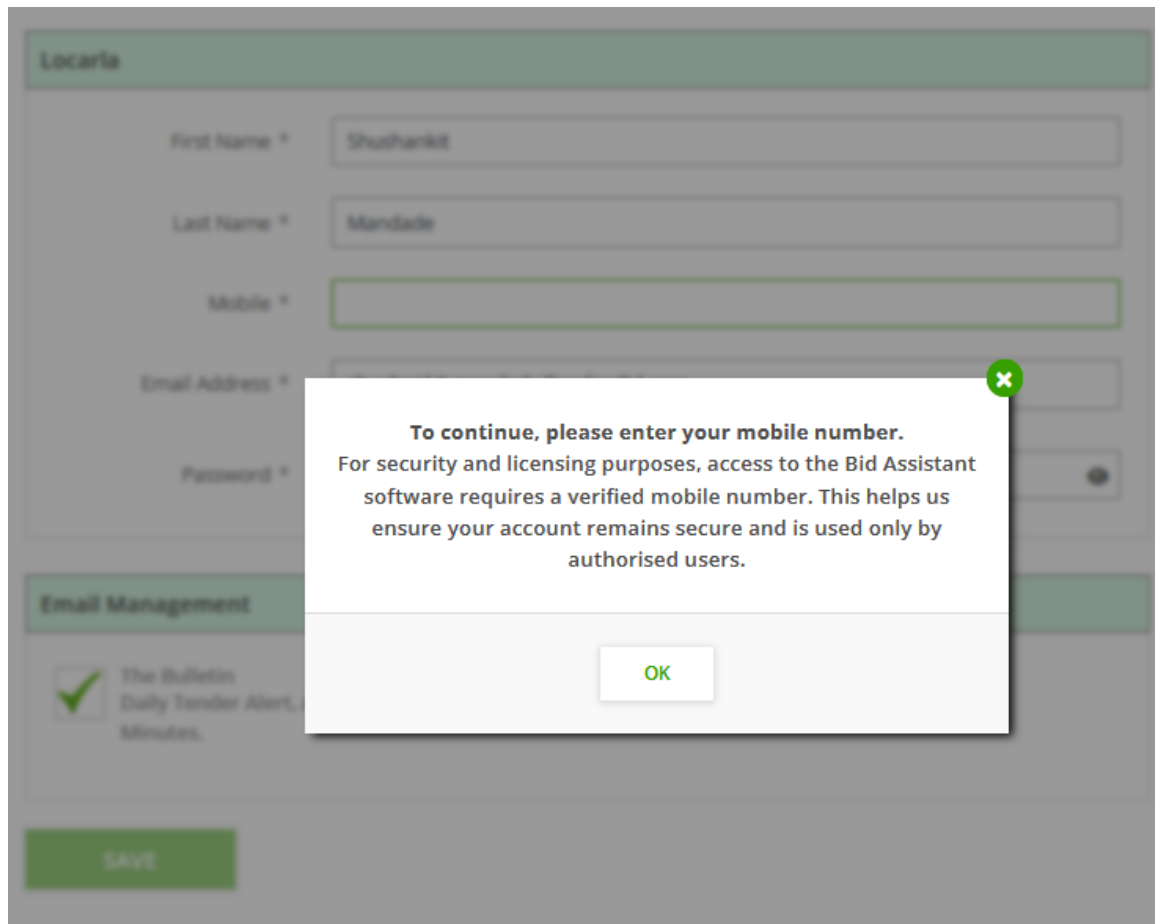
SQs are normally on UK1 & UK2, ITTs on UK4, but you can add any notice you want.

Open the notice, click on the ellipsis, and do the needful (as they say in India).

