

A GUIDE TO

Understanding the New OJEU Proforma Requirements



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Understanding the new OJEU Proforma Requirements

What is Understanding the new OJEU Proforma Requirements?

Understanding the new OJEU Proforma Requirements is a half day course giving you an overview of the Official Journal of the European Union, what it is, why it is important, why public sector contracts must be advertised within it and how to do this compliantly.

If your procurement is over the OJEU threshold, you must understand what to forms to use, when to post them and what documentation you need to have ready and visible.

Whether you complete OJEU proformas or assign staff to do so, it is critically important that you ensure that all your notices are fully compliant.

Any mistakes could have serious implications for your procurement exercise and for your authority.

Why should you learn Understanding the new OJEU Proforma Requirements?

Completing OJEU proformas is no longer a task that should be left to chance. Understanding the importance of these documents and what the risks are in getting them wrong is hugely important for you and your organisation.

There are now 22 forms available. Any organisation that mistakenly uses the wrong form will have to start the entire advertising process from the beginning – a significant waste of time and resource.

Incorrect forms will not only result in authorities incurring additional costs but will also result in the procurement timescales having to be extended.

With new mandatory and optional exclusions as well as significant changes to the technical criteria that can be requested, those tasked with completing the forms need to ensure that they complete the free text fields correctly, first time, every time.

What will you learn on Understanding the new OJEU Proforma Requirements?

- An understanding of the various forms
- A knowledge of the requirements around the electronic availability of documents
- What are the selection criteria which need to be included?
- What is the award criteria which needs to be included?
- Details of the timescales

How do I learn Understanding the new OJEU Proforma Requirements?

Understanding the new OJEU Proforma Requirements is scheduled throughout the year in

London • Birmingham • Manchester • Glasgow • Edinburgh

Look for your nearest location and date at www.passprocurement.co.uk/utnopr

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The Statistics



DAY COURSE

LED BY



EDDIE REGAN

Principal Procurement
Consultant



CPD HOURS

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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 the Public Contracts Regulations, so don't leave yourself, your team and your organisation open to challenge. Compliance is key to smooth running procurement.

COMPLIANCY IS KEY TO SMOOTH RUNNING PROCUREMENT

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The Format of the Training

What is the format of the training?

Understanding the new OJEU Proforma Requirements is a half-day course beginning with registration at 0845 with the training starting at 0915. Morning coffee is served and the programme finishes at approximately 1330 depending on the number 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

Seasoned procurement professionals should attend to fully understand the new forms, which is appropriate to use when, and gain a full understanding of how the OJEU works.

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?

If you don't get your OJEU forms correct at the beginning, you can't simply issue an addendum. Worryingly, some authorities don't seem to be advertising on OJEU at all.

Your knowledge of the selection and award criteria which need to be included within your OJEU proforma needs to be up to date for your procurement to be compliant and effective.

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 be able to understand the various forms and gain the knowledge of the requirements around electronic availability of documents. You will understand the timescales, processes and manner for posting notices. You will lead your team in compliancy and ensure your procurements are not challenged.

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 4 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 **Understanding the new OJEU Proforma Requirements** 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.