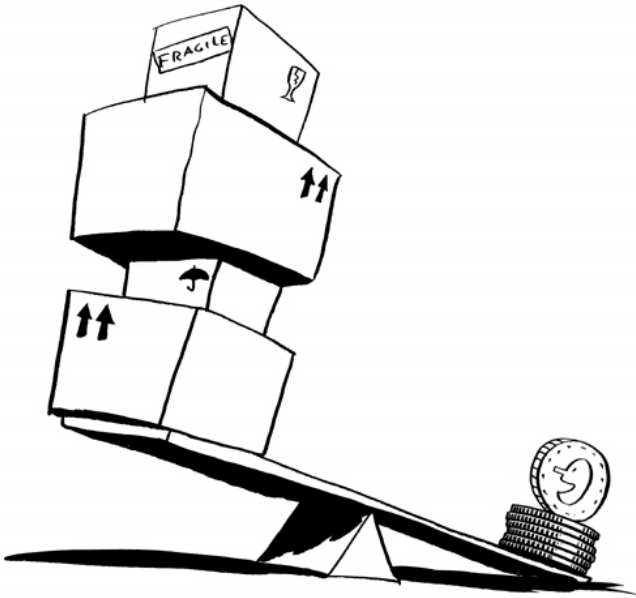


# Procurement and Contract Management

An A to Z



Two-week professional development workshops  
9 to 20 April 2018  
8 to 19 October 2018

Week one: Practical approaches - effective tendering, award of contract and managing your provider

Week two: A modern approach to procurement and procurement audit



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshops

These workshops are in two modular weeks which can be attended as separate modules or as a two-week programme to gain a more comprehensive understanding of procurement.

The procurement cycle is a series of steps that must take place to ensure that due process is followed in ensuring properly competitive sourcing and to support value for money.

The workshops will help you to identify and comply with the key stages and processes, as well as understanding vital procurement issues. These include the impact of consumer demand; contractor management; strategic planning; defining service and product quality; ensuring regulatory compliance, review and assessment of documents and systems.

They will improve your knowledge of procurement and contracting, tendering processes and regulatory frameworks, risks in all parts of the procurement cycle, procurement strategies, contract supervision and termination.

The workshops cover the full procurement cycle and key principles from the start of the process, through effective tendering documentation, the evaluation process and the legal aspects of award of tender, to the management of providers. In addition, they take the learning forward into the audit and review activities needed to ensure compliance and regulatory conformity.

The workshops explain the World Bank's procurement guidance and give practical assistance in planning procurement and contracting.

### Who are they for?

The workshops are aimed at anyone involved in letting or managing contracts for goods, services and works.

### What the workshops will cover

The workshops will enable you to:

- Develop your practical skills in procurement audit process from planning to execution, including reporting and monitoring recommendations
- Apply procurement strategies effectively
- Understand procurement processes, including key documentation, tendering, evaluation and awarding of contracts
- Ensure quality and contract control and compliance
- Conduct post-procurement reviews.

The workshops will include seminar sessions, discussions, case studies and a range of visits. They have been designed to be flexible so that they can be adjusted wherever practicable to meet your requirements and those of your organisation.

You will be invited to give an informal presentation on procurement issues in your own country.

### How participants will benefit

The workshops will enable you to:

- Gain knowledge in all the key areas required for anyone working in procurement, whether as a procurement specialist or as a public service manager with regular or occasional procurement or contracting needs
- Gain maximum value for money and commercial advantage
- Ensure robust procurement processes are aligned to changing national and international statutory and regulatory requirements, including World Bank guidelines
- Understand how to develop a robust

*“The training was practically oriented which is its main virtue! Thank you for this very well-tailored training programme and its perfect performance by the PAI experts.”*

Julia Stefanova

State Expert the Ministry of Economy, GD “European Funds for Competitiveness”  
Bulgaria

