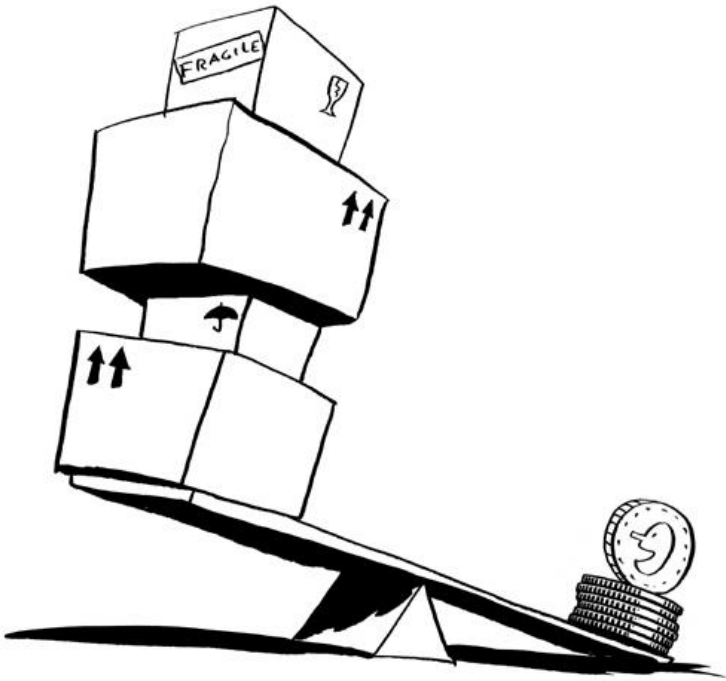


# Effective Procurement, Contract and Supplier Management

Understanding the practicalities of procurement  
during the global pandemic crisis



Two-week virtual professional development workshop  
26 to 30 October 2020  
9 to 13 November 2020



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

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

## About the workshop

At PAI, we are committed to the goal that all our participants can continue to learn and develop during the global pandemic. We are pleased to present our new virtual workshop covering key issues for effective procurement in the 21<sup>st</sup> century.

The workshop includes:

- The practicalities of the procurement process
- Procurement and contracting during the pandemic
- Procurement risk and malpractice
- Supply chain principles
- Tender evaluation and contract award
- Managing contracts and suppliers
- Autonomous procurement

Competition to support the selection of suppliers, service providers or works contractors has been around for many years but has not generally been widely acknowledged as playing a significant role in the overall financial management process for organisations, whether large or small. Its role in maintaining a competitive edge and driving a better commercial deal to ensure value for money is even more important in an increasingly tough economic environment as so many countries face multiple challenges resulting from the pandemic.

Our workshop will be delivered using Zoho ShowTime, a web conference software which has features that let us interact with you in real time.

## Who is the workshop for?

The workshop is aimed at anyone involved in letting or managing contracts for goods, services and works. This includes service managers or operational staff who have accountability for resources and who will benefit from an appreciation of the procurement process. The programme will also assist the development of people who are new to procurement and contracting by providing them with a sound understanding of a wide range of procurement considerations, including supply chain, the impact of procurement risk and malpractice and an examination of some of the newer procurement techniques. We will also address the impact of the coronavirus pandemic on procurement practices.

## How participants will benefit

The workshop will enable you to:

- Gain knowledge in all of the key areas required for effective procurement
- Understand how procurement can deliver 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
- Be aware of the risks in procurement and their impact on service or project delivery
- 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.

## Pre-workshop induction

We will create a practice session for participants to join Zoho ShowTime so that you understand the full functionality of the learning platform. This will be arranged on Monday 19 October 2020. During the induction, our Workshop Director will introduce some initial familiarisation questions that we will send to you.

These questions will help our Workshop Director to understand more about each participant, how long you have been in your particular role, your responsibilities, professional experience and any previous relevant training/development you have undertaken. We will also ask you about your workplace procurement/contracting activities and whether you have any specific training needs or areas of work you would like to understand better. The questionnaire will also ask you to self-assess your current knowledge/skills and interest in certain areas of the programme.

## What the workshop will cover

This programme provides a comprehensive understanding of and practical approaches to providing goods, works and services efficiently, effectively and in conformity with international best practices. We will also cover the traditional areas of procurement planning, tender evaluation and contract management as well as compliance considerations and supplier relationships/supplier management. The programme will look at supply chain and risk management, together with sustainability in procurement and ethical considerations. Also featured strongly is an examination of the implications of operating in the present climate of the coronavirus pandemic and the changes to processes required to ensure that effective procurement and contracting are achieved.

A large component of this remote workshop will involve attending short live webinars each day over a two-week period. At times outside the webinar sessions, participants will be expected to complete self-study or work remotely, either alone or in groups, on exercises set by the Workshop Director. All participants will have to complete each element of the programme and will need to fully commit both their time and effort throughout. Participants will connect in online discussions, on social media, and platforms such as Zoom for any group activities.

After the programme ends, there will be an opportunity for a further one-to-one coaching session with the Workshop Director to follow up on one or more topics covered during the programme. As you will note from the dates, there will be a one-week gap between the workshop sessions. During this time, you will be asked to complete a short assignment for submission to the Workshop Director who will provide you with individual feedback. After the second week, the Workshop Director will offer a one-to-one personalised coaching/learning session for each participant.

## Programme outline

Week one	12.00 to 14.00 UK time	14.00 UK time onwards
Monday 26 October	Welcome, introductions and workshop objectives Setting the scene: an introduction to the whole procurement process <ul style="list-style-type: none"> <li>Procurement and contracting: the key features</li> <li>Overview of the procurement cycle and the stages involved</li> <li>10-15 minute break</li> </ul> Planning the overall contracting strategy	Practical learning exercise/self-study
Tuesday 27 October	Review and discussion of day one Examining contracting documentation <ul style="list-style-type: none"> <li>Contract terms and conditions</li> <li>10-15 minute break</li> <li>The specification</li> </ul> Ensuring bidder selection	Practical learning exercise/self-study
Wednesday 28 October	Review and discussion of day two Introduction to evaluation, tender/bid evaluation techniques <ul style="list-style-type: none"> <li>Financial and other considerations</li> <li>Methodology</li> <li>10-15 minute break</li> <li>The process and determining criteria</li> </ul> Transparency	Practical learning exercise/self-study
Thursday 29 October	Review and discussion of day three <ul style="list-style-type: none"> <li>Awarding the tender</li> <li>Process management</li> <li>Ensuring probity</li> <li>Giving feedback</li> <li>10-15 minute break</li> <li>Formal contract</li> </ul> Implementation and mobilisation	Practical learning exercise/self-study
Friday 30 October	Review and discussion of day four Procurement in the COVID-19 world <ul style="list-style-type: none"> <li>What needs to be done differently?</li> <li>Emergency arrangements</li> <li>10-15 minute break</li> </ul> Buy or make?	Practical learning exercise/self-study for week one

Week two	12.00 to 14.00 UK time	14.00 UK time onwards
Monday 9 November	Welcome, introductions and workshop objectives Supplier management <ul style="list-style-type: none"> <li>Conducting due diligence</li> <li>Ensuring bona fide suppliers</li> <li>Contract monitoring and management</li> <li>10-15 minute break</li> <li>Ensuring delivery</li> <li>Supplier and commodity management</li> </ul> Contract reviews and learning points	Practical learning exercise/self-study
Tuesday 10 November	Review and discussion of day six Understanding supply chain principles <ul style="list-style-type: none"> <li>The drivers</li> <li>Technological enablers</li> <li>Relationships and impacts</li> <li>10-15 minute break</li> <li>Managing the chain</li> <li>Value</li> </ul> Ethical and sustainable sourcing and the supply chain	Practical learning exercise/self-study
Wednesday 11 November	Review and discussion of day seven Procurement risk and malpractice <ul style="list-style-type: none"> <li>Identifying procurement risk</li> <li>Minimising the impact</li> <li>Ensuring contract continuity</li> <li>10-15 minute break</li> <li>A practical approach to risk and impact assessment</li> </ul> Understanding potential procurement malpractice	Practical learning exercise/self-study
Thursday 12 November	Review and discussion of day eight Autonomous procurement <ul style="list-style-type: none"> <li>Digitisation</li> <li>Changed workflows</li> <li>Using new intelligence/technological advances</li> <li>Redesigning supply chains</li> <li>10-15 minute break</li> </ul> Aggregation and collaboration in procurement	Practical learning exercise/self-study
Friday 13 November	Review and discussion of day nine Other contracting issues <ul style="list-style-type: none"> <li>10-15 minute Administration</li> <li>Governance</li> <li>Variations and claims</li> <li>Breaches</li> <li>break</li> </ul> Recap and programme summary Review and evaluation	

We reserve the right to change the programme as necessary.

### **Workshop Director**

Our Workshop Director is David Wells. David is a procurement specialist and a member of The Chartered Institute of Purchasing and Supply (CIPS). He has a finance and procurement background with over 40 years' experience working in local government, more than 30 years of which were in management roles. During this time, he was the Head of Finance in the Technical Services Department at Barking and Dagenham Borough Council in London managing an annual capital and revenue budget totalling around £50 million, including direct control of the Department's procurement and contracting team. He later headed up a corporate team in the Chief Executive's Department, with overall responsibilities for the competitive tendering and contracting process across the authority, subsequently moving to the Finance Directorate and project-managed the installation of a replacement IT system for the Borough's financial, personnel and payroll functions.

More recently David has worked as a public sector adviser, supporting UK central and local government, focusing on financial and budget management, contracting and contract management, including work with the health sector. He has many years' experience of designing and delivering workshops and study programmes in the UK and overseas, covering a range of topics, including procurement, contracting and supply chain management.

### **How to apply**

Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain an application form. 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 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.

### **Language**

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

### **Fees**

The tuition fee is £2,100. It includes presentation material and other documentation which form part of the programme.

### **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 transfer or by cheque, made payable to Public Administration International. We accept payment by credit or 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.

## 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



## Public Administration International

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