The screenshot displays the Locarla web application interface. At the top, a green header bar contains the 'LA' logo and the text 'Yorkshire Housing Limited'. Below the header, a table lists contract notices. One notice is highlighted, showing details such as '23/06/2025 - Contract notice', 'Retro Wave', and '2025/FT:'. A dropdown menu is open, showing options to 'Add to My Notices' with various status filters (Under Consideration, Bidding, Submitted, Awaiting Decision, Withdrawn, Won, Lost, Declined / No Bid) and other actions like 'View My Notices', 'Copy notice link', and 'Share Notice'. A large orange arrow points to the ellipsis icon that triggered the menu. To the right of the dropdown, a 'Contract Analysis' section is visible, showing 'TOTAL STOCK 17,013' and 'GR 1'. Below this, a 'PIN - Retrofit Delivery' section is visible, showing 'Tenure 24 months', 'Dispatch 26-05-2025', and 'Deadline -'. The 'Description' section states: 'Yorkshire Housing Limited will be seeking ASHP and EWI. Location of contract'.

2. My Notices is where the magic happens
but first, we need your mobile number for security purposes:

‘OK’ the box, add your mobile number and ‘Save’. All done.





The screenshot shows the Locarla user profile page. The page has a header with the Locarla logo. Below the header, there are input fields for First Name (Shushankit), Last Name (Mandade), Mobile (empty), Email Address (empty), and Password (empty). A modal dialog box is displayed in the center of the page, with a green 'X' icon in the top right corner. The dialog box contains the following text: "To continue, please enter your mobile number. For security and licensing purposes, access to the Bid Assistant software requires a verified mobile number. This helps us ensure your account remains secure and is used only by authorised users." Below the text is an "OK" button. At the bottom of the page, there is a "SAVE" button. To the left of the "SAVE" button, there is a section titled "Email Management" with a green checkmark icon and the text "The Bulletin Daily Tender Alert, Minutes."

My Notices

		CONTRACT TITLE	CLIENT	BID PROCESS	LEAD	EXPECTED	PRIMARY TRADE	TOTAL VALUE	PUBLISHED
		Responsive Repairs Programme - General Build Contractor ...	Lewisham London Borough	Under Consideration	-	01-10-2025	Responsive Repairs	-	14-07-2025
		Additional Information - Passive Fire Stopping Works (Clo ...	Freebridge Community Hous...	Bidding	Freddie	-	Fire Safety	£3,333,333	11-07-2025
		New Shared Ownership Essential Repairs - SO10	L&Q Group	Bidding	Rod	-	R&M Works (Various)	-	10-07-2025
		Energy Efficiency and Planned Maintenance Works for Counc ...	Cambridge City Council	Bidding	Rod	01-09-2025	Retrofit	£25,000,000	08-07-2025
		Passive Fire Stopping Works	Freebridge Community Hous...	Bidding	Freddie	-	Fire Safety	£3,333,333	07-07-2025
		Housing Repairs - 1535	South Kesteven District C...	Bidding	Jane	-	Responsive Repairs	£11,000,000	07-07-2025
		Provision of Repairs and Maintenance DPS	Epping Forest District Co...	Bidding	Freddie	-	R&M Works (Various)	-	03-07-2025
		Principle Contractors Framework (Meet the Buyer Event on ...	Onward Group Ltd.	Under Consideration	-	10-09-2025	Responsive Repairs	£10,000,000	03-07-2025
		Principle Contractors Framework	Onward Group Ltd.	Under Consideration	-	10-09-2025	R&M Works (Various)	£10,000,000	30-06-2025
		Voids and Responsive Repairs Made of 2 Lots	Hastoe Housing Associatio...	Bidding	Rod	-	Responsive Repairs	£1,500,000	25-06-2025
UK4		Property Repair and Associated Works at Harmood Street	Riverside	Awaiting Decision	-	-	R&M Works (Various)	£46,000	09-06-2025
UK7		Housing Repairs & Maintenance Works and Services	Milton Keynes Borough Cou...	Won	-	-	Responsive Repairs	£237,500,000	04-06-2025
UK4		Housing Leeds Responsive Repairs, Voids and Cyclical Serv ...	Leeds City Council	Bidding	Jane	-	Responsive Repairs	£185,000,000	15-04-2025
UK2		Housing Leeds Responsive Repairs, Voids and Cyclical Serv ...	Leeds City Council	Bidding	Jane	-	Responsive Repairs	£185,000,000	17-03-2025
UK4		Housing Repairs & Maintenance Works and Services	Milton Keynes Borough Cou...	Submitted (19-08-2024)	-	-	Responsive Repairs	£475,000,000	02-08-2024

Upload the tender pack.

