

New Zealand Procurement Academy

Course Outline: Enhancing Tender Evaluations (1 day)

Objectives

This course is designed to build the knowledge and skills of procurement and contracting professionals in both developing evaluation protocols and applying appropriate principles and practices to improve the quality of tender assessments.

Who should attend

Procurement professionals and subject matter experts who are:

- or may be involved in developing tender evaluation plans
- keen to identify best value for money from tender proponents
- required to analyse and evaluate tenders and similar offers from the market
- responsible for managing tender evaluation teams or projects

Program Content

This program will apply facilitated sessions, group discussion and case studies to address:

- foundations, models and techniques of tender evaluation
- evaluation planning and tender evaluation plans
- developing evaluation/assessment criteria
- probity, ethics and behaviours in evaluation
- key skills for evaluators
- preparing for debriefing

Benefits to participants

On completing this course participants will:

- Understand the critical importance of evaluation criteria selection
- Have an increased awareness and understanding of the limitations of the various components of the evaluation process
- Have learnt various techniques, models and skills in evaluating proposals
- Understand the importance of rigor in tender evaluation processes
- Appreciate the relationships between and utility of various evaluation tools

- Have confidence in their ability to be discerning and consistent in evaluating individual tenders
- Have the knowledge to avoid or mitigate tender evaluation risks

Benefits to the Employer/Organisation

The sponsoring organisations will benefit through procurement and contracting staff being provided with an excellent basis for:

- identifying optimal value for money from multiple respondents
- minimising process risk in selecting preferred respondents
- identifying and communicating critical issues for subsequent contract negotiations
- providing value-adding, market enhancing tender debriefs
- enhancing the organisation's reputation as an informed and professional buyer