



Procurement Training NZQA Level 6 Qualification



CLEVER BUYING COURSES

\$1400 + GST pp*

* Now fully government funded
for students who complete the
NZQA Level 6 Procurement
qualification

In-house procurement training
also available – **POA**

Future dates / register at
www.cleverbuying.com

Practical, Comprehensive Procurement Training.

CLEVER BUYING™

Our 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
- Preconditions – eliminators of unsuitable suppliers
- 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
- Purchaser Nominated (Target) Price
- Brook's Law (Quality-based selection)

4. DEVELOPING RFx DOCUMENTS

- RFT design – good + bad examples
- RFT development overview
- RFx Development Toolbox:
 - Shortlisting strategies
 - Setting attributes and weights
 - Anchored scale scoring systems
 - Targeted Questions
 - Generating RFx and Response Templates

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. GOVERNMENT RULES OF SOURCING AND TENDERING ETHICS

- Legal requirements and codes of ethics
- 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 and debrief exercises

***NOTE:** Clever Buying works in conjunction with Connexis ITO, the qualification developer and NZQA registered provider.

Candidates must register with Connexis to receive the qualification

**Fast Track
to NZQA
Qualified
Tender
Evaluator***

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

✓ Suitable for experienced evaluators as well as ambitious intermediates

TWO DAY COURSE

\$1400 plus GST pp*

*** Fully funded for NZQA candidates**

NZQA Level 6 Procurement Qualification

The only practical NZQA Procurement Qualification - designed specifically for busy public sector procurement professionals.

Who is this qualification for?

The qualification is relevant for anyone involved in government tendering or procurement planning, in a wide range of sectors:

- Public Sector Procurement Specialists and Planners
- Procurement Managers
- Government Tender Evaluators
- Consultants and advisors
- NZTA Tender Evaluators*

*This qualification is required for at least one member of the Tender Evaluation Team for all NZ Transport Agency procurements valued over \$200,000.

Prerequisites:

There are no formal prerequisites; however to undertake this qualification, you should:

- have experience and current involvement in tendering
- be self-motivated and disciplined to undertake self-directed personal development activities for assessment, and
- have strong oral, written, inter-personal communications and mathematical skills.

What skills does it cover?

- Procurement planning
- Preparing RFx documents (RFTs, RFPs, etc)
- Evaluating Tenders
- Applying legal and ethical requirements to procurement, including Government Rules of Sourcing

How is it assessed?

You will start with attendance at the two-day Clever Buying course and completion of some of the assessment while on the course. After the course, you'll complete five assignments - mostly based on a workplace activity (or a scenario provided by your trainer). You'll be given one-to-one mentoring and feedback throughout your training and assessment period.

- **Assignment 1** - Prepare a procurement plan, based on a real-life example or a scenario provided by your assessor
- **Assignment 2** - Prepare RFx documentation based on your procurement plan
- **Assignment 3** - Desk research assignment on applying Government Rules of Procurement, ethical and legal requirements to your procurement activities

- **Assignment 4** - Prepare a complete workplace example of a procurement plan and RFx document
- **Assignment 5** - Give evidence of two tender evaluations, including preparing detailed Tender Evaluation Reports

Assignments 1 - 4 generally take 1-2 days to complete. Note that you need to complete at least one assignment every three months.

Depending on your role at work, you may be able to complete some assignments as part of your job. However you should be prepared to complete some assignments outside work hours.

Can I use my previous experience for the assessment?

Yes, that experience will be valuable. You can use past examples, however in most cases, you will need to complete the assignments using the templates provided so that you meet all of the NZQA assessment requirements. That may involve some re-work or additional analysis work based on your past examples.

What are the costs?

Attendance at the Clever Buying course \$1400 + GST *

Registration for the qualification
(through Connexis ITO) POA*

Assessment and mentoring
(through Clever Buying) \$1800 - \$3000 + GST*

(* fully funded for NZQA candidates)

How long does it take?

Most people take 6 - 18 months to complete, but it's up to you! The qualification is designed for self-paced learning but it's essential that you complete at least one assignment every three months.

All candidates should complete the qualification within a maximum of 24 months.



CLEVER BUYING™ offers:

- RFT Document Development
- Procurement Planning, Support and Advice
- NZQA Procurement Training & Assessment
- Probity Auditing & Legal Advice
- Qualified Tender Evaluation

Practical, Comprehensive Procurement Training

Two-day course covers:

1. Procurement Essentials
2. Procurement Planning
3. Tender Evaluation Methods
4. Developing RFx Documents
5. Scoring Systems
6. Evaluation Processes
7. Procurement ethics and Government Rules
8. Practising tender evaluations



Best course I've been on for years!

Practical and action-packed, relevant for newbies as well as experienced evaluators.

A valuable blend of:

- NZ Government's Procurement Principles, Rules of Procurement and Tools;
- proven NZTA methods,
- international best practice, and
- practical techniques that reduce legal risks.

100% relevant to tendering in New Zealand.

GOVERNMENT AGENCY PROCUREMENT MANAGER



Want to find out more? **Contact us:**

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