



ABOUT US

The *Integral* Group Limited (TIGL) is a down to earth, pragmatic consulting company who believe in bringing traditional rural values to city business. We are non-PC and our philosophy is simply to get on with the job and get results for our clients - but have fun while we are doing it!

Our areas of expertise include:

- procurement
- project management
- negotiating
- responding to tenders
- knowledge management

We have:

- run over 100 procurement projects
- run over 30 procurement workshops
- managed hundreds of projects
- run over 30 project management workshops
- helped over 45 clients respond to tenders

Our consultants are passionate about providing clients with practical solutions that are appropriate for them. A common sense approach is applied to ensure our clients' solutions are successfully embedded with their business.

We do what we do well so you can do your core business well.

INTRODUCTION TO PROCUREMENT

An introduction, but even the most experienced people will get something out of this

Less Stress • More Success

- *Do your staff buy goods and services on behalf of the organisation?*
- *Have you got any new procurement managers?*
- *Do you want to get best value for money for your organisation?*
- *Do your staff understand what the rules are and the legal risks of procurement?*
- *Do you understand the psychology of business and how it applies to running procurement projects?*

WHAT ARE THE ISSUES?

Common issues through not doing procurement properly include:

- your reputation is damaged
- the best suppliers won't deal with you (you get on their 'black list')
- the process takes too long, costs too much and erodes the benefits and misses opportunities
- you get sued or fired
- wrong suppliers are chosen and you get poor results
- more stress
- you pay too much

WHO SHOULD ATTEND?

This workshop is intended to instill the basics of good procurement at all levels of an organisation. It is appropriate therefore for a wide range of staff and will benefit anyone who:

- is sourcing goods and services for the organisation
- is managing procurement staff
- is working as part of a procurement project team
- is in a support role to a procurement project
- has budget responsibility

WHAT WILL I GET OUT OF THIS WORKSHOP?

This workshop will provide participants with:

- an understanding of what it is like to be a supplier and how to get the best out of them (we have helped clients respond to over 40 tenders and RFPs)
- an overview of procurement project management
- knowledge of the key phases of the procurement life cycle
- an understanding of why good procurement is important
- an understanding of the dangers that arise from poor procurement
- an introduction to the terminology of procurement
- an understanding of the common terminology

Participants will be given simple and practical exercises that will embed the learnings. They will also be given a number of tools they can take back to work and use immediately.



FOR FURTHER INFORMATION

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TESTIMONIALS

“The course provided significant and valuable insight for our procurement teams on supplier perspectives of good tender & engagement processes, and likely unintended consequences potentially resulting in reduced outcomes for agencies.”

Stan Pope FCIPS - IRD Corporate Procurement

“Probably the most practical course with heaps of tips and tricks that I have ever attended.”

Mike Slape - ECL Group

“Course should be mandatory for anyone involved in local government procurement, no matter what prior experience they have.”

Ian Young - Grey District Council

“This has been the best procurement workshop I have participated in.”

Manu Fotu - Waitemata/Auckland DHB

Excellent course, well worth the time. Highly recommended. Walked away with a greater understanding of Procurement and excellent tools to assist with each task!

Bridget Pope - Ministry of Health!

COURSE CONTENT

- What is procurement?
- Why is it important to do it well?
- Where are buyers poor at procurement?
- What are the risks if things go wrong?
- How can we do it better?
- The psychology of the seller
- 4 guiding principles for more ethical and effective procurement
- Key philosophies of good procurement projects
- How to attract the best sellers
- What sellers hate about your RFPs/Tenders
- Why most of your RFP/Tenders end up in the bin
- Introduction to The Procurement Life Cycle
- Key philosophies of good procurement projects
- The "Initiate" phase
 - Setting up the project
 - The Right Track Workshop
 - Objectives
 - Stakeholder analysis
 - Risk analysis
 - Needs & Wants analysis
 - Governance
 - Team
 - Market analysis
 - Develop the business case
- Strategy development tool
 - Overview of the Planning phase
 - Covering the bases
 - Project planning technique
 - Project planning exercise
 - Developing the written project plan
- The "Planning" phase
 - Develop the specifications
 - Develop the service levels - how to do this so it doesn't alienate the sellers
 - Determine the approach to the market - the most attractive approach for buyers and sellers
 - Determine the evaluation methodology
 - Contract options
 - Develop project plan & budget (fast way to develop the project plan)
 - Update risks & issues
 - Develop procurement plan
 - Managing the project
- The "Go to Market" phase
 - Managing the process
 - Developing the documents
 - Supplier briefings
- The "Manage Delivery" phase
 - Relationship management
 - Contract management & administration
- The "Review" phase
 - Tactical review
 - Strategic review

WHAT IS THE RIGHT TRACK WORKSHOP?

The Right Track Workshop was developed in 2014. It is a pragmatic and effective tool which we use at the beginning of every project, and train at every Project Management and Procurement Training workshop that we run.

WHERE IS THE TRAINING?

The workshop is delivered in-house and all you have to do is provide a suitable venue and appropriate support.

HOW MUCH DOES IT COST?

The pricing for this 2-day workshop is shown in the table below:

10 - 14 Attendees	Per person fee in excess of 14 attendees
\$9,000	\$900

TIGL's pricing conditions for this training are:

- prices are exclusive of GST
- credit term is 20th of the month after invoice date
- the only disbursements claimed are for out of town travel
- TIGL supply materials and workbooks
- the client supplies venue and catering

GUARANTEE

TIGL absolutely guarantee our work. Our satisfaction guarantee to you is that:

- in the unlikely event that you're not satisfied with our work, we would make sure that we work with you to put it right
- if at any time you're not satisfied with the value you've received when we invoice you, then we ask you to pay the value that you deem appropriate