

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>

Topics covered (cont'd)	<p><b>Module 3: Tender Evaluation and Contract Awarding (Day 2: 9.00 AM to 12.30 PM)</b></p> <ul style="list-style-type: none"> <li>➤ Pre-requisites of tender evaluation <ul style="list-style-type: none"> <li>○ Evaluation plan</li> <li>○ Evaluation panel</li> </ul> </li> <li>➤ Tender evaluation <ul style="list-style-type: none"> <li>○ Criteria</li> <li>○ process</li> <li>○ Methods</li> </ul> </li> <li>➤ Select preferred provider <ul style="list-style-type: none"> <li>○ Evaluation outcome</li> <li>○ Negotiation</li> </ul> </li> <li>➤ Develop and award the contract</li> <li>➤ Post contract award <ul style="list-style-type: none"> <li>○ Debriefing</li> <li>○ Information sharing and recordkeeping</li> </ul> </li> </ul> <p><b>Module 4: Contracting in Local Government- The Essentials (Day 2: 1.00 PM to 4.30 PM)</b></p> <ul style="list-style-type: none"> <li>➤ Introduction to contracting <ul style="list-style-type: none"> <li>○ Understanding contract management</li> <li>○ Legislative framework</li> <li>○ Phase of contract management</li> </ul> </li> <li>➤ Confirm and establish contract requirements <ul style="list-style-type: none"> <li>○ Terms and conditions</li> <li>○ Performance expectations</li> <li>○ Communication and reporting</li> <li>○ Probity</li> </ul> </li> <li>➤ Administering contract <ul style="list-style-type: none"> <li>○ Receipt and acceptance</li> <li>○ Ensuring quality and compliance</li> <li>○ Payment</li> <li>○ Risks</li> <li>○ Performance</li> </ul> </li> <li>➤ Contract conclusion <ul style="list-style-type: none"> <li>○ End of contract</li> <li>○ Closeout</li> </ul> </li> </ul>
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 \$1,400.00 (excl GST). For public courses in Regional Areas: \$1,500.00 (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 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 <a href="mailto:training@lgp.org.au">training@lgp.org.au</a> .

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