

Public Procurement Training

CPD Training



Course Information

START TIME

9.30am

DELIVERY

Virtual

"Two speakers were excellent. Content interesting and very useful. Would recommend course to anyone."

Grace McMahon,
Office of Public Works

This CPD accredited training course will offer expert, experience-driven and practical guidance on how to create effective tenders, how to ensure your documentation is in order and pitfalls to avoid, and how to get the selection and award criteria right from the start.

We will also show you how to manage the process in greater detail, from dealing with queries and communications with bidders, spotting and addressing potential conflicts of interest, and common pitfalls to avoid when it comes to evaluations. We will also examine debriefing, including standstill letter requirements, essential “do’s and don’ts” in debriefing meetings, and common pitfalls to avoid. If you are involved in public procurement in any capacity, this one-day CPD training course should provide great value.

You will gain insights from a highly experienced senior associate from one of Ireland's leading law firms, you will get a chance to ask questions relating to specific issues and you will leave with 5 structured CPD hours.

Course Content

- Preparing procurement documentation
- Picking the right process
- Getting the selection and award criteria right
- Practical considerations
- Common pitfalls in preparing documents – do’s and don’ts
- Managing the procurement process
- The Article 84 report
- Queries and communications with bidders
- Dealing with conflicts of interest
- Making robust decisions (e.g. failing tenderers)
- Common pitfalls in evaluations
- Debriefing
- Standstill letter requirements
- Debrief meetings – do’s and don’ts
- Common pitfalls in debriefing

Who Should Attend

This topic will be very relevant to those involved in the process of procuring public work, or awarding public contracts, who wants an understanding of the legal process of awarding contracts and challenging decisions. Relevant to procurement managers in the public sector, state & semi-state bodies, those dealing with public construction contracts, procurement/purchasing managers in hospitals & healthcare, housing, and anyone who is responsible for procuring, awarding or debriefing public contracts.

Cost

An ‘Early Bird’ discounted rate of €425 is currently available. This training course normal rate is €525. Places are limited and are allocated on a first come first served basis. PLEASE NOTE THE EARLY BIRD RATE CLOSES 3 WEEKS PRIOR TO COURSE DATE. The course cost includes all course documentation, Public Procurement Training pack and Certificate of Attendance. CMG work with a number of Skillnet Ireland Learning Networks, please get in touch with your local network for funding opportunities.