

Getting Started - Introduction to Public Procurement

CIPFA/ RSM Events

Webinar (Zoom)

27 September 2022

24 November 2022

Purpose

The response to the global pandemic has further emphasised the important role of public procurement in ensuring the effective operation and financial resilience of an organisation. This event has been specially developed to support practitioners who are starting their procurement careers or those who need to refresh their knowledge on the role and function of procurement. At the end of this event, delegates will have gained a comprehensive coverage of all key procurement provisions, best practice, and skills to ensure they can confidently manage tender processes. There will be plenty of opportunities to ask questions and also take part in practical exercises, online polls and follow-up surgery.

Learning Outcomes

Key Benefits

This basic level event will offer you an opportunity to:

- develop practical understanding of key provisions relating to public procurement
- understand different procurement procedures to support tendering for supplies/ services/ works contracts
- be introduced to framework agreements, light touch regime and other key concepts
- get an update on recent case law and future directions of public procurement in the UK
- take part in practical exercises/ online polls to allow knowledge to be applied to real life scenarios.

Who Will Benefit?

The event is aimed at new staff taking up a role in the procurement team, as well as experienced staff who have had no formal procurement training or who would like to refresh their knowledge and skills. Also, other staff who have responsibility for making procurement decisions, tendering or contract management will also benefit from this event.

Programme

09.30 – 09.45	Join the Webinar
09.45 - 10.00	Welcome, Introductions and Overview of the Day
10:00 – 11.15	Introduction to the Public Procurement Rules <ul style="list-style-type: none">▪ Background: Why regulate public procurement?▪ What motivates procurement officers?▪ Introduction to key Public Contracts Regulations 2015 provisions▪ Importance of procurement principles▪ FTS thresholds, VAT and application to different contracts▪ Understanding the new procurement landscape▪ Differences between Contracts and Grants▪ Best Value obligations, standing orders and financial control limits▪ Government policy (SMEs, community benefits, national frameworks etc.)▪ Local purchasing and social value (getting value for money)▪ The Procurement Cycle
11:15 – 11.30	Comfort Break
11.30 – 12.40	Explanation of Standard Procurement Procedures <ul style="list-style-type: none">▪ Checklist of key stages in a tender▪ Introduction to the procedures▪ Restricted procedure<ul style="list-style-type: none">▪ When is it suitable?▪ Minimum timescales▪ Shortlisting suppliers – the SQ▪ Open procedure<ul style="list-style-type: none">▪ When is it suitable?▪ Minimum timescales▪ Assessing suitability without an SQ stage▪ Direct Awards – use of the negotiated procedure
12.40 – 13.20	Lunch
13.20 – 14.00	What do the Regulations Allow/ Not Allow? <ul style="list-style-type: none">▪ Objective decision-making and evaluation▪ Selection and award criteria (a brief introduction)▪ Price-only or M.E.A.T.▪ How to set your weightings▪ Clarification, negotiation, and dealing with bidder queries▪ What are CPBs and how do they fit in?▪ Collaborating with other contracting authorities▪ Challenges with incorporating social value into contracts▪ Making use of credit agency reports
14.00 - 14.35	Key Provisions of the Public Contracts Regulations 2015 <ul style="list-style-type: none">▪ What are Framework Agreements?<ul style="list-style-type: none">▪ When is a framework agreement suitable?▪ How to establish and operate a framework agreement▪ The Light-Touch Regime for social & other services▪ What is an Abnormally Low Tender?▪ Contract award formalities
14.35 – 14.45	Comfort Break

14.45 – 15.00

Advertising Requirements

- Publication in FTS
- What's to include in an FTS notice?
- Contracts Finder

15.00 – 15.15

Below-threshold Tenders

- Advertising in Contracts Finder
- Is advertising required?
- Abolition of PQQs
- Suitability Assessment Questions
- Request for Quotation (RFQ)

15.15 – 15.40

Online Poll followed by discussion, questions & close



CIPFA Sustainability Policy

CIPFA is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email in advance of the event. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.