

Procurement Workshop Agenda

CONTENT	TIME (MIN)	DAY
Introduction - Course Summary - House Keeping - Introduction - Financial Framework/Organisational requirements	30	9.15 – 9.45
Part A – Planning Procurement		
Developing a Requirement - Identify need and Specify Requirements - Stakeholder Engagement and Market Research - Managing Risk	30	9.45 – 10.15
Risk Assessment Process	10	10.15 – 10.25
Activity 1 – Risk Assessment / Case Study 1 - HIP	20	10.25 – 10.45
Morning Tea	15	10.45 – 11.00
Procurement Method/ Obtaining Approvals - Procurement methods - Selecting a procurement method	30	11.00 – 11.30
Activity 2 – Approaching the Market / Case Study 2 - ICT	20	11.30 - 11.50
Planning the Procurement Checklist/Procurement Overview	10	11.50 – 12.00
Lunch	60	12.00 – 1.00
Part B – Approaching the Market		
Approach the Market - Evaluation Methodology - Evaluation Committee - Procurement Plan - Request for Quote/Request for Tender	30	1.00 – 1.30
Approach to Market Templates (Procurement Plan, RFQ/RFT)	15	1.30 – 1.45
Activity 3 – Policies Impact Procurement / Case Study 3 - Standards	30	1.45 – 2.15
Afternoon tea	15	2.15 – 2.30
Part C – The Evaluation Process		
Evaluation Process/ Obtain Approval - Evaluating RFTs and RFQs - Interviews - Due Diligence - Evaluation Report - Obtaining Stage 2	20	2.30 – 2.50
Activity 4 – Evaluation / Case Study 4 – Hughes v Airservices	30	2.50 – 3.20
Writing a Stage 2 Minute	10	3.20 – 3.30
Part D – Formalising Contractual Arrangements		
Formalising Contract - Negotiations - Contracts - Notifying Suppliers/ Reporting Contract - Variations	30	3.30 – 4.00
Frequently Asked Questions/ Questions	30	4.00 – 4.30