

TRAINING COURSE - PROCUREMENT

From: [Admin](#)

Sent: 28 June 2021 13:35

Cc: [Chiefofficer](#); [Support](#); [Accounts](#)

Subject: New Training Course - Understanding Procurement and Writing Simple Contracts & Agreements

Good afternoon

We have been successful in arranging this new training course – delivered by Mike Deegan (who has worked in the Sector for a number of years). Understanding Procurement and Writing Simple Contracts & Agreements.

This is a short on-line training session using Zoom – Monday 29th November 2021 – 10am – 12.30pm – cost: £50 for all member delegates.

Course content:

Essential guidance to help your Council;

- i. Implement effective and legal procurement of supplies & services.*
- ii. Develop uncomplicated contracts and robust written-agreements.*

Part 1. 10.00-11.00: Procurement Procedures

- Understanding current regulations and the need for completing a procurement process
- Developing criteria for sourcing, purchasing and awarding contracts
- Managing estimates, quotes and tenders
- Ensuring quality, value for money, social value and fairness

20 minute break

Part 2. 11.20-12.30: Contracts and Agreements

- Writing basic contracts and agreements
- Producing comprehensive specifications
- Ensuring your contractor's legal compliance, certification and necessary policies
- Effective contract management
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Please contact Glen to reserve delegate places: admin@derbyshirealc.gov.uk – 01629 826655