*“The workshop offered a great introduction to the core principles and procedures associated with procurement and contract management. The workshop materials, exercises and visits painted a clear picture, and the team at PAI thoughtfully provided electronic copies of all the material which I now refer to regularly in my work as is needed. In addition, the exposure to the other participants, who were all procurement experts from around the world, was useful to gauge and discuss procurement best practice. Overall a great training activity with good value for money.”*

Sherry-Ann Blackett

Senior Trade and Investment Officer

Department for International Trade, British High Commission  
Barbados

Programme outline:

Practical approaches – Effective tendering, award of contract and managing your provider

Week 1	AM	PM
Day 1	Welcome and introductions Overview of the procurement cycle and its stages Tendering and proposal writing: the bidders' perspective	Ensuring bidder selection: seeking expressions of interest – core requirements Participants' informal presentations and requirements
Day 2	Ensuring bidder selection: examining contracting documentation <ul style="list-style-type: none"> <li>• The specification</li> <li>• Contract terms and conditions</li> <li>• Further considerations</li> </ul>	<i>Visit to a local government organisation</i> <ul style="list-style-type: none"> <li>• Approach to procurement</li> </ul>
Day 3	Invitation to tender: the practical procedures <ul style="list-style-type: none"> <li>• Introduction to evaluation</li> <li>• Tender/bid evaluation techniques, including practical exercises</li> </ul>	Case study: "What happens when things go wrong?"
Day 4	Award of tender Building quality into the tender: developing performance indicators	Building quality into the tender: introduction to using method statements Practical exercise
Day 5	Managing your provider: an introduction to the management of contracts Contract termination and renewal: an overview	Presentation of action plans Review and evaluation Presentation of certificates of attendance

Programme outline: A modern approach to procurement and procurement audit

Week 2	AM	PM
Day 1	Welcome and introductions The UK journey to modern strategic procurement Setting the scene Drivers for successful outsourcing	Sustainability in procurement Procurement and financial strategic planning Case study Participants' informal presentations and requirements
Day 2	Contractor management and review Contract planning and timetabling World Bank procurement processes	Ensuring contract continuity and minimising the impact of risk: including practical risk assessment
Day 3	The role of procurement in organisations Key principles of engaging and managing consultants Negotiation skills and behaviours	Negotiation role play
Day 4	The procurement cycle and procurement malpractice Procurement audit and links to the audit function Case study and practical exercise	<i>Visit to a large public corporation</i> <ul style="list-style-type: none"> <li>• Procurement and tendering</li> </ul>
Day 5	Writing the audit report	Presentation of action plans Review and evaluation Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

### Language

The workshops are conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshops are based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

### Fees

The tuition fee for the full two weeks will be £3,910. The fee for attending just week one is £2,035 and for just week two, £2,040. These fees include tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. They also include a light lunch and refreshments during each working day. These workshops are in two modular weeks which can be attended as separate modules. However we recommend attending for the full two weeks to gain a more comprehensive and rounded understanding of procurement.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities”. In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank to bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit and debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Additional discounts may be available. Please contact us if you would like to discuss options.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty, but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop, but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

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<sup>1</sup>Travel to and from the airport in London and on scheduled visits during the workshop are provided at cost.

## Workshop Director

The Workshop Director is David Wells. David is a procurement specialist with over 40 years' experience of working in local government. During this time, he headed up a corporate team in the Chief Executive's Department at Barking and Dagenham Borough Council in London, with overall responsibilities for the competitive tendering process. He also project-managed the installation of a replacement IT system for the Borough's financial, personnel and payroll functions, and oversaw management of payroll, pensions, human resources, accounts, secretariat and departmental policy and administration. More recently David has worked as a public sector adviser, supporting UK central and local government, focusing on contracting and contract management, with a particular emphasis on work with the health sector. He has many years' experience of designing and delivering workshops and study programmes in the UK and overseas.

## Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. These workshops are part of our range of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

## We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## How to apply

Please complete the PAI application form and post, fax or email it to Clare Walters, Programme Manager, at the address on the bottom of the page.

You can also apply online via our website [www.public-admin.co.uk](http://www.public-admin.co.uk)

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

## Where we are



## Public Administration International

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