

Practical, Comprehensive Procurement Training.

CLEVER BUYING™

Our next two-day course covers:

DAY ONE

1. PROCUREMENT ESSENTIALS

- Strategic context of procurement
- Government rules and principles
- The procurement life cycle
- Tendering research
- The four aims of best practice procurement

2. PROCUREMENT PLANNING

- Procurement planning blueprint
- Project characteristics
- Market understanding
- Baseline eliminators
- Differentiators (risk/ opportunity analysis)

3. SUPPLIER SELECTION METHODS

- Context of supplier selection
- Delivery models
- Open/ closed contests
- Lowest Price Conforming
- Weighted Attributes
- Price/Quality Method
- Target Price
- Brook's Law

4. DEVELOPING RFX DOCUMENTS

- RFT design – good + bad examples
- RFT development overview
- Clever Buying toolbox
 - Shortlisting strategies and eliminators
 - Prequalification tools
 - Setting and testing attributes and weights
 - Anchored scales
 - Targeted questions
 - Response questionnaires
 - do's and don'ts

DAY TWO

5. SCORING METHODS

- Lowest Price Conforming
- Weighting Attributes
- Price/ Quality Method

6. EVALUATION PROCESSES

- Selecting and briefing the evaluation team
- Effective tender process administration
- Tags and clarifications
- Alternative tenders
- Tender communications
- Tender evaluation reports
- Tender de-briefs

7. LEGAL AND ETHICAL EVALUATION ISSUES

- Government Rules of Sourcing
- Tendering case law
- Cartel conduct
- Evaluation probity scenario examples

8. PRACTISING TENDER EVALUATION – TECHNIQUES AND TOOLS

- Shortlisting tools – supplier panels, prequalification, EOLs, preconditions
- Differentiation tools – attribute and weight tools, anchored marking scales, targeted questions, response questionnaires
- Tender evaluation exercises

✓ Government Rules of Sourcing and Procurement Principles

✓ Practical, highly interactive action-packed toolbox of procurement techniques

✓ Suitable for experienced evaluators as well as ambitious intermediates

✓ Fast track to Qualified Tender Evaluator

TWO DAY COURSE

\$1400 plus GST*

* In-house and international courses available, minimum 8 participants, POA.

“Best course I’ve been on for years! Practical and action-packed, relevant for newbies as well as experienced evaluators.”

NEW ZEALAND TRANSPORT AGENCY

“The course has given us a great deal to think about, and a bunch of excellent tools ready to use for our tenders in future.”

PALMERSTON NORTH CITY COUNCIL

“The course has not only given me the understanding I need to complete the National Certificate, but also a great working knowledge of the best ways to structure RFTs. I am certain we will use this knowledge to streamline our processes and improve our procurement decisions from now on.”

GREATER WELLINGTON REGIONAL COUNCIL

“The tools that you helped us to develop have reduced our average tender moderation time from around six hours, to around two hours. That has brought a huge reduction in the costs of evaluating tenders for our Council.”

AUCKLAND CITY COUNCIL TRANSPORT DEPARTMENT

“Thanks for an excellent course. I particularly enjoyed the practical exercises, and gained a great deal from finding out how to develop anchored objective scales. Excellent course, I’d recommend it to any procurement professional.”

CHRISTCHURCH CITY COUNCIL

Who should attend?

- Procurement managers
- Tender evaluators
- Asset managers
- Council/ Government staff who prepare RFX documents
- Consultants
- NZTA evaluators (qualified, and those seeking qualification)

Does this course lead to a Procurement Qualification?

Yes!

Clever Buying™ covers all of the theory and some of the assessment requirements for the National Certificate in Infrastructure Procurement Procedures (formerly known as the CPP Certificate or NZTA Qualified Evaluator certificate).

This is a Level 6 (Diploma Level) qualification with the New Zealand Qualifications Authority.

You can follow up this course with assessment by Caroline Boot, who is a qualified assessor for this National Certificate.

The assessment uses and builds on Clever Buying™ course materials, and follows a structured process that starts immediately after the course.

What’s different about this course?

This workshop will not only inspire you to explore more powerful methods of selecting best value for money suppliers – it will also give you a toolbox packed with methods to cut time and costs from your tender evaluation processes.

It’ll keep you on your toes, with practical, scenario-based activities, role plays, computer-generated tools and actual evaluation material similar to those you will encounter in your tender evaluations.

Brace yourself for an exciting, stimulating and rewarding couple of days – this course is like no other!



Caroline Boot

MBA (Hons)
BSc
MNZIM

About the Facilitator

Caroline Boot has worked in procurement since 1998, writing tender responses and working with a range of government agencies and experienced evaluators to improve procurement practice.

She has presented at both New Zealand and international conferences on best practice procurement, and brings a wealth of best practice procurement techniques from around the world to the course.

Caroline is also a qualified assessor for the National Certificate in Infrastructure Procurement Procedures.

She has been involved in several government working groups aimed to improve procurement practices and qualifications.

The course has been developed with input from key government and industry sources, including the New Zealand Transport Agency; the Ministry of Business, Innovation and Employment; Connexis; the Qualifications Review Working Group; Civil Contractors New Zealand; FIDIC; and other national and international infrastructure and procurement groups.

CLEVER BUYING™