

Course	Procurement Planning & Specification Development and Tender Evaluation & Contract Awarding
Course outline	<p>This course will help to build the foundation skills and knowledge around planning for procurement, developing specification, evaluating tenders and awarding of the contracts.</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	<p>Module1: Procurement Planning and Specification Development (9.00 AM to 12.30 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 <p>Module 2: Tender Evaluation and Contract Awarding (1.00 PM to 4.30 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
Delivery mode	Face-to-Face in a workshop format.
Duration & Date	One full-day (9:00 AM – 4:30 PM).
Training Venue	LGP Office Sydney/Regional Locations/Onsite
Course Fee	<p>For public courses in Sydney \$650.00 (excl GST).</p> <p>For public courses in Regional Areas: \$700.00 (excl. GST).</p> <p>For onsite delivery- Request for Quote on training@lgp.org.au</p>
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.