



Derek Hendrikz Consulting Presents:

Acquisition Management for the Public Sector

Duration:	3-days
Max. Participants:	20
Facilitators:	1
NQF Level:	5
Total Credits:	8
SETQAA Accreditation:	Services SETA – Decision Number 2072

About the workshop:

The Acquisition Management for the Public Sector programme is designed to give participants the necessary knowledge and skills in order to understand and implement basic acquisition management principles within the Public Sector. The programme will give learners credits towards the national Diploma in Complex Procurement.

The following areas are covered during the programme:

- Methods, rules and requirements in acquisition management.
- Streamlining the acquisition process.
- Best practices in acquisition management.
- Cost efficiency in acquisition management.
- Reducing the time, from contract development to delivery.
- Government strategies and methods for procurement.
- Acquisition principles in decision-making.
- The procurement process in risk management context.
- Effective liaison with the contracting team.
- The contracting process, from pre-award procurement planning to post-award contract closeout.

The workshop outcome:

On completion of this workshop the participant should be able to apply basic public acquisition management concepts.

SETQAA Accreditation:

For Accreditation purposes the learner has to prove competence in the following unit standard:

Unit Standards:	Unit Standard Number:	Credits:
Develop functional specification for complex acquisition programmes.	119209	8

Participants will be assessed on the following specific outcomes:

- Establish and maintain operating concepts, support concepts, maintenance concepts, disposal concepts and transportation concepts.
- Establish and maintain a definition of the functionality needed to accomplish the requirements.
- Validate requirements with the view to ensure that the resulting system will perform appropriately in its intended-use environment.
- Establish and maintain system and product requirements based on customer needs and requirements.

Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own environments, thus ensuring that the learning is anchored at their workplace.

As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Programme:

Time:	Day 1:	Day 2:	Day 3:
08:00-10:00	Orientation & Introduction to Public Acquisition Management.	Cost efficiency and reducing time from contract to delivery.	The procurement process in risk management context.
10:00-10:30	<i>Convenience Break</i>		
10:30-12:30	Methods, rules & requirements in acquisition management.	Government strategies and methods for procurement.	Effective liaison with the contracting team.
12:30-13:30	<i>Lunch</i>		
13:30-15:00	Best practices and streamlining the acquisition process.	Acquisition principles in decision-making.	The contracting process, from pre-award procurement to post-award contract closeout.
15:00-15:15	<i>Convenience Break</i>		
15:15-16:00	Day Review	Day Review	Day Review & Programme Evaluation

Who Should Attend?

- Procurement, Supply Chain and Logistics Managers.
- Government employees who work with acquisition management.
- Government managers & employees who work with tenders contracts and suppliers.
- Any person interested in practising effective acquisition management.

Day 1:***Introduction to public acquisition management***

- The role & function of acquisition management.
- The organisational importance of acquisition management.
- The relationship between acquisition management, procurement, logistics, and supply chain management.

Methods, rules & requirements in acquisition management

- Customer satisfaction.
- Performance standards.
- Policy adherence.
- Acquisition objectives.

Best practices and streamlining the acquisition process

- Streamlining the acquisition process from solicitation to closeout.
- Acquisition planning.
- Acquisition agreements.

Day 2:***Cost efficiency and reducing time from contract to delivery***

- Principles of JIT delivery.
- Minimising administrative cost.
- Procurement lead time.
- Using dependency diagrams to reduce time.

Government strategies and methods for procurement

- Fulfilment of Public Policy Objectives.
- Conflicts of interest.
- Maintaining Public trust.
- Contracting by competitive negotiation.

Acquisition principles in decision-making

- The decision-making process.
- The make or buy decision.
- Patient rights & intellectual property rights.
- Aligning acquisition objectives with decision-making.

Day 3:***The procurement process in risk management context***

- Principles of risk management.
- The risk of acquisition.
- Sources of risk.
- Managing opportunities.

Effective liaison with the contracting team

- The integrated acquisition team.
- The programme / project manager.
- The contracting officer.
- Communications protocol.

The contracting process, from pre-award procurement to post-award contract closeout

- The tendering process.
- Preparing the invitation to bid.
- Awarding the contract.
- Monitoring contract performance.
- Contract close-out.

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