

PROCUREMENT AWARENESS – TENDER PROCESS AND COMPLIANCE

It is crucial for managers and senior staff who authorise the purchase of goods and services on behalf of Council to understand the principles of procurement and to comply with legislative and policy requirements. An ability to manage the potential for perceived collusion, reputational risk and financial loss for Council is also a high priority.

This half day workshop will provide Council managers and staff with financial delegations an overview of the principles of procurement and probity. They will also gain a working knowledge of the application of best practice models for managing a procurement function and tender processes.

Through discussion and an analysis of case studies, participants will develop an understanding of:

1. The Principles of Procurement.
2. Relevant sections of legislation and Council's policies / procedures that govern each person's role and procurement duties.
3. Key principles and steps that underpin a compliant tender process.
4. The need for planning and analysis in the tender process.
5. Developing tender scope and specifications.
6. Developing suitable assessment and weighting criteria for tender evaluations.
7. Obtaining value for money throughout the procurement life cycle.
8. Ensuring adequate and transparent record keeping throughout a Tender process.
9. Situations in Local Government that have led to non-compliance, collusion, conflicts of interest and fraud.

Procurement
Principles
Value for money
Best practice
Compliance
Fairness
Consistency
Risk Management

Target Audience

Coordinators and managers with procurement and tendering responsibilities who have an awareness of the fundamentals of the procurement process

Delivery Mode

Face to Face presentation - Onsite

Duration

3.5 hours

Maximum Participants

15

Fee

\$990.00 incl GST

For Further Details

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