

NECI's Public Sector Procurement Program

PSPP courses are easily adapted for in-house delivery to public organizations across Canada. We can schedule a course for staff at your location, or set up a session where local groups partner to host a shared training initiative.

Courses can be customized to address regional or organizational templates and nuances to ensure participants receive training that is relevant and tailored to their needs, while preserving the integrity of the competency structure of the program.

The PSPP has been accredited by the Canadian Supply Chain Sector Council through its National Accreditation Program (the NAP). The accreditation was granted in October of 2011.



Contact Us

To learn more about what NECI could do for your organization, please contact us:
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202: Solicitation and Award

This interactive course is delivered as a 2-day classroom workshop and in an online format. It provides participants with a detailed understanding of the steps, considerations and documentation needed to ensure that adequate planning is done for procurement and contracting processes. The course covers the importance of a thorough market assessment when preparing a procurement plan, and how to select the most appropriate solicitation methodology and minimize risk when setting up the evaluation and selection process.

The elements of a basic business case are discussed, along with cost benefit analysis considerations. Key legal issues, such as intellectual property and conflict of interest, are explored, and the importance of maintaining good vendor relationships throughout the procurement and contract management cycle is emphasized.

Topics

- Solicitation methodologies and requirements
- Designing appropriate evaluation methodology, drafting criteria and weighting
- Key solicitation terms and critical contract provisions
- Alternate Dispute Resolution, governance, termination and contract transition
- Advertisements and electronic posting requirements and process
- Proponent meetings, site visits and enquiries
- Handling, safekeeping and opening of bids and proposals
- Recognizing and addressing bid-rigging and collusion
- Conducting fair, equal and transparent evaluation processes
- Notification of award, executing contract, debriefing unsuccessful vendors and formal vendor complaint processes
- Handling freedom of information requests and corporate reporting

Learning Objectives

- Practice how to design appropriate evaluation criteria and weighting
- Recognize conflict of interest and bias that may affect your evaluation team
- Discuss evaluation techniques for assessing mandatory and desirable requirements
- Review procurement strategies such as draft RFPs, web-based and multi-stage procurements
- Identify the risks involved in cancelling a process after closing and what steps to take if this becomes necessary
- Identify the importance of conducting a fair and open process and handling vendor complaints in a professional manner
- Demonstrate how to draft service levels for different contract scenarios
- Discuss and develop strategies to set up the final contract including payment terms and exit rights

Expected Outcomes

Upon completion of this course, participants will have the necessary knowledge and tools to conduct the solicitation and award phase of the procurement and contract management cycle. They will be able to select an appropriate solicitation method based on requirements, draft Contract B terms, conduct an effective evaluation process, finalize contract award and handle vendor debriefings.

Pre-requisites

PSPP 101 (highly recommended)