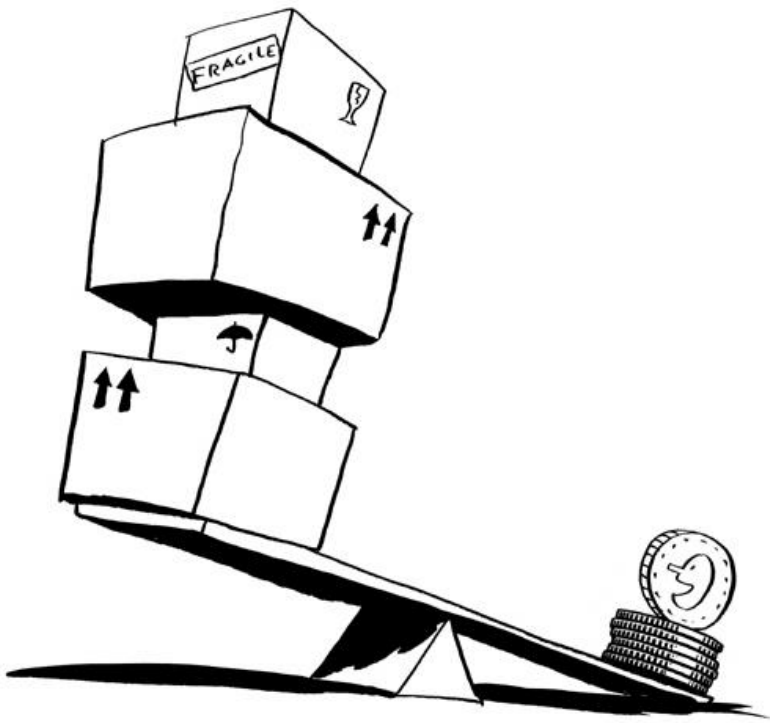


Successful Procurement in the 21st Century

A practical approach to tendering, selecting suppliers and managing contracts



One-week professional development workshop
12 to 16 April 2021 in London
25 to 29 October 2021 in London



ACCREDITED
BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

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

About the workshops

Modern organisations, whether in the public, private or voluntary sector, 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 have a working understanding of these essential requirements. The workshop will help you to identify and comply with the key stages and processes, as well as providing practical insights into the key procurement and control issues.

This workshop is one of 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, especially in light of the changed approaches required to deliver the service during a pandemic, or similar emergency.

Who are they for?

The workshop 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 procedure to be followed to ensure that the whole procurement process delivers value for money.

How participants will benefit

The workshop covers the whole sourcing and procurement process and will enable you to:

- Gain practical knowledge in all the key areas required for anyone working in procurement, whether as a procurement specialist 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.

What the workshop will cover

The workshop will allow you to:

- Gain practical knowledge of the full aspects in the procurement cycle
- Design and apply procurement strategies effectively
- Understand procurement processes, including key documentation, tendering, evaluation and award/management of contracts
- Appreciate the need for clear and effective specifications and the introduction of quality principles into the process
- Ensure quality and contract control and compliance
- Establish contract management procedures and skills in your organisation

The workshop will include seminar sessions, discussions, practical learning, case studies and visits. 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.

"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

| | 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, including practical workshop Participants' informal presentations and requirements |
| Day 2 | Ensuring bidder selection: examining contracting documentation <ul style="list-style-type: none"> The specification, including practical workshop Contract terms and conditions Further considerations Impact of the pandemic | <i>Visit a London Local Government Authority or other public body</i> <ul style="list-style-type: none"> Procurement in practice Managing the process |
| Day 3 | Invitation to tender: the practical procedures Introduction to evaluating competitive bids <ul style="list-style-type: none"> Tender/bid evaluation techniques, including practical exercise | Case study: "What happens when things go wrong?" Award of tender |
| Day 4 | Building quality into the tender Developing and using: <ul style="list-style-type: none"> Performance indicators and Method statements | Practical exercise of quality Managing your provider: a practical approach to contract management |
| Day 5 | Contract termination and renewal: overview and practical workshop | Presentation of action plans Review and evaluation Presentation of certificates of attendance |

At the time of preparing this brochure, we are planning to include site visits in the programme as indicated above. However, if Government guidelines relating to COVID-19 advise visit hosts against accepting visiting groups we will arrange to connect with them virtually.

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

Location and arrival arrangements

The workshop is 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 is £2,185. The fee includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It 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 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.

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.

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.

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. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/ Embassy confirming refusal of a visa and providing you have not entered the UK.

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.

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

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

56 Russell Square London WC1B 4HP UK

T: + 44 (0) 20 7580 3590 F: + 44 (0) 20 7580 4746 E: pai@public-admin.co.uk