4. Either we, or one of you, needs to upload the SQ / ITT. If the notice has been uploaded the folder icon will be 'open', and visible to all. Nothing else is shared. All your information is locked down so what the system learns from you, will only be applied to your answers. As well as extracting the questions, our system needs to 'vectorise' all the content to make it useful in answering the questions.

UK2		Energy Efficiency and Planned Maintenance Works for Council	Cambridge City Council
UK4		Passive Fire Stopping Works	Freebridge Community



If the tender pack is large, and you are the one kindly uploading it, now is the time to make a cup of tea as this could take a few minutes. The system prefers Zip files of any size, but it can take up to 10 individual files at a time. Some of the Zip's we've seen contain 30 documents and the system needs to read, and do it's thing, with every word, table, graph & image they contain, as well as extract the questions. For most tender packs the upload time is less than a minute.

When it's uploaded, it will look like this:

L&Q Group

L&Q Group

- Pre Market Engagement SO 10 Initiative.xlsx
- Purpose: This document is a pre-market engagement notice to gather information from potential suppliers regarding their capabilities and proposed solutions for managing shared ownership repairs.
 - Focuses on understanding supplier processes for managing shared owner repairs, including handling requests, contractor selection, quality assurance, and resident communication.
 - Explores financial management aspects, such as tracking repair allowances, processing costs, and providing real-time reporting capabilities, as well as service fees and charging structures.
- PIN SO10 Initiative .docx
- Purpose: Gathers market insights for a third-party administrator of the Shared Ownership (SO10)

And breathe, it's not as scary as it looks.

- Upload your documentation and anything you want from Locarla, the client download sheet, your current contracts, the clients housing stock overview.
- Now click on a question in the left-hand panel. They don't need to be done in sequence.

LOCARLA
Cambridge City Council

My Notices (13)

Build-a-Table	UK
Select Options	UK4
Contract Type	UK2
Bid Process	UK4
Sector	UK2
Location	UK4
Trades & Services	UK4

Selected Options

Contract Title:
PIN - Energy Efficiency and Planned Maintenance Works for Council Homes
(Supplier Event on 23.07.2025)

Client:
Cambridge City Council

Bidding Process:
Bidding

Bid Submitted:
Not yet submitted

Questions +

- Please provide, in connection with the 3 references already provided in your response to Selection Questionnaire (SQ) Section 3 Three case studies that demonstrate and explain how you are best placed as an organisation to deliver this contract in terms of your experience of delivering the required Works, your technical and professional ability, and human and technical resources? | 500 words per case study | 30%
- How does your organisation ensure that its employees (and any sub-consultants) are correctly trained and qualified to competently perform the required services (including the legal compliance requirements for this contract); and evidence of current resourcing levels to demonstrate that you would be able to mobilise and deliver a contract of this size and duration (including details of sub-consultants needed to deliver the service scope). | 500 words | 25%
- Please provide, in connection with one of the references already provided in your response to Selection Questionnaire (SSQ) Section 6 Q. 6.1 - A case study that demonstrates how you have implemented and delivered service improvement during the life of the Contract. | 500 words | 20%
- Please tell us how you manage Health and Safety and Quality Control and how this would benefit Dimensions in the delivery of the Repairs service? What are the key element of H and S for Repairs? | 500 words | 25%
- 1 | Contract Mobilisation | 10%
2 | Service Delivery | 10%

Upload Documents

Upload Company Profile Documents

Choose file

i Think Annual Reports, company brochures, policies, case studies, project summaries, accreditations.

The more information you give the system, the stronger and more tailored your bid responses will be. These documents help us generate accurate, high-scoring answers that reflect

Upload Client Data

Choose file

i Maximum 10 files at a time. Zip files are better.

Upload Knowledge Or Answer Bank

Choose file

i Already have answers written up in Word or Excel? Upload them here to build your Knowledge Bank.

