

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>Module1: Procurement in Local Government: The Essentials Module 2: Procurement Planning and Specification Development Module 3: Tender Evaluation and Contract Awarding Module 4: Contracting in Local Government: The Essentials</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>Module1: Procurement in Local Government: The Essentials (Day 1: 9.00 AM to 12.30 PM)</p> <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 <p>Module 2: Procurement Planning and Specification Development (Day 1: 1.00 PM to 4.30 PM)</p> <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

Topics covered (cont'd)	<p>Module 3: Tender Evaluation and Contract Awarding (Day 2: 9.00 AM to 12.30 PM)</p> <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 <p>Module 4: Contracting in Local Government- The Essentials (Day 2: 1.00 PM to 4.30 PM)</p> <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/Online via Zoom Platform in a workshop format.
Duration & Date	Two full-days (9:00 AM – 4:30 PM each day). Please refer to LGP Training Calendar 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 training@lgp.org.au
To register	Click here
Do you have any question/ need quote?	Please contact Niv Roy, Head of Training on 02 8270 8709/ 0406 621 023 or send an email to the training team at training@lgp.org.au .

* PS: This is not an accredited course. A Certificate of Attendance will be issued to all participants on completion of this training.