

Course	Procurement in Local Government- The Essentials
Course outline	<p>In this course, we shall provide you with a basic understanding of procurement function including the strategic and sustainable dimensions of it, specifically applicable in the local government sector. We will focus on the procurement process and learn about its different stages and the methods involved. Governance is crucial in public procurement and this will be dealt with extensively. Procurement planning, a vital aspect in analysing and fulfilling business needs will be covered subsequently.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is involved in procurement and or contract management in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Understanding Procurement <ul style="list-style-type: none"> ○ What is procurement? ○ Strategic procurement ○ Sustainable procurement ○ eProcurement ➤ Governance <ul style="list-style-type: none"> ○ Legislative framework ○ Guiding principles ➤ Procurement process <ul style="list-style-type: none"> ○ Stages ○ Methods ➤ Procurement Risk management ➤ Probity in procurement
Delivery mode	Face-to-Face
Duration	Half-day (Day 1 morning session 9:00 AM – 12:30 PM)
Course Fee/person	\$350.00 (excl. GST)
To register	Please go to LGP Training Calendar
Do you have any questions?	Please contact Niv Roy, Training Manger on 02 8270 8709/ 0406 621 023 or send an email to the training team at training@lgp.org.au .

Course	Procurement Planning and Specification Development
Course outline	<p>This module will aid you learn what is involved in procurement planning and its relevance in developing right specifications crucial in meeting procurement goals and objectives. We shall start with examining what is included in a procurement plan and then figure out the preparations required in drafting good specifications. Later, through the activities and examples, we will support you in building specifications writing skills.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any manager/ team leader responsible for managing their unit's procurement activities in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Procurement Planning <ul style="list-style-type: none"> ○ Assess requirements ○ Plan for procurement ➤ Fundamentals of specification <ul style="list-style-type: none"> ○ Relevance ○ Types ➤ Specification development <ul style="list-style-type: none"> ○ Process ○ Structure and contents ○ Writing specification ➤ Going to the market <ul style="list-style-type: none"> ○ Tendering options ○ Tendering documents
Delivery mode	Face-to-Face
Duration	Half-day (Day 1 afternoon session 1:00 PM – 4:30 PM)
Course Fee/person	\$350.00 (excl. GST)
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Course	Tender Evaluation and Contract Awarding
Course outline	<p>This unit focuses on covering the knowledge and skills needed to carry out tender evaluations systematically as prescribed and choose appropriate suppliers that fulfil all criteria. We will start with knowing the importance of having the plan and a panel in place prior to commencing the assessment. A good understanding of evaluation standards, methods and processes of evaluating tenders are essential to develop assessment techniques. The group members need to be aware of important aspects of communicating with the tenderers during the process. Once the decision is taken, the panel needs to complete the post-assessment activities and enter into a contract with the successful supplier.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is a part of tender evaluation process and or manages this process in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Pre-requisites of tender evaluation <ul style="list-style-type: none"> ○ Evaluation plan ○ Evaluation panel ➤ Tender evaluation <ul style="list-style-type: none"> ○ Criteria ○ process ○ Methods ➤ Select preferred provider <ul style="list-style-type: none"> ○ Evaluation outcome ○ Negotiation ➤ Develop and award the contract ➤ Post contract award <ul style="list-style-type: none"> ○ Debriefing ○ Information sharing and recordkeeping
Delivery mode	Face-to-Face
Duration	Half-day (Day 2 morning session 9:00 AM – 12: 30 PM)
Course Fee/person	\$350.00 (excl. GST)
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Course	Contracting in Local Government- The Essentials
Course outline	<p>This course deals with the fundamental aspects of contract management in local government sector; from inception to closure of the contract. It introduces the essential elements of contract management, what goes into planning for this and the probity angle to it. Throughout the course of any contract, focussing on contractor relationship, ensuring best performance from them and taking care of variations as and when required and ongoing effective contract administration are critical for the success of a contract. In conclusion, the participants will get to learn the vital considerations when we reach the end of a contract lifecycle.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is involved in procurement and or contract management in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Introduction to contracting <ul style="list-style-type: none"> ○ Understanding contract management ○ Legislative framework ○ Phase of contract management ➤ Confirm and establish contract requirements <ul style="list-style-type: none"> ○ Terms and conditions ○ Performance expectations ○ Communication and reporting ○ Probity ➤ Administering contract <ul style="list-style-type: none"> ○ Receipt and acceptance ○ Ensuring quality and compliance ○ Payment ○ Risks ○ Performance ➤ Contract conclusion <ul style="list-style-type: none"> ○ End of contract ○ Closeout
Delivery mode	Face-to-Face
Duration	Half-day (Day 2 afternoon session 1:00 PM – 4: 30 PM)
Course Fee/person	\$350.00 (excl. GST)
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