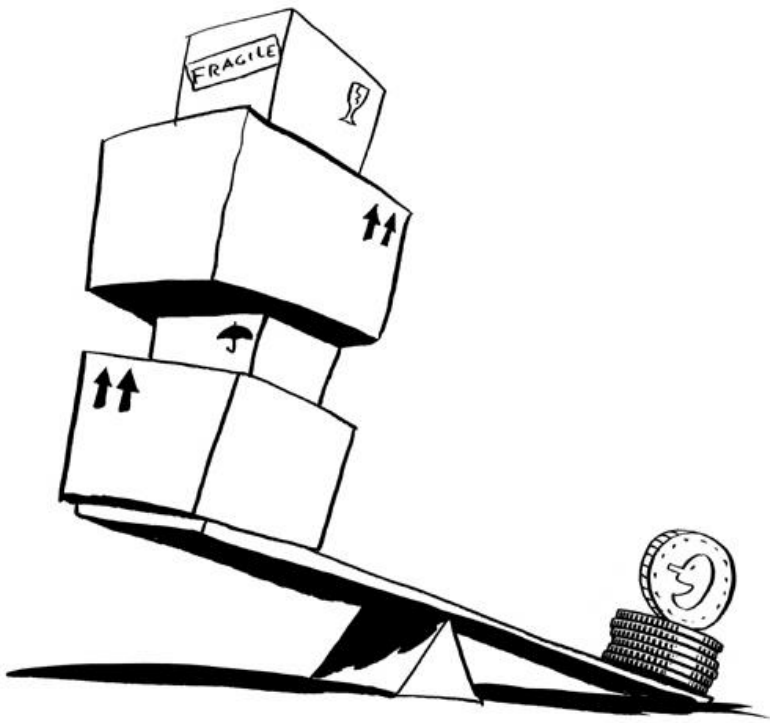


# Strategic Procurement and Procurement Audit



One-week professional development workshop  
25 to 29 May 2020, Washington DC



ACCREDITED  
QUALITY ASSURED PROVIDER  
BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

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## About the workshops

Modern businesses, whether in the public, private or voluntary, rely on good financial controls, efficient and effective services and achieving value for money both for themselves and their customers. The latter can of course be 'customers' in the traditional sense, or the citizens for whom a public body provides services such as transport, education, health, utilities etc.

Procurement and the use of competition should sit at the heart of an organisation's strategic planning process and the use of competitive tenders to procure goods and services can help organisations to maintain a competitive edge and drive a better commercial deal. Good procurement processes and the use of competitive bidding are major contributors to the value for money concept.

The processes in the public sector are regulated by national governments as well as international development agencies. People involved in procurement and contracting - whether they are procurement officials or have resource and service delivery accountability – need to understand the modern strategic role and impact of procurement, together with an appreciation of the role and value of audit in procurement.

The workshop will help you to identify and comply with the essential stages and processes, as well as providing a practical understanding of the key control issues within the procurement and contracting function to support the drive for better control of resources and improved value for money.

## Who is it for?

The workshops is aimed at anyone involved in letting or managing contracts for goods, services and works, as well as procurement staff who wish to refresh and compare their understanding of the procedures to be followed to ensure that the whole procurement process delivers value for money for your organisation. Procurement staff will be able to further their understanding of the supportive impact of audit in the procurement field. The programme will also be beneficial for auditors who are looking to widen their knowledge of the procurement and contracting process.

## How participants will benefit

The workshop covers the whole sourcing and procurement process, including audit and risk and will enable you to:

- Gain knowledge in all the key areas required for anyone working in procurement, whether as a procurement specialist, audit staff member or as a public service manager
- Achieve maximum value for money and commercial advantage for your organisation
- Ensure robust procurement processes are aligned to changing national and international statutory and regulatory requirements
- Ensure that contract management methods are applied consistently across the whole organisation to deliver contract standards
- Understand the principles and impact of the supply chain and develop a robust contractor regime
- Appreciate the linkage between procurement and audit to deliver effective and value for money goods, works and services.

## What the workshop will cover

The workshop will enable you to:

- Gain practical knowledge of the full aspects in the procurement cycle
- Understand the application and impact of the regulations
- Understand modern procurement processes, including key documentation, tendering, consistency in evaluation and awarding of contracts
- Conduct strategic planning of procurement and contracts
- Know the key considerations in specifying client requirements
- Define performance standards and measures
- Ensure consistency and even-handedness in approaching the process
- Facilitate quality, compliance and good practice in contractor management
- Manage contracts and ensure contractor performance is maintained
- Understand the technique of negotiation to support contracting principles
- Minimise procurement risk
- Contract administration, governance, variations and breaches
- Appreciate the need for a robust supply chain and understand its impact on the organisation
- Conduct post-procurement reviews
- Develop your practical skills in the audit process from planning to execution, including reporting and monitoring recommendations
- Understand how procurement audit supports the value for money concept and delivering quality outcomes in the provision of goods, services and works contracts.

The workshop will include seminar sessions, discussions, practical learning and case studies. It has been designed to be flexible so that it 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.

*"Great thanks to the organisers and the perfect lecturers! Very competent, highly professional, really kind and supportive. Thank you."*

Snejana Angelova

Chief Expert, Ministry of Labour and Social Policy

"European Funds, International Programmes and Projects" Directorate General

Bulgaria

**Programme outline:  
Strategic Procurement and Procurement Audit**

	AM	PM
<b>Day 1</b>	Welcome and introductions Overview of the procurement cycle and its stages Strategic contract planning and timetabling	World Bank procurement processes Ensuring bidder selection: seeking expressions of interest; core requirements, including a practical workshop Participants' informal presentations and requirements
<b>Day 2</b>	Examining contracting documentation <ul style="list-style-type: none"> <li>• The specification, including practical workshop</li> <li>• Contract terms and conditions</li> <li>• Further considerations</li> </ul> Invitation to tender: the practical procedures	Building quality into the tender Developing and using: <ul style="list-style-type: none"> <li>• Performance indicators</li> <li>• Method statements</li> </ul> Case study and practical activity
<b>Day 3</b>	Tendering from the bidder's perspective Introduction to evaluating competitive bids <ul style="list-style-type: none"> <li>• Tender/bid evaluation techniques, including practical exercise</li> </ul>	Case study: "What happens when things go wrong?" Award of tender
<b>Day 4</b>	Contract implementation Negotiation skills and behaviours Case study Supplier management	Managing your provider: a practical approach to contract management Contract termination and renewal: overview and practical workshop
<b>Day 5</b>	The supply chain: management, impact, aims and enablers Interlinking audit and procurement The procurement cycle and procurement malpractice Procurement audit and links to the audit function Case study and practical exercise	Ensuring contract continuity and minimising the impact of risk: contract governance, administration and claims Presentation of action plans Review and evaluation Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

### Workshop Director

The Workshop Director is David Wells. David is a procurement specialist and a member of the Chartered Institute of Procurement and Supply 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, together with financial and budget management programmes. He has many years' experience of designing and delivering workshops and study programmes in the UK and overseas.

### How to apply

Please complete the PAI application form online via our website <https://www.public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

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 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.

### Language

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

### Location and arrival arrangements

The workshop is based in Washington DC. We will confirm the exact location after you have booked a place on the workshop.

### Fees

The fee for the workshop will be £2,425. It includes tuition, presentation material and other documentation. The fee also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

### 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 US, 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 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee.

### 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.

## 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.

## Where we are



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