

CIPFA Procurement Webinar

Getting Started - Introduction to Public Procurement

Webinar (Zoom)

23 July 2024

5 December 2024

Purpose

Recent geo-political, economic and wider government transformation agenda has emphasised the important role of public procurement in ensuring the effective governance, operation and financial resilience of public bodies. This event has been specially developed to support practitioners who are starting their public procurement careers or those who need to refresh their knowledge about the role and function of procurement. At the end of this event, delegates will have gained a comprehensive coverage of all key procurement regulations, best practice and commercial skills to ensure they can confidently manage the tender processes. There will be plenty of opportunities to ask questions and take part in practical exercises, online polls and follow-up surgery session.

Learning Outcomes

Key Benefits

The event will offer you an opportunity to:

- Importance of procurement compliance to help deliver your corporate plan and procurement strategy.
- Develop practical understanding of key provisions of public procurement.
- Understand operation of procurement procedures to support tendering for supplies/ services/ works contracts.
- Introduction 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 public procurement team, as well as experienced staff who have no formal procurement qualifications or who would like to refresh their knowledge and skills. Also, other staff, including Councillors and Directors who have strategic responsibility for making procurement decisions, tendering or contract management, will also benefit from the course. This event can also be delivered **just for you...**

Programme

09.20 – 09.30	Join the Webinar
09.30 - 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 provisions in Public Contracts Regulations 2015▪ Importance of procurement principles▪ Managing conflicts in tenders▪ World Trade Organisation and GPA▪ FTS thresholds, VAT and application to different contracts▪ Update on proposed procurement changes▪ Understanding 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 process▪ Introduction to the procedures▪ Restricted procedure<ul style="list-style-type: none">▪ When is it suitable?▪ Minimum timescales▪ Shortlisting suppliers – the SQ stage▪ 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▪ Issuing VEAT Notices
12.40 – 13.20	Lunch
13.20 – 14.00	What do the Regulations Allow/ Not Allow? <ul style="list-style-type: none">▪ Need for objective decision-making and evaluation▪ Selection and award criteria (brief overview)▪ Price-only or M.E.A.T.▪ How to set your award criteria weightings?▪ Clarification, negotiation, and dealing with bidder errors▪ What are CPBs and where do they fit in?▪ Collaborating with other contracting authorities▪ Challenges with incorporating social value into contracts▪ Financial assessment of suppliers and using 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 and DPS?<ul style="list-style-type: none">▪ When is a framework agreement suitable?▪ How to establish and operate a framework agreement/ DPS▪ 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 – 15.10	Advertising Requirements <ul style="list-style-type: none">▪ Publication in FTS▪ What to include in an FTS notice?▪ Contracts Finder obligations
15.10 – 15.30	Below-threshold Tenders <ul style="list-style-type: none">▪ Advertising in Contracts Finder▪ Abolition of PQQs for below threshold tenders▪ Suitability Assessment Questions▪ Request for Quotation (RFQ)
15.30 – 15.45	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.