

A GUIDE TO  
**Introduction  
to Public  
Procurement**



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**[www.passprocurement.co.uk/itpp](http://www.passprocurement.co.uk/itpp)**

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# Introduction to Public Procurement

## What is Introduction to Public Procurement?

- Introduction to Public Procurement is your opportunity to learn the whole of the public sector procurement process.
- The procurement regime has changed across the UK. The Public Contracts Regulations 2015 and the Public Contracts (Scotland) Regulations 2015 are in force.
- Many areas of procurement were affected, from how buyers and suppliers interact in market engagement exercises, to the interpretation of what constitutes the most economically advantageous tender.

## Why should you learn Introduction to Public Procurement?

- The very basics of the procurement process changed and those who failed to enact the new processes and procedures encountered failures in their procurement exercises and even legal challenges
- The procedures and processes have all seen change, from the timescales to the structures. Prior Information Notices have three means of use and Dynamic Purchasing Systems have been totally redrafted.
- Whether you are a buyer or a supplier and whether you are new to public sector procurement, already work in the public sector, are in business development or even already bid for public sector contracts it is imperative that you realise there is a need to relearn the entire process.

## What will you learn on Introduction to Public Procurement?

- How the Open procedures allows for an accelerated process
- When you can mutually agree tender timescales
- How to procure for complex solutions which may not exist in the marketplace
- What are the mandatory exclusions that suppliers have to comply with?
- How can you use optional exclusions to your advantage?
- What are the questions you must ask as a buyer and answer as a supplier?
- You will take away a full comprehension of the basics of the procurement process and understand the various procedures and timescales. You will understand the selection stage the award stage, evaluation and the standstill process.

## How do I learn Introduction to Public Procurement?

Introduction to Public Procurement is scheduled throughout the year in

**London • Birmingham • Manchester • Glasgow • Edinburgh**

Look for your nearest location and date at [www.passprocurement.co.uk/itpp](http://www.passprocurement.co.uk/itpp)

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# The Statistics



DAY COURSE

LED BY



EDDIE REGAN

Principal Procurement  
Consultant



CPD HOURS

COVERED BY



PASS  
GUARANTEE

OVER



PUBLIC SECTOR  
DELEGATES TRAINED  
SINCE 2010

TRAINING



COMPLETION  
CERTIFICATE

OVER



AUTHORITIES  
TRAINED SINCE  
2010

The private sector is becoming increasingly adept at working with public contracts regulations, so don't leave yourself, your team and your organisation open to challenge.

**COMPLIANCY IS KEY TO SMOOTH RUNNING PROCUREMENT**

[www.passprocurement.co.uk](http://www.passprocurement.co.uk)

# The Format of the Training

## What is the format of the training?

Introduction to Public Procurement begins with registration at 0845 with the training starting at 0915. Morning coffee and lunch are served during the day and the programme finishes at approximately 1515 depending on the amount of questions. You will receive course materials with plenty of space to take notes, The training is delivered in context with real examples, bringing the regulations, procedures and processes to life for your day to day procurement needs.

## Who should attend?

The course is ideal for anyone new to a procurement team, graduates joining an organisation, category managers who are experts in their field but need to learn the structure of public sector procurement

The course can also act as a refresher for any staff members who may have been seconded to another department and are returning,

## Why should I attend?

When you are seeking the best possible outcome to your tender exercise it's not the best idea simply to update previous documentation and release it.

For new members of staff it's vital to start correctly and compliantly. Even for those who have been working in procurement for a while, this course serves as a good refresher. And with so many changes to the rules in the last couple of years, it's important that everyone is up to date and compliant

## How will the course benefit me?

You will deliver the right results for your department and your organisation. You will begin to understand how to use procurement to make savings. You will be in a position not to repeat any past mistakes and you will make the best possible use of your resources.

## CPD Accreditation and the PASS Guarantee

Within your delegate pack you will receive a CPD self-certification form. Fill this in, send it off and you will have gained 6 hours Continuing Professional Development.

## The PASS Guarantee

The PASS Guarantee is rarely invoked. But we do state "if you don't learn, you don't pay". Of course it can be very subjective whether someone has learned anything. On receiving a request for the guarantee, we find out why you feel you didn't learn, including what you believe was your level of knowledge before attending the course. We seek feedback from the consultant who delivered the training and we may also draw on event feedback from other delegates.

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# PASS Consultants



## Eddie Regan

### Principal Procurement Consultant

Eddie has worked with the public sector for over 30 years and led the set-up of PASS (Procurement Advice and Support Service) within BiP Solutions. This has enabled the company to offer a wide variety of procurement training and consultancy to public sector bodies. Eddie has worked with many organisations to help them develop their tendering processes, procurement strategies and evaluation programmes but his greatest specialism is his ability to explain complex procurement issues in a simplified and understandable manner, so that delegates, irrespective of their skill set, can comprehend the issues.

Eddie has designed Introduction to Public Procurement as a one-day overview of the procurement landscape and as either an ideal starting point in your career in procurement or an effective refresher for anyone returning to procurement or taking new responsibility for the function.



## Dr Paul Wright

### Senior Procurement Consultant

Paul has been providing training and consultancy in purchasing and supply chain management for a wide range of clients since 1998. Paul and his associates have worked extensively for public sector organisations in the UK including regional development agencies, Business Link Operators, councils and cluster teams. He has also been involved in a number of sports-related projects including supplier development and economic impact assessment.

He has specialities in a number of sectors within the public and private sectors, including materials science, chemicals, engineering, technology businesses and sports business.