

# CLEVER BUYING™

Procurement training, tools and advice.



## Diploma in NZ Public Sector Procurement Training and Qualification



**CLEVER BUYING  
2-DAY COURSES**

**\$1500 + GST pp**

**FULL PROCUREMENT  
QUALIFICATION  
PROGRAMME**

**\$4800 + GST pp**

**CHECK OUR  
WEBSITE FOR  
UPCOMING  
COURSE DATES**

Practical, Comprehensive Procurement Training.

# CLEVER BUYING™

Our two-day course covers:

## DAY ONE

### 1. PROCUREMENT ESSENTIALS

- Strategic context of procurement
- Government Procurement Rules
- The procurement life cycle
- Tendering research
- The four aims of best practice procurement

### 2. PROCUREMENT STRATEGY & PLANNING

- Procurement planning blueprint
- Project characteristics
- Market understanding
- Preconditions – eliminators of unsuitable suppliers
- Differentiators (risk/ opportunity analysis)

### 3. PROCUREMENT SOURCING PROCESSES

- Delivery models
- Open/closed contests
- Agile Procurement Methods
- Supplier Selection Methods
- Lowest Price Conforming
- Weighted Attributes (+ simple score)
- Price/Quality Method
- Purchaser Nominated (Target) Price
- Brook's Law (Quality-based selection)

### 4. PROCUREMENT SOURCING PRACTICE

- RFT design – good + bad examples
- RFT development overview
- RFx Development Toolbox:
  - Shortlisting strategies
  - Setting attributes and weights
  - Anchored scale scoring systems
  - Targeted Questions

## DAY TWO

### 5. PROCUREMENT SOURCING: SCORING METHODS

- Lowest Price Conforming
- Anchored Scales
- Weighting Attributes
- Price Quality Method

### 6. TENDER MANAGEMENT & EVALUATION PROCESSES

- Selecting and briefing the evaluation team
- Effective tender process administration
- Tags and clarifications
- Alternative tenders
- Tender communications
- Tender evaluation reports
- Tender de-briefs
- Promises Registers - Contract KPIs

### 7. LEGAL AND ETHICAL ASPECTS: GOVERNMENT PROCUREMENT RULES

- Legal requirements and codes of ethics
- Tendering case law
- Cartel conduct
- Probity challenges
- Evaluation probity scenario examples

### 8. TENDER EVALUATION PRACTICE

- Pass/ fail decisions and their impacts
- Response scoring and moderation
- Tender evaluation examples

**Fast Track to  
Qualified  
Proposal  
Evaluator**

✓ Practical, highly interactive action-packed toolbox of procurement techniques

✓ Suitable for experienced evaluators as well as ambitious intermediates

*"Best course I've been on for years!"*

*"Practical and action-packed, relevant for newbies as well as experienced procurement professionals."*

*"100% relevant to leading-edge government procurement in New Zealand."*

# Diploma in NZ Public Sector Procurement

New Zealand's best supported Procurement Training and Qualification Programme - designed specifically for busy public sector procurement professionals.



## Who is this qualification for?

The qualification is relevant for anyone involved in government tendering or procurement planning, in a wide range of sectors:

- Public Sector Procurement Specialists and Planners
- Procurement Managers
- Government Tender Evaluators
- Consultants and advisors
- Waka Kotahi/NZTA Tender Evaluators\*

\*A Procurement Qualification is required for at least one member of the Tender Evaluation Team for all Waka Kotahi/NZ Transport Agency procurements valued over \$200,000.

## Prerequisites:

There are no formal prerequisites; however to undertake this qualification, you should:

- have experience and current involvement in tendering
- be self-motivated and disciplined to undertake self-directed personal development activities for assessment,
- have full support and understanding of your commitment, from your manager, and
- have strong oral, written, inter-personal communications and mathematical skills.

## What skills does it cover?

- Government Procurement Rules, ethics and probity
- Procurement Strategy & Planning
- Sourcing - Preparing RFX documents (RFTs, RFPs, etc)
- Tender Management, Processing, Evaluation & handover to Contract Management

## How is it assessed?

There are six modules, including the two-day Clever Buying foundation training course (part of Module 1).

Your study will mostly be based on workplace procurement activities (or real-world scenarios provided by your trainer).

You'll be given one-to-one mentoring, including written and verbal and feedback, from your Procurement Tutor.

Your Procurement Tutor will be a fully-qualified Procurement Professional and Assessor, throughout your training and assessment period.

## How is this Qualification Structured?

- **Module 1** - Introduction to NZ Procurement
- **Module 2** - Government Procurement Rules, ethics and probity
- **Module 3** - Procurement Strategy & Planning
- **Module 4** - Procurement Sourcing Processes
- **Module 5** - Procurement Sourcing - Practical
- **Module 6** - Tender Management, Processing and Evaluation

Depending on your role at work, you may be able to complete some assignments as part of your job. However you should be prepared to complete some assignments outside work hours.

## Can I use my previous experience for the assessment?

Yes, that experience will be valuable. You can use past examples, however in most cases, you will need to complete the assignments using the templates provided so that you meet all of the assessment requirements. That usually involves some re-work or additional analysis work based on your past examples.

## What are the costs?

**Two-day Clever Buying course** \$1,500 + GST

**Full Qualification Training & Assessment** \$4,800 + GST  
(includes Clever Buying course)

## How long does it take?

Most people take 6–24 months to complete, but it's up to you!

The qualification is designed for self-paced learning but it's important that you are in contact with your Procurement Tutor every three months.

Make sure you have procurement opportunities in your workplace as you progress.

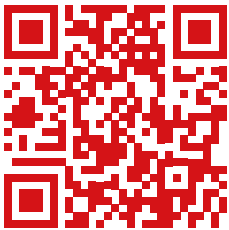
# Upcoming Courses

## What are you waiting for?

Check out our courses online and sign up for New Zealand's best known procurement training!

**CLEVER  
BUYING™**

**BOOK ONLINE NOW!**  
[cleverbuying.com/register](https://cleverbuying.com/register)



For the latest course dates or to host a procurement training course, please go to [www.cleverbuying.com](https://www.cleverbuying.com) or call 0800 225 005

*"... the best training session I have ever attended - I will definitely recommend others to join in the future."*

**COUNCIL PROCUREMENT SPECIALIST**