Resource material +

Locarla

Tender Pack

- Volume 1 Annexe 1 Dimensions National Maintenance Area Map Final.pdf
- Volume 3 - Conditions of Contract - KPIs.xlsx
- Volume 4 Part A - Selection Questionnaire - Dimensions 061223.docx
- Volume 1 Annexe 1 Dimension Owned by Lot Stock List.xlsx
- Volume 1 Annexe 1 Code of Conduct Final.docx
- 01 Volume 1 Annexe 1 Data Pack Overview.pdf
- Volume 1 - ITT Dimensions Maintenance Tender 141223.docx
- Volume 2 - Specification - Dimensions 061223.pdf
- Volume 1 Annexe 1 Equality and diversity policy Final.pdf
- Volume 1 Annexe 1 Maintenance Standards - Tenants expectations Nov 2023 Final Version.pdf
- Volume 1 Annexe 1 Dimensions UK Repairs Analysis 2022 2023.xlsx
- Volume 1 Annexe 1 Modern slavery and human trafficking statement Final.pdf
- Volume 1 Annexe 1 Safeguarding children and young people policy Final.pdf
- Volume 4 Part B - Tender Response Document - All Lots - Dimensions 061223.docx
- Dimensions Maintenance Services - Tender Overview.pdf
- Dimensions Maintenance Services - Tender Overview.docx
- Volume 1 - ITT Dimensions Maintenance Tender 141223.pdf
- Volume 4 Part B - Tender Response Document - All Lots - Dimensions 061223.pdf
- Volume 2 - Specification - Dimensions 061223.docx
- Volume 3 - Conditions of Contract - Dimensions JCT Measured Term Contract.pdf
- Volume 4 Part A - Selection Questionnaire - Dimensions 061223.pdf
- Volume 4 Part B.2 - Pricing Schedule - Dimensions 131223.xlsx

Your Docs

What happens if you don't upload any of your own documentation?

Question:

2) How does your organisation ensure that its employees (and any sub-consultants) are correctly trained and qualified to competently perform the required services (including the legal compliance requirements for this contract); and evidence of current resourcing levels to demonstrate that you would be able to mobilise and deliver a contract of this size and duration (including details of sub-consultants needed to deliver the service scope). | 500 words | 25%

Answer: Note the responses. Because the documentation with the answers has not been supplied, the system has nothing to build an answer with. Follow the comments, upload the documentation, then click on the question again. Alternatively paste the necessary information into the prompt box and submit.

Question 2 : How does your organisation ensure that its employees (and any sub-consultants) are correctly trained and qualified to competently perform the required services (including the legal compliance requirements for this contract); and evidence of current resourcing levels to demonstrate that you would be able to mobilise and deliver a contract of this size and duration (including details of sub-consultants needed to deliver the service scope). | 500 words | 25%

Answer -

Our organisation ensures that all employees and sub-consultants are correctly trained and qualified to competently perform the required services, including all legal compliance requirements.

We maintain comprehensive training records and competency assessments for all staff. **[Please provide details of the training programs, certifications, and competency assessment processes used by the company.]**

We have sufficient resourcing levels to mobilise and deliver a contract of this size and duration. **[Please provide evidence of current resourcing levels, including the number of directly employed staff and details of any sub-consultants needed to deliver the service scope.]** We utilise sub-consultants for **[Specify services]**.

All sub-consultants are vetted to ensure they meet our stringent quality and compliance standards.

5. Oh goodness, what have you done, you've built a monster!

If you have supplied the information, the system will find it and use it to develop the answer

The screenshot displays the LOCARLA interface for Leeds City Council. The top navigation bar includes the LOCARLA logo and the council name. The main content area is divided into several sections:

