



# Procure

new skills



## Procurement and Supply Skills Training Portfolio

DELIVERED BY CIPS FOR BUSINESS

# UK Public Sector Procurement



## Is it right for me?

In recent years, there has been an ever-greater scrutiny of public sector spending, and this has had a substantial impact on how organisations acquire goods and services. This one-day interactive course provides guidance on the relevant public procurement directives, rules and other legislation that will affect your procurement procedures, as well as examining best practice on how to apply them. The course is ideally suited to those new to working in the public sector or in organisations who work with the public sector.

## What will I learn?

As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. The course will explore the basis of Public Sector procurement and the key principles behind procurement legislation and regulations. It will look at the application of appropriate procurement processes and identify opportunities to add value through effective supplier selection and management.

## What are the learning objectives?

By the end of this course, you will be able to:

- Recognise the implications of the specific legislation regarding public procurement
- Recognise the processes required to establish good practice and operate within legal parameters
- Apply the knowledge in your own organisation, ensuring fair and equal treatment of potential suppliers
- Demonstrate knowledge of recent case law and the effect this has had on procurement practice

## Agenda

Online pre-work should be completed before your first session

The virtual room will open 15 minutes before your session

## Introductions and Aspirations followed by a discussion on pre-work activities

### Session 1

Governance and planning

- Legal Framework for public services spending
- Thresholds
- Special requirements and processes
- Planning the expenditure
- Preparing the specification

### Session 2

Procurement process

- Above-threshold process
- Procedures Below the procurement threshold
- Standard procurement procedures
- Prior information notices (PINs)
- Pre-qualification questionnaires - selection stage
- Invitations to tender – award stage

### Session 3

Evaluation and Award

- Receipt of tenders
- Evaluation criteria and weighting
- Evaluation scoring
- Making the contract award
- Standstill
- Rights to challenge
- Recent case law

### Session 4

Managing Contract Performance

- Performance management
- Service levels and Key Performance Indicators

## Review of the day

## What's next?

# Spot on training

A photograph of a middle-aged man with a beard and short hair, wearing a blue collared shirt under a dark blue sweater. He is looking towards the right. A bright, glowing white circle is positioned behind his head, partially overlapping the word 'on' in the main title.

## About CIPS, the Chartered Institute of Procurement & Supply

### The professional body

CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

### Quality guaranteed

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

### The Global Standard

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

### A commercial organisation

CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.