

Course	Procurement Life Cycle in Local Government- The Essentials
Course outline	<p>This two days' course will help to build the foundation skills and knowledge around key aspects of procurement lifecycle, specifically relevant in the local government sector. You will gain a holistic perspective of procurement function covering the four critical domains; starting from understanding procurement until establishment, administration and closure of contracts. The course is divided into the following four modules:</p> <p><b>Module1: Procurement in Local Government: The Essentials</b>  <b>Module 2: Procurement Planning and Specification Development</b>  <b>Module 3: Tender Evaluation and Contract Awarding</b>  <b>Module 4: Contracting in Local Government: The Essentials</b></p> <p>The activities, case studies and the examples shared by the skilled and experience 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	<p><b>Module1: Procurement in Local Government: The Essentials (Day 1: 9.00 AM to 12.30 PM)</b></p> <ul style="list-style-type: none"> <li>➤ Understanding Procurement       <ul style="list-style-type: none"> <li>○ What is procurement?</li> <li>○ Strategic procurement</li> <li>○ Sustainable procurement</li> <li>○ eProcurement</li> </ul> </li> <li>➤ Governance       <ul style="list-style-type: none"> <li>○ Legislative framework</li> <li>○ Guiding principles</li> </ul> </li> <li>➤ Procurement process       <ul style="list-style-type: none"> <li>○ Stages</li> <li>○ Methods</li> </ul> </li> <li>➤ Procurement Risk management</li> <li>➤ Probity in procurement</li> </ul> <p><b>Module 2: Procurement Planning and Specification Development (Day 1: 1.00 PM to 4.30 PM)</b></p> <ul style="list-style-type: none"> <li>➤ Procurement Planning       <ul style="list-style-type: none"> <li>○ Assess requirements</li> <li>○ Plan for procurement</li> </ul> </li> <li>➤ Fundamentals of specification       <ul style="list-style-type: none"> <li>○ Relevance</li> <li>○ Types</li> </ul> </li> <li>➤ Specification development       <ul style="list-style-type: none"> <li>○ Process</li> <li>○ Structure and contents</li> <li>○ Writing specification</li> </ul> </li> <li>➤ Going to the market       <ul style="list-style-type: none"> <li>○ Tendering options</li> <li>○ Tendering documents</li> </ul> </li> </ul>

\* Please note: This is not an accredited course. A Certificate of Attendance will be issues to all participants on completion of this training.

**Module 3: Tender Evaluation and Contract Awarding (Day 2: 9.00 AM to 12.30 PM)**

- Pre-requisites of tender evaluation
  - Evaluation plan
  - Evaluation panel
- Tender evaluation
  - Criteria
  - process
  - Methods
- Select preferred provider
  - Evaluation outcome
  - Negotiation
- Develop and award the contract
- Post contract award
  - Debriefing
  - Information sharing and recordkeeping

**Module 4: Contracting in Local Government- The Essentials (Day 2: 1.00 PM to 4.30 PM)**

- Introduction to contracting
  - Understanding contract management
  - Legislative framework
  - Phase of contract management
- Confirm and establish contract requirements
  - Terms and conditions
  - Performance expectations
  - Communication and reporting
  - Probity
- Administering contract
  - Receipt and acceptance
  - Ensuring quality and compliance
  - Payment
  - Risks
  - Performance
- Contract conclusion
  - End of contract
  - Closeout

Delivery mode	Face-to-Face/Online via Zoom Platform in a workshop format.
Duration & Date	Two full-days (9:00 AM – 4:30 PM each day). Please refer to <a href="#">LGP Training Calendar</a> for dates.
Training Venue	LGP Office Sydney/Regional Locations/Onsite
Course Fee	For public courses in Sydney \$1,300.00 (excl GST). For public courses in Regional Areas: \$1,400.00 (excl. GST). For onsite delivery- Request for Quote on <a href="mailto:training@lgp.org.au">training@lgp.org.au</a>
To register	<a href="#">Click here</a>
Do you have any questions?	Please contact Niv Roy, Training Manger on <a href="mailto:training@lgp.org.au">training@lgp.org.au</a> or call on 0406 621 023