- My Notices (20):** A sidebar on the left with a 'Build-a-Table' button and a list of filters (Contract Type, Bid Process, Sector, Location, Trades & Services). Below this is a 'Selected Options' section.
- Contract Overview:** A central panel showing contract details for 'Housing Leeds Responsive Repairs, Voids and Cyclical Service & Maintenance Work West Leeds Area 2026'. It includes the client (Leeds City Council), bidding process (Under Consideration), and bid status (Not yet submitted). It also lists four questions with their respective points and page counts.
- Question 8:** A detailed view of the selected question. The question asks for a customer communication and engagement plan. The answer section provides a comprehensive response, including a commitment to proactive communication, a list of benefits to customers (Empowerment and Involvement, Clear and Accessible Information, Proactive Communication, Personalized Approach, Dedicated Support), high quality and efficient services (Strategic Core Groups, Community Presence, Joint Inspections, Digital Communication), and learning from complaints and improving service (Complaint Management, Monthly Analysis).
- Resource material:** A sidebar on the right listing various documents and templates available for download, such as 'App 3d LUL Electrical Spec 18th Edition.pdf' and 'App T LCC Asset Management - Photo standard.pdf'.
- Your Docs:** A section at the bottom right listing documents related to the council's policies, such as 'Gender-Pay-Gap-Report-2022.pdf' and 'Bell Group Privacy-Policy.pdf'.

The interface is designed to be user-friendly, with clear navigation and a focus on providing detailed information and resources to the user.

Everything you write here will be saved automatically, so you can leave this page at any time.


Selecting 'Done' will hide it from the question list.

If you 'copy', the last response from the Bid Assistant will be copied to your clipboard.

6. The prompt box.

Use the prompt box to craft the answer in one of two ways:

1. If the answer asks you to provide details on your accreditations you can paste them, then submit.
2. You can ask for the answer to be more concise, longer, a certain number of words etc.

The image shows a web interface for a prompt box. It features a large, empty text input area with the placeholder text "What next?". Below the input area, there are three icons: a document icon, a document with a checkmark icon, and a "Done" button. To the right of the input area, there is a green "Submit" button.

This is not the same type of prompt you would get on ChatGPT, so you can't say, "Search for information on ducks and put that in the answer.". Our software is trained on the information you provide so it doesn't 'hallucinate' – definition - the generation of information that is factually incorrect, fabricated, or not grounded in the input data or real-world knowledge.

7. If I was you, at this stage, I would want to take over. I might want to add an amusing anecdote about my recent holiday in Spain (it makes me snigger just thinking about it), the Bid Assistant can't do that so we're going to have to go freestyle.
- Click on the 'Questions' title in the left-hand panel to view all the questions in a list. Click on an answer to make it editable..

LOCARLA
Cambridge City Council

My Notices (15)

Build-a-Table	Select Options	UK
Contract Type	>	UK1
Bid Process	>	UK4
Sector	>	UK2
Location	>	UK2
Trades & Services	>	UK4

Selected Options

Questions +

during the life of the Contract. | 500 words | 20%

4) Please tell us how you manage Health and Safety and Quality Control and how this would benefit Dimensions in the delivery of the Repairs service? What are the key element of H and S for Repairs? | 500 words | 25%

**5) 1 | Contract Mobilisation | 10%
2 | Service Delivery | 10%
3 | KPIs | 10%**

**6) 1 | Social Value | 5%
2 | Continuous Improvement | 12.5%
3 | Tenant Values Question | 12.5%**

**7) Please outline the key stages and actions as part of the contract mobilisation and the timeframes involved? | 1000 | 10%
Word Count To be completed by bidder**

**8) Please outline the key elements of service delivery and how you will achieve them? | 1000 | 10%
Word Count To be completed by bidder**

**9) Please respond to the KPIs found in Appendix H and how you will achieve these performance standards? Also offer any additional KPIs that your company monitor that would be of assistance to Dimensions UK? | 1000 | 10%
Word Count To be completed by bidder**

**10) Please outline any added value you can bring to the contract and what initiatives you would consider putting in place for Dimensions? | 1000 | 5%
Word Count To be completed by bidder**

**11) Please outline your process for achieving continuous improvement and what examples would benefit Dimensions UK? | 1000 | 12.5%
Word Count To be completed by bidder**

**12) Please detail how Value Ambition is evidenced within the culture of your company. Please elaborate upon how your company deliver Value Ambition via services to Dimensions UKs tenants? | 1000 | 2.5%
Word Count To be completed by bidder**

**13) Please detail how Value Courage is evidenced within the culture of your company. Please elaborate upon how your company deliver Value Courage via services to Dimensions UKs tenants? | 1000 | 2.5%
Word Count To be completed by bidder**

14) Please detail how Value Integrity is evidenced within

Question 4: Please tell us how you manage Health and Safety and Quality Control and how this would benefit Dimensions in the delivery of the Repairs service?
What are the key element of H and S for Repairs? | 500 words | 25%

Question 5: 1 | Contract Mobilisation | 10%
2 | Service Delivery | 10%
3 | KPIs | 10%

Answer -
We understand the importance of a smooth contract mobilisation, efficient service delivery, and adherence to Key Performance Indicators (KPIs).

Our approach to each of these areas is detailed below:

**1.

Contract Mobilisation:** [Please insert your company's method statement for contract mobilisation here.

If this is not available, please indicate that this information will be provided in Volume 4 Part B Tender Response Document.]

**2.

Service Delivery:** [Please insert your company's method statement for service delivery here.

If this is not available, please indicate that this information will be provided in Volume 4 Part B Tender Response Document.]

**3.

KPIs:** We are committed to consistently reaching and exceeding the KPIs outlined in Volume 3.

We understand that the KPI template is a working document and are eager to collaborate with Dimensions during the mobilisation period to develop an agreed KPI set that will be reviewed monthly.

We will proactively monitor our performance and implement corrective actions to address any shortcomings, ensuring continuous improvement.

☒ Done

Save

Question 6: 1 | Social Value | 5%
2 | Continuous Improvement | 12.5%
3 | Tenant Values Question | 12.5%

Question 7: Please outline the key stages and actions as part of the contract mobilisation and the timeframes involved? | 1000 | 10%

Resource material +

Locarla

Tender Pack

- Volume 1 Annexe 1 Dimensions National Maintenance Area Map Final.pdf
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- Volume 4 Part A - Selection Questionnaire - Dimensions 061223.pdf
- Volume 4 Part B.2 - Pricing Schedule - Dimensions 131223.xlsx

8. We are going to spend another couple of weeks smoothing the edges and adding more functionality, so depending on when you read this it might look a bit different. Those 3 icons at the bottom are ‘copy’, character & word count, and the ‘Done’ icon means we hide it from the main view and turn it green in the Question list. Answers are copied and pasted into whatever document the client has supplied – not our job.
9. The Locarla Bid Assistant system can extract questions from **any document**, including but not limited to:
- **PQQs/RFIs**
 - **Surveys**
 - **Compliance audits**
 - **ESG questionnaires**
 - **Framework onboarding forms**
 - **Supplier due diligence forms**
 - **Grant applications**
 - **Internal reviews or board papers with Q&A formats**

As long as the document contains questions or prompts — whether in bullet form, numbered lists, tables, or prose — our system can identify them and use any other uploaded material as a source to generate draft answers.

It’s fundamentally a **question extraction and answer generation engine**.

10. Can we say now, as everyone is my witness, would you allow your assistant to submit a £2M tender without checking it first, and probably rewriting quite a bit of it?

AI stands for Artificial Intelligence and not [insert a snappy 2-word phrase that starts with A and I]. Don’t be daft and submit the answer without putting your stamp on it first. This system speeds up the bid process considerably, and somewhat levels the playing field for smaller contractors & suppliers, but it is not a substitute for a Mike or Jane, your professional bid writers. It just allows them to become more organised, more efficient, and possibly cuddlier, although that is not guaranteed.

11. Remember folks, this is a give-away. We are not selling this as an add-on. We are on a mission to build something even better and can’t get too distracted. The training we offer will turn you into AI bid experts as we don’t have the manpower to answer questions over the phone & email. We can’t add it to normal training sessions as you would get information overload, and Amy doesn’t know enough about it. Gaz, or one of his offspring (who have been involved in the development) will be doing training. Gaz can only do the first 10 or so, as he has taken up bee keeping, and competitively shelling prawns, which occupies most of his time.