



Demystifying Procurement

From strategy to supplier management – This course provides guidance on how to find and work effectively with suppliers to achieve the outcomes you are accountable for delivering.

This two-day course provides an overview of the commercial considerations, rules, and guidance that you need to be aware of when specifying or making spending decisions on behalf of your Ministry, Agency or Department.

The course will raise your awareness of the key tools and techniques required to navigate your way through the procurement life-cycle as efficiently and effectively as possible.

What is procurement?

Procurement is another term for buying goods and services. It covers all steps in the process, from developing a business case to selecting a supplier and managing the delivery of the product or service.

Why is it important?

The public sector spends billions of dollars each year on the goods and services needed to deliver public services.

To achieve value for money for the taxpayer, effectively managed procurements – properly planned and executed – are essential.

This hands-on training course will cover:

- Specifying and eliciting business requirements
- Market analysis tools and techniques
- Developing a procurement plan
- Selecting the right purchasing approach
- Going to market
- Evaluating and selecting suppliers that deliver the greatest value for money
- Negotiating and contracting
- Managing and reviewing supplier relationships
- What to do when things go wrong in the relationship

Format of the course

This intensive 2-day course will comprise a mix of informative lectures, interactive discussions and short videos, along with exercises designed to assist participants to learn through doing.

Participants returning from the course will be able to:

- Lead a straight forward procurement project
- Select and use appropriate procurement approaches, tools and techniques

Who Should Attend?

- Non-procurement specialists with responsibility for managing or undertaking procurement.
- Intermediate level procurement specialists.
- Senior practitioners wanting to update themselves on best practices



What's my investment & how do I book?

- Your investment is \$750 (+ GST) per person
- **To book – follow the link below to the registration page hosted by Victoria University:**

<http://www.victoria.ac.nz/ceed/course.aspx?portfolio=professional&cid=619>

Course outline

Day 1

Module 1 - Introduction and context

- Course overview – walkthrough what you will learn
- Overview of the procurement life-cycle
- Relationship management

Module 2 - Understanding our needs & the market

- Importance of business needs & how to elicit them
- Introduction to market analysis
- Using supplier positioning and preferencing techniques
- How to analyse the wider environment

Module 3 – Specify requirements

- Risk management and how it influences your planning
- Developing a statement of requirements

Module 4 – Pulling it together (including rules and frameworks)

- Probity in procurement
- The governing frameworks of public sector procurement
- Introduction to the Mandatory rules and other compliance
- Understanding the types of supply arrangements

Day 2

Module 5 – documenting it in a procurement plan

- Overview of the procurement plan
- How to approach the market
- Which RFX is right for me?
- Understanding sales people and ‘conditioning’
- Procurement Plans – what to include

Module 6 - Executing our plan – going to market & evaluation

- Developing the RFX and going to market
- Which evaluation approach is appropriate?
- Evaluation - panels, process and probity
- How to apply evaluation models
- Evaluation ‘pitfalls’

Module 7 - Executing our plan – negotiating

- Negotiation theory and process
- Preparing for negotiation
- Contracts – including service levels and KPIs
- Communicating the award of contract including supplier debriefs

Module 8 - Getting the most out of the supply relationship

- Overview of contract management
- Key elements of successful transition & contract management
- Explore simple tools for determining the right relationship
- Reviewing the supply relationship
- Wrap up

To succeed in this ‘game’ you must wear two hats: state sector purchaser & market player...

... this course prepares you for both