

Introduction to Purchasing & Contract Management



1 or 2 day
option

PROGRAMME CONTENT

Increasingly organisations require staff to gain competence and awareness of good purchasing practices.

This basic course covers the “flow” of procurement activity from initiation of request through to contract closure/disposal.

The course provides a valuable “taster” to the subject allowing delegates to identify any further training needs

PRE-COURSE PREPARATION

None specific – delegates would benefit from advance reading on the subject

INTRODUCTION

- What is procurement
- The procurement “process flow”
- The purchasing “drivers” for your business

STAGE 1: PRE - AWARD

- When & why to purchase or contract
- Product market and supplier knowledge
- Specification development & writing
- Supplier sourcing and selection

STAGE 2: AWARD

- Negotiation, quotations & competitive tendering (inc EU)
- Bid evaluation & award of contract
- Legal issues

STAGE 3: POST AWARD

- Contract/supplier management
- Delivery and performance management
- Change control
- Closure planning
- Disposals and closedown

OTHER ISSUES

- Ethics and governance
- Measuring purchasing performance
- Sustainable purchasing

SUITABLE FOR:

Junior/Middle grades

New/unqualified staff in procurement

Especially suitable for staff with procurement responsibilities but without training or experience.

PARTICIPANTS WILL LEARN:

- Why good procurement is important
- How their role fits into purchasing practice
- The basic steps in procurement from initiation to disposal
- The importance of planning and preparation
- Some of the issues around negotiation and EU tendering when letting contracts
 - The increasing emphasis managing procurement AFTER orders or contracts have been placed
- The importance of good close-down arrangements

Note: Workshops include breakout exercises as appropriate

Note: This course can be run as a one or two day session