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Academy



Buying Wisely - Tender Preparation & Evaluation

A comprehensive overview of the competitive tender process for buyers.

LIVE ONLINE TRAINING 22 - 25 October 2024



Live Digital

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Course Information

Live Online Training

October 2024

Part 1

22 October

Part 2

23 October

Part 3

24 October

Part 4

25 October

1pm - 5pm AEDT

Key Learning Objectives

- Take a strategic approach to tendering
- Build and manage your bargaining power to solicit better bids
- Implement the optimal team
- Plan the tender stages from ROI to BAFO and everything in between
- Prepare an effective request (RFx) and facilitate the best responses
- Devise the right evaluation criteria
- Conduct the evaluation in the most efficient and effective manner
- Understand the due diligence options to ensure the deal will work
- Effectively debrief the unsuccessful bidders

Who Will Benefit

This practical, intermediate tender preparation and evaluation course is designed for professionals who are responsible for tendering specification, process or evaluation, procurement, contracts, purchasing and supply, service level agreements and strategic alliances/partnerships/joint ventures.

Job titles include (but are not limited to):

- Strategic sourcing, procurement, and category managers
- Contract developers, administrators, officers, and managers
- Commercial managers, operations managers, team leaders
- Account managers, business development managers and pre-sales
- Consultants and advisors



Course Information

Meet Your Course Director

About the Course

The vast majority of organisations tender out some aspect of their work, be it maintenance, logistics, production services, IT, business processes or corporate services.

Choosing which providers your organisation will depend upon for many years is a critical activity. Vigilant selection delivers the best match. That is if your organisation truly knows itself and what it wants. The offers received reflect the quality and clarity of information you provide. In other words, 'garbage in – garbage out.'

Successful tendering is not an auction; it is about getting the lowest price with a superior supplier under a fair contract with sustainable solutions. This hands-on tender preparation and evaluation course will deliver the key techniques for successful product and service procurement and tendering designed to assist you in determining the most effective techniques for your organisation.

The training is presented by Dr. Sara Cullen, a globally recognised expert in tendering and contracting. She has taken the practical experiences of over 140 organisations, and two decades of practice, to develop this course that will enable you to:

- pick the right supplier(s),
- for the right reasons, and
- get the right deal.



Dr Sara Cullen

Sara is the Founder and Managing Director of The Cullen Group, a specialist organisation offering consulting, training, and publications regarding commercial agreements. She is also a Fellow at the University of Melbourne and an Associate at the London School of Economics. Previously she was a National Partner at Deloitte in Australia.

Dr. Cullen specialises in the design, negotiation, and management of commercial agreements. She has consulted to 149 commercial and government sector organisations, spanning 51 countries, in comprising \$18 billion in contract value. She has facilitated contracts in a large variety of organisational areas including call centres, claims mgmt, construction, facilities mgmt, finance, food services, HR, logistics, IT, maintenance, recreational services, sales, and security. She has designed partnering arrangements, franchise-type agreements, shared risk/reward structures and incentive programs as well as traditional arrangements.



"Highlighted that although I've been a procurement officer for a number of years, in so many ways my experience has been limited"

Manager, Contracts & Tendering, Dept of Treasury

"Lots of tools I can take back to my colleagues."

Contracts Engineer, ConocoPhillips

Course Outline

STRATEGICALLY PLANNING THE LIFECYCLE

- Identifying your requirements for engaging industry
- Building and managing bargaining power – after the tender your bargaining power falls, so the key is to ensure it has been maximised beforehand

Exercise: Choose your path

TENDER PLANNING SKILLS DEVELOPMENT

- The breadth of skills required for a successful tender exercise
- Targeting the skills you need

Exercise: Skills planner in selecting your team

UNDERSTANDING MARKETS

- How providers are structured and operate
- Identifying markets
- Avoiding the Winner's Curse

TARGETING & PROFILING THE SERVICES REQUIRED

- Service profile
- Cost profile
- Asset profile
- Workforce profile
- Stakeholder profile
- Governance profile
- Commercial relationships profile

Exercise: Determine the profiles you will need

PLANNING THE TENDER BEFORE GOING TO MARKET

- Outlining the 5 different stages
- When to use the various stages

Exercise: Select your stage

PREPARATION OF TENDER DOCUMENT OR 'MARKET PACKAGE'

- Format and contents
- Conditions of tendering, rights and obligations

DEVELOPING EVALUATION CRITERIA

- Examining mandatory, qualitative and quantitative forms of criteria
- Determining and weighting the optimal criteria
- Writing accurate questions that get accurate answers based on the right criteria

Exercise: Determine and weigh criteria, develop questions for a criterion

ATTRACTING & FACILITATING THE BEST RESPONSES

- Attracting enthusiasm and the best efforts from the market
- Managing briefings, data rooms, questions, answers and site visits

Exercise: Determine your best responses approach

Exercise: Determine your best responses approach

TENDER EVALUATION METHODOLOGIES

- Comparing the bids and developing scoring techniques
- Evaluating Statements of Departures
- Applying interactive evaluation techniques such as interviews and site visits
- Value for money selection and understanding how lowest price may come at the highest cost
- Completing the contract – farming the bids

Exercise: Act as the vendor in responding to a set of questions, evaluate the vendor's response

APPLYING DUE DILIGENCE TO ENSURE THE VIABILITY OF THE SUPPLIER, THE BID & THE CONTRACT

- Company/financial
- Price
- Proposed solution(s)
- Contract compliance
- Customer references

Exercise: Determine what due diligence you will need to perform

DE-BRIEFING

- Informing the winner and losers
- Why debriefing is useful, but also dangerous

Exercise: Run a debriefing session

ACTION PLAN

- Putting it all together into a procurement plan

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Easy Ways to Register



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Course Code	Location/ Format	Course Parts	Course Dates	Standard Price		Great Savings: When you book 4 or more participants! Call us today on +61 (2) 9080 4399 or email training@informa.com.au to take advantage of the discount offer.
P24GR06AUV	Live Digital	All 4 Parts	22 - 25 October 2024	\$2,495 + \$249.50 GST	\$2,744.50	

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Informa Connect

Academy

Informa Connect Academy is a premier provider of global education and training solutions that caters to a diverse range of professionals, industries, and educational partners. We are dedicated to promoting lifelong learning and are committed to offering learners expert guidance, training, and resources to help them stay competitive in a rapidly changing world.

Our comprehensive range of courses and programmes are tailored to meet the needs of all professionals, from aspiring specialists to seasoned experts. We partner with elite academic organisations and industry leaders with unmatched expertise in their respective fields to deliver an exceptional learning experience.

ON-SITE & CUSTOMISED TRAINING

Informa Connect Academy has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants. If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs.

WHY CHOOSE ON-SITE WITH INFORMA CONNECT ACADEMY?

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- 2. Quality assured** – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution.
- 3. On-site training** is a cost effective way to train your people and achieve your defined outcomes.

Speak with **Sushil Kunwar** on **+61 (2) 9080 4370** to discuss your customised learning solution, or email inhouse@informa.